INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis College, in Orange Park, Florida 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. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis College was first licensed in Florida in September 1996 under the name Medical and Business Institute. Training began with programs preparing individuals for careers in allied health. The school became North Florida Institute following a change of ownership in September of 1998. A branch location of North Florida Institute was established in March 2003 at 5995-3 University Blvd., West, Jacksonville, Florida.

In December 2007, Education Affiliates Inc. purchased North Florida Institute and its branch. In December 2009, North Florida Institute in Orange Park changed its name to Fortis College.

Fortis College is a member of the Florida Association of Post-Secondary Schools and Colleges.

CONSUMER INFORMATION

This Catalog is published to inform students and others of Fortis College’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 College and any individuals. The information provided is current and accurate as of the date of publication.

Fortis College 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 College 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 College 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 College 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 Campus President, 700 Blanding Blvd., Suite 16, Orange Park, FL 32065.

OFFICE HOURS
The College's office hours are as follows:
• Monday – Thursday 8:30a—7:00p
• Friday 8:30a—3:00p

ACCREDITATION, LICENSES, AND APPROVALS
Institutional and program assessments are conducted periodically by qualified examiners and members of the college’s accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College’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 College is accredited by the Accrediting Commission of Career Schools and Colleges. The Accrediting commission of Career Schools and Colleges (ACCSC) is a recognized accrediting agency by the U.S. Department of Education. The mailing address for ACCSC is 2101 Wilson Blvd., Suite 302, Arlington, VA 22201, telephone (703) 247-4212.

• Fortis College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number 888-224-6684 or 1-850-245-3200.

• Educational programs offered by Fortis College are approved for the training of eligible veteran students by the Florida Department of Veterans Affairs, Bureau of State Approving for Veterans Training, located at 11351 Ulmerton Road, Suite 311-K, Largo, FL 33778-1630.

• The Surgical Technology Associate of Science degree program at Fortis College is programmatically accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education for Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP, 1361 Park Street, Clearwater, FL 33756 (727) 210-2350.

• The Associate Degree in Nursing program is approved by the Florida Board of Nursing, 4052 Bald Cypress Highway Bin C02, Tallahassee, FL: 32399-1701, (850) 245-4125.

• The Associate of Science in Nursing Degree program of Fortis College in Orange Park, Florida is accredited by the ACEN (The Accreditation Commission for Education in Nursing. The Accreditation Commission for Educating in Nursing can be contacted at 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 or by Phone: 404.975.5000 and Fax: 404.975.5020.

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

COMMISSION FOR INDEPENDENT EDUCATION LICENSED PROGRAMS

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MISSION AND PURPOSES

Fortis College provides postsecondary career education to both traditional and nontraditional students through a variety of diploma and degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis College strives to develop within its students the desire for lifelong and continued education. The staff at Fortis College believes that they make an important contribution to the economic growth and social well-being of the area. Fortis College 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 College:
• 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 and associate of applied science 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.

SURGICAL TECHNOLOGY PROGRAM MISSION, GOALS, AND STUDENT LEARNING OBJECTIVES

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 conduction of invasive and minimally invasive surgical procedures, ensuring that the operative room environment is safe, that equipment 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.

PROGRAM DESCRIPTION

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

PROGRAM OUTCOMES

• Define the fundamental concepts of human anatomy and physiology, microbiology, pharmacology, and wound healing, and recognize their relationship to patient care.
• Apply the principles of patient care in the preoperative, intra-operative and postoperative settings.
• Recognize the independent role of the surgical technologist among team members and ancillary services providers.
• Develop and apply fundamental surgical techniques through practice and evaluation in the clinical setting.
• Accurately apply the principles of asepsis on establishing and maintaining the sterile field.
• Employ Standard Precautions and other recognized guidelines in the surgical setting.
• Recognize the variety of patient’s needs and the impact of their personal, physical, emotional, and cultural experiences during patient care.
• Demonstrate professional responsibility in performance, positive attitude, teamwork, and professional conduct.
• Communicate effectively and perform within the recognized scope of practice within the healthcare community.

ASSOCIATE DEGREE IN NURSING PROGRAM STUDENT LEARNING OUTCOMES

• Analyze relevant assessment data to provide holistic client-centered care.
• Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
• Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and health care team members.
• Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.
• Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
• Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.
• Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
• Participate in activities that promote professional development and personal growth.

CRITICAL STRENGTHS OF FORTIS COLLEGE

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

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 College accreditation and
licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Academic Dean and/or Program Directors: 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 College 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 College is in Orange Park, Florida, a suburb south of Jacksonville, Florida. The school is located at 700 Blanding Boulevard, Suite 16. The school building contains 24,750 square feet, including administrative offices; computer and medical labs, lecture classrooms, a learning resource center, and student break area. Fortis College 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 facilities.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis College 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 characteristic. 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/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to Eric Goodman, Vice President of Education, at eric.goodman@edaff.com or 720-509-8176(direct)/443-678-2143 (cell).

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. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

NON-DISCRIMINATION STATEMENT

Fortis College does not discriminate based on gender, sexual orientation, age, physical disability, race, creed or religion in its admission to the College or treatment in its programs, activities, advertising, training, placement, or employment. Eve Lee, Business Office Manager, at Fortis College in Orange Park, Florida is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to Eve Lee, Title IX Coordinator, at 700 Blanding Blvd., Suite 16, Orange Park, FL 32065, (904) 269-7086 or by email at ELee@FortisCollege.edu. The College’s Consumer Information Guide contains more information about the College’s Title IX grievance procedures. The Consumer Information Guide is available online at http://www.fortisedu.info/

The TITLE IX COORDINATOR must act equitably and promptly to resolve complaints and should provide a response within seven working days.
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 College receives all required documentation. All records received become the property of Fortis College.

GENERAL ADMISSION REQUIREMENTS

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school diploma or higher earned degree, transcript, or other acceptable documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service.

2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.

3. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program.

4. The applicant must complete an applicant information form.

5. The applicant must interview with an admissions representative and/or other administrative staff.

6. Applicants who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) If the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations require approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.

7. 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
  - Medical Assisting: 11
  - Medical Assisting with Basic X-ray Operation: 20
  - Medical Billing and Coding: 13
  - Sterile Processing Technician: 11

- **Associate Degree Programs**
  - Associate Degree in Nursing: 16
  - Surgical Technology: 17

(Applicants to the Associate Degree in Nursing program who hold current VN or PN licensure or who are graduates of a Fortis College/Institute or MedVance Institute VN or PN program are exempt from taking Wonderlic exam.)

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.

8. Applicants must pay the enrollment fee and complete all tuition payment requirements.

9. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following is an additional admissions requirement for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.

2. The applicant must pass the school’s Online Readiness Assessment with a 60% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school’s Online Readiness Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.
ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Associate Degree in Nursing (ADN) program.

Applicants to the ADN program who are Licensed Practical Nurses (LPNs) must meet the following requirements:

1. The applicant must be a graduate of a state-approved Practical Nursing (PN) program. Applicants who are not graduates of a Fortis College/Institute or formerly MedVance Institute PN program must have a cumulative grade point average of 2.8 on a grading scale of 4.0. The applicant must provide documentation of graduation in the form of an official transcript. Exceptions to this requirement may be considered in extenuating circumstances (such as transcripts only showing pass/fail; graduated from a military school and no GPA is provided). The request for a waiver must be submitted in writing to the Dean of Nursing, who will review and provide approval with guidance from the National Dean of Academics.

2. The LPN applicant must possess a current, valid unencumbered Practical Nurse license from the state in which he or she will be attending the ADN program.

3. After the admission interview, the applicants who are not Fortis College/Institute or formerly MedVance Institute PN graduates will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN). Applicants may be admitted to the nursing program with an A2-RN score of 75% or higher on (1) English Language Composite Score comprised of reading, grammar, vocabulary and (2) math composite score.

4. Prior to taking the A2-RN assessment, students will be provided an opportunity to purchase the study guide. Students are strongly discouraged from taking the assessment without completing the review workbook. If the student is unsuccessful after his/her first attempt, he/she should be directed to complete the HESI online remediation for at least one week before being allowed to take the A2-RN the second time. For applicants who have previously taken the A2-RN exam within the last 12 months and produce an A2-RN transcript, the fee to retake the A2-RN exam will be waived.

5. Graduates from a Fortis College/Institute or formerly MedVance Institute PN program may be provisionally admitted to the Associate Degree Nursing program contingent upon obtaining a valid, current, unencumbered Practical Nursing license from the state in which they are attending the ADN program prior to the end of their first term. Failure to obtain a current, valid Practical Nursing license prior to the end of their first term will result in immediate dismissal from the Associate Degree in Nursing program.

6. LPN applicants to the ADN program who are Fortis College/Institute or formerly MedVance Institute PN program graduates are exempt from taking the HESI Admission Assessment Exam (A2-RN), and are required to take the HESI PN Exit Exam and score at least 850. The score of 850 or greater is valid for one year from the date of administration. If the student should delay entry into the ADN program, beyond one year, the applicant will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN).

Applicants may be admitted to the nursing program with an A2-RN score of 75% or higher on (1) English language composite score comprised of reading, grammar, and vocabulary and (2) math composite score.

Applicants to the ADN program who are not licensed practical nurses must meet the following requirements:

1. After achieving a passing SLE score, applicants will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN). Applicants may be admitted to the nursing program with an A2-RN score of 75% or higher on (1) English Language Composite Score comprised of reading, grammar, vocabulary and (2) math composite score.

2. Prior to taking the A2-RN assessment, students will be provided an opportunity to purchase the study guide. Students are strongly discouraged from taking the assessment without completing the review workbook. If the student is unsuccessful after his/her first attempt, he/she should be directed to complete the HESI online remediation for at least one week before being allowed to take the A2-RN the second time. For applicants who have previously taken the A2-RN exam within the last 12 months and produce an A2-RN transcript, the fee to retake the A2-RN exam will be waived.

Entrance Exam Retakes & Timelines

1. An applicant failing the first attempt of the HESI A2 may be permitted to retake the exam up to two more times within 90 days of the first attempt. The timing of the second and third attempts will be determined by the school based on progress made during the prep course.

2. After three (3) unsuccessful attempts, an applicant may only re-apply to the college or institute after six months from the third attempt and prior to the fourth attempt will be required to submit evidence of having completed additional academic coursework that would demonstrate additional preparation for success (e.g. completed course work in science courses, certification or documentation of having completed professional education or skills development from a community college adult education course/s or formal tutoring).

3. If the fourth attempt to pass the HESI A2 is unsuccessful the applicant will no longer be eligible to apply for the nursing program.

Admissions testing from another location:

1. Applicants that have official documentation of having completed the HESI A2 at another accredited academic institution within 12 months from expected enrollment at Fortis College and achieved a score that meets or exceeds that required by Fortis College will be considered for admission and not be required to repeat the HESI A2.

Note: Admission to the Associate Degree Nursing program does not guarantee a student’s ability to participate in clinical training experiences, sit for a nurse licensing examination, or obtain employment as a professional nurse in this or any other state.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS

1. Applicants must submit to and pass a drug-screening test and 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.

2. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in the applicant's admission 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 requirements of the program or may prevent his or her nursing licensure by a state Board of Nursing. If there are any questions regarding this process, the applicant should make an appointment with the Dean of Nursing.

3. The applicant must provide 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.

4. The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card. This current CPR card must not expire prior to the last day of the program. CPR certification and renewal will be at the applicant's expense.

5. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.

6. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Programs Admissions Committee for consideration. After the Nursing Programs Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants.

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS**

In addition to the General Admissions Requirements, the following are additional admissions requirements for the group of programs referred to as Medical Technology (Med Tech): Sterile Processing Technician (SPT), Surgical Technology (SGT), and Medical Assisting with Basic X-Ray Operation (MABXO).

1. A prospective student will be interviewed by admissions and by an appropriate program director when necessary.

2. The programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.

3. 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.

4. The applicant must submit to and pass a 10-panel drug screening prior to starting the program. Results must be in the applicant's admissions file before starting the program. Inconclusive testing such as a dilute or insufficient sample will require the test to be repeated. The applicant is responsible for the cost of the additional testing. 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.

5. Applicants must submit to and pass 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.

6. Since some sites may be further than 50 miles from the school, applicants must sign a statement of understanding.

7. The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card. This current CPR card must not expire prior to the last day of the current school year and must remain valid throughout the program. If the applicant does not have a CPR card, opportunities will be provided for this to be completed.

8. Since some 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.

9. With the exception of Hepatitis B, all required immunizations must be completed prior to or within the first week of the first term that the student starts school.

10. 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.

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE SURGICAL TECHNOLOGY PROGRAM**

The items listed below are not considered for admission but must be completed prior to class start:

1. An applicant who is not accepted for the start of a class may re-apply to the Surgical Technology program for a future class.

2. The applicant must observe a video (approved by the program director) specific to the chosen career.

3. The applicant must complete an essay detailing (a) why he or she wants to enter the specific allied health profession and (b) why he or she should be admitted to the degree program. The essay must be submitted to the program director and/or his or her designee. The essay must be no more than 300 words. The program director or designee rates the essay using a rubric.

4. The applicant must sign a physical and technical acknowledgement specific to their program.
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 College’s Admissions Office.

READMISSION

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to different program of study should contact the Admissions Office.

A former student seeking readmission in the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator. The applicant must meet with the Student Success Coordinator to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that these or other issues will not interrupt the completion of the program of study if he or she is approved for readmission. The Academic Dean or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Financial Aid Director (or his or her designee) 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. Applications are reviewed and approved by a committee comprised of the College’s Campus President, Academic Dean, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission 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 College’s SAP policy. If approved for re-admission, the student will re-enter the College in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter. A student who fails to meet SAP after the first quarter 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 the student may prequalify for student financial assistance.

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the College Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current CPR certification and immunizations.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and acknowledges receipt of 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. With assistance from the Registrar, the Academic Dean will establish a course schedule for program completion.

ORIENTATION

Fortis College provides an orientation program to help students adjust to the College environment.

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

HEALTH AND IMMUNIZATION REQUIREMENTS FOR THE DENTAL ASSISTING, MEDICAL ASSISTING, MEDICAL ASSISTING WITH BASIC X-RAY, MEDICAL BILLING & CODING, AND STERILE PROCESSING PROGRAMS

Students in the Dental Assisting, Medical Assisting, Medical Billing & Coding and Sterile Processing programs must present documentation of having a TB test or complete a TB test within the first term of classes. If the TB test result is positive, a chest X-ray test must be completed Students in the Dental Assisting, Medical Assisting, Medical Billing & Coding and Sterile Processing programs must present documentation of having had Hepatitis B injections 1 and 2 within an acceptable timeframe, or must complete the first two Hepatitis B injections at least one quarter prior to the term in which they take any externship course.

If there are any questions regarding these requirements, students should make an appointment to speak with the Program Director and/or Academic Dean.

Students may not attend externship experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the Dean and program directors to make the final decision as to the student’s ability to participate in externship activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from a program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Program Director immediately (within 24 hours) and prior to participating in any externship or laboratory experience.

-8-
Surgical Technology Program Health and Externship Requirements

Since some sites may require immunizations, seasonal influenza, and TB Test, the applicant must submit to these prior to beginning externship/clinicals. As a reminder, TB Testing should be conducted in the first term of classes and 6 months prior to externship where required.

<table>
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<tr>
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<td>Obtain serologic testing 2 months after dose #3.</td>
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<tr>
<td>MMR</td>
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<td>If no evidence of immunity or equivocal serology results is reported, two doses of MMR at least 28 days apart required.</td>
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**Associate Degree in Nursing Program Health and Clinical Requirements**

As a part of contractual agreements with clinical agencies, all nursing students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

1. **Maintain Unencumbered Practical Nursing License**

   Once the ADN student has fulfilled the practical nurse license requirements outlined in the admissions requirements (at the time of admission or prior to the end of the first term for provisional enrollment), the student's license must remain unencumbered throughout the duration of the program. Students must report to the Director of Nursing, in writing, any change in status of their practical nurse license within 24 hours of the occurrence. Failure to maintain an unencumbered license may result in dismissal from the program.

2. **Cleared Background Check**

   The applicant must submit to and pass a criminal background check and be cleared per Fortis College policy as well as appropriate State Board of Nursing rules and regulations. Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Dean of Nursing in writing, any change in their criminal background or status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

3. **Negative Drug Screen**

   The applicant must submit to and pass a drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a College designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

4. **Current BLS CPR Card**

   Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The College must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

5. **Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms**

   Students must sign and submit a current Health Care Declaration
and the Essential Skills and Functional Abilities Forms. It is essential that nursing students perform several physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the dean of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the dean of the nursing program to make the final decision as to the student’s ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance to participate in clinical experiences at their facilities. The College does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

6. Immunizations

Proof of Immunizations are mandatory for every nursing student and will be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the education program.

All students are required to sign the acknowledgement of information regarding immunization requirements.

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center the expectation is the student will use the center.

Students may choose to obtain the immunizations from another healthcare provider, however immunization documentation has to include specific information about the type of healthcare provider and the immunization’s administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1st clinical session will result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or College policy. The College has identified a standard immunization policy, but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing 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. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

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7. Serological Evidence of Immunity

**Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to
hepatitis B. For previously vaccinated individuals, serological tests must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided to participate in any agency based clinical rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider's recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in the event of an exposure.

Measles, Mumps, and Rubella (MMR)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the College and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the College and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Tetanus, Diphtheria, Pertussis (Td/Tdap)

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the College and maintain compliance with the immunization and health clearance policy.

Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the College and maintain compliance with the immunization and health clearance policy.

Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the College only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 21 days after the 1st test and it is read within 48-72 hours.
- Annual TST.

One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):

- Step #1 TB skin test administered and read within 48-72 hours.
- Annual TST.

Annual tuberculosis screening and TST is required each year the student is enrolled in the nursing program. Students must provide documented evidence of compliance to the College. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual
8. Additional Immunizations

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). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The College 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 nursing 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 to maintain enrollment and progress. All additional requirements are at the student’s expense.

9. Student Health Requirements

It is essential that nursing students can perform several physical and cognitive activities in the classroom, clinical, and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The College or clinical agency reserves the right to request a medical release from a healthcare provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student’s expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and Dean of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to the College prior to the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing in consultation with the Regional Dean of Nursing.

10. Provide any additional documentation that may be required by the assigned clinical site.

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 College 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 of the student’s program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the College 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).

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). 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, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:
• Courses in general 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 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 College in order for transfer credit to be awarded.

• 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. In the case of nursing applicants when a need exists for a review for possible exception the Vice President of Nursing and the Vice President of Education will review and determine what is appropriate.

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 Fortis College 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, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

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

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

Fortis College will accept credit earned in a similarly-titled program from another Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

Additional Requirements for Specific Programs

• Nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with an “NUR” or “PNR” prefix). The only exceptions are nursing courses completed at Fortis-affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluation of all materials provided. Grades associated with transfer credits are not calculated in the student’s Grade Point Average (GPA) and will appear on the student’s transcript with a grade of “TR.” Transfer credits are included in the calculation of the credits earned/credits attempted ratio for purposes of determining rate of progress in satisfactory academic progress. Since the number of credits transferred into a program may shorten the maximum program length for completion of graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

Transfer Between Programs

If students wish to transfer between programs at the same school, students should seek guidance from the Academic Dean and the Registrar. The Academic Dean 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.

VA Student Transfers

A Veterans Administration (VA) funded student enrolling in any of the College’s 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 College will evaluate and grant credit, if appropriate. Training time will be adjusted appropriately and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

Fortis College must receive and evaluate official transcripts from all postsecondary school(s) 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).

If students wish to transfer between programs at the same school, students should seek guidance from the Academic Dean or the Registrar. The Academic Dean 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.

First Day of Class

ASSOCIATE DEGREE IN SURGICAL TECHNOLOGY PROGRAM:

<table>
<thead>
<tr>
<th>Term</th>
<th>2017-18</th>
<th>2018-19</th>
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ASSOCIATE DEGREE IN NURSING PROGRAM:

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Diploma Programs

Dental Assisting

Length: 1040 Clock Hours; 48 Instructional Weeks  
Program Quarter Credits: 60  
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.

CredentiaL Exams

Students are required to take the Dental Assisting National Board’s (DANB) Infection Control Examination (ICE) upon completion of their DAS115 course and Radiation Health and Safety (RHS) Examination upon completion of DAS135 course.

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.

Plan of Study

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Medical Assisting

Length: 780 Clock Hours; 36 Instructional Weeks  
Program Quarter Credits: 46  
Credential Awarded: Diploma  
Mode of Delivery: Residential

Objective

Medical Assistants play an integral part in performing administrative and clinical tasks that supports 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 health care 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 other health practitioner. Those in large practices tend to specialize in an 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 the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.
Medical Assisting with Basic X-Ray Operation

**Objective**

Changes in the healthcare field have created a need for professionally-trained individuals who can perform both medical assisting tasks and basic x-ray operation in a physician’s office or other non-hospital healthcare settings. The Medical Assisting with Basic X-Ray Operation program has been designed to meet such a unique need in the health care industry. The diploma program starts with general knowledge required by allied health professions and then focuses on the fundamental knowledge and skills expected of a typical medical assistant who is also able to perform basic or limited scope X-ray operations. The program offers a carefully designed set of courses that train students in administrative and clinical skills to support a physician. Additionally, students in the program also learn to perform limited scope x-ray operations. The objective of the program is to prepare students for seeking entry-level employment as a medical assistant who is also able to perform limited scope x-ray operation tasks.

**Description**

This program primarily prepares students with the skills and knowledge necessary to perform administrative and clinical tasks of a Medical Assistant in a medical setting. As an added component, the program also trains students on principles and skills for limited scope x-ray operation such as positioning the skeletal system and chest in preparation for limited scope x-ray procedures. Students learn to accurately position patients and ensure that quality diagnostic images are produced. The Medical Assistant with Basic X-ray Operation program graduate is often expected to multitask in any physician’s office or clinic by assisting with vital signs or other typical back office procedures and/or administrative office procedures including electronic health record management. When the need arises, he or she is also able to perform limited scope x-ray procedures for a diverse population of patients.

**CREDENTIALING EXAMS**

Students in their final quarter are required to take the National Center for Competency Testing (NCCT) National Certified Medical Assistant (NCMA) 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.

**Plan of Study**

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Medical Billing and Coding

**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 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 prepares 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 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
Students in their final quarter are required to take the National Certified Insurance Coding Specialist (NCICS) exam through National Center for Competency Testing (NCCT).

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.

PLAN OF STUDY

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<th>CREDIT HOURS</th>
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STERILE PROCESSING TECHNICIAN
Length: 780 Clock Hours; 36 Instructional Weeks
Program Quarter Credits: 46
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 insures 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 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
Students in their final quarter are required 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.

PLAN OF STUDY

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# ASSOCIATE DEGREE PROGRAMS

## NURSING

Length: 1500 Clock Hours / 96 Instructional Weeks (Standard Program) / 144 Instructional Weeks (Flex Program Option)  
Program Quarter Credits: 106  
Credentialed Awarded: Associate of Science  
Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.  
Clinical times may start as early as 6 am and end as late as 11 pm and may require an occasional Saturday or Sunday.  

### Student Learning Outcomes - Associate Degree in Nursing Program

- Analyze relevant assessment data to provide holistic client-centered care.  
- Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.  
- Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and healthcare team members.  
- Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.  
- Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.  
- Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.  
- Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.  
- Participate in activities that promote professional development and personal growth.  

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN), passage of which is required to obtain a license to practice nursing in the State of Florida.  

Graduation from the Associate Degree in Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state. Eligibility requirements to sit for the NCLEX-RN and obtain licensure in Florida are found in the catalog supplement immediately following the index.  

### PLAN OF STUDY

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*General education/other related courses  
**Online delivery  
***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in Nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded only 21-quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.  

### SURGICAL TECHNOLOGY

Length: 1690 Clock Hours; 84 Instructional Weeks  
Program Quarter Credits: 105  
Credentialed Awarded: Associate of Science  
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 affective (behavior) learning domains. Graduates are provided 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 at the externship site.

CREDENTIALING EXAMS

Surgical Technology students must take the Certified Surgical Technologist (CST) exam as a condition of graduation.

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.

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.

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<tr>
<td>SGT125</td>
<td>Ophthalmic, Otorhinolaryngology, Maxillofacial and Pediatric Surgery</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT130</td>
<td>Plastic, Genitourinary and Orthopedic Surgery</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT135</td>
<td>Cardiothoracic, Vascular and Neurology Surgery</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT205</td>
<td>Pharmacology and Anesthesia</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT210</td>
<td>Simulation: Diagnostic, Endoscopy, General, Genitourinary, Obstetric and Gynecological Procedures</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT215</td>
<td>Simulation: Ophthalmic, Otorhinolaryngology, Oral, Maxillofacial and Plastic Surgery</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT220</td>
<td>Simulation: Orthopedic, Cardiothoracic, Vascular and Neurosurgery</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>SGT225</td>
<td>ST Capstone and Certification Review</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>SGT230</td>
<td>ST Capstone and Career Development</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>SGT280</td>
<td>OR Externship Rotation</td>
<td>270</td>
<td>9</td>
</tr>
<tr>
<td>SGT290</td>
<td>OR Externship Rotation</td>
<td>240</td>
<td>8</td>
</tr>
<tr>
<td>SOC101</td>
<td>Sociology*</td>
<td>40</td>
<td>4</td>
</tr>
</tbody>
</table>

* Indicates a General Education course.
**Academic Policies & Services**

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.

*Nursing Minimum Passing*

A minimum grade of a "C+" (78%) is required to pass all NUR and PNR coded courses and the following prerequisite science courses:

- Anatomy and Physiology – AHP216, AHP217
- General Biology – BIO101
- Microbiology – BIO205
- Nutrition – SCI115

For successful completion of nursing and prerequisite nursing courses, a minimum test composite score of 78% (total average of objective assessment and clinical, simulation, and lab performance grades of Pass ("P") are necessary. Clinical and laboratory activities will be graded as Pass/Fail.

The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-science courses) in the program curriculum.

*Medical Technology Minimum Passing*

**Surgical Technology Students.** The minimum passing grade for Surgical Technology core courses is 78% (C+).

**Sterile Processing Students.** The minimum passing grade for Sterile Processing core courses is 78% (C+).

**Medical Assisting with Basic X-Ray Operation Students.** Students must score 75 on all core final exams to pass the class. The minimum passing grade for Medical Assisting with Basic X-Ray core courses is 78% (C+).

**Dental Assisting Students.** The minimum passing grade for DAS135 and DAS145 exams and final class grade is 75% (C) plus 100% attendance.

**Academic Honors**

Fortis College 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.

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**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:

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

Other letter grades used by the College include:

- I: Incomplete
- W: Withdrawn
- WF: Withdrawn Failing
- TR: Transfer Credit/AP Credit
- L: Leave of Absence
- P: Proficient in Course
- AU: Audit

Often for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, the designated minimum passing grade may be higher. Students who earn a grade lower than the specified minimum passing grade for that course must retake that course. Please refer to the program and course syllabus for specific details.

Records of a student’s progress are maintained by the College. 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.
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 College's Campus 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.

Nursing Program Clinical Evaluation

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 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 Academic Dean 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 College. They bear no quality points and are not included in the calculation of CGPA.

Nursing students: All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will be given a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of “Incomplete.” Only one exception may be made for the unique situation that may occur in the courses NUR210 “Transition to Practice – Capstone. When a student has achieved the required performance level in all other graded components of the course but has failed to achieve the required passing score for the comprehensive competency exam after two attempts within the quarter, the student may submit a completed Incomplete Grade Request Form to the course instructor. The course instructor will co-sign the form with the student and submit it to the Dean of Nursing for review and approval. When approved, the student will be required to complete focused competency development activities in the quarter immediately following and prepare to retake the comprehensive competency exam. The student may retake the exam a maximum of two times. The student will be responsible for any fees associated with the testing. The fees must be paid prior to taking the assessment. When the student achieves the required score on the exam, the final grade will be assessed accordingly and submitted to the Registrar to replace the "I" grade in CampusVue. If the student fails to achieve the required score after the second attempt, the "I" grade will be turned into an "F" grade for the course. Depending upon his or her overall academic progress in the program, the student may then be dismissed from the program or may retake the course (if he or she is eligible to do so). A student who retakes the capstone course under this circumstance will not be eligible for another grade of Incomplete due to failure to achieve the required passing score on the comprehensive competency exam.

Nursing Competency Reinforcement Workshop and Comprehensive Competency Exam

All students in the Associate Degree in Nursing program are required to complete a program competency reinforcement workshop that is included in the capstone course. If a student fails to attend the scheduled workshop (or any part of it), he or she will be required to complete another competency reinforcement workshop at his or her own expense. Documentation of attendance must be provided to the Dean of Nursing after completion of the workshop.

Each student in an Associate Degree in Nursing program is also required to pass a comprehensive competency exam with a specific score (indicated on the course syllabus). This examination is administered in the capstone course that is taken in the final term of the program.

Those students who do not achieve the required score on their first attempt at the comprehensive competency exam will be required to complete nursing competency development activities prior to taking the exam a second time. When a student has achieved the required performance level in all other graded components of the course but has failed to achieve the required passing score for the comprehensive competency exam after two attempts within the quarter, the student may be eligible to apply for an Incomplete grade as outlined in the Incomplete Grade policy. Depending upon his or her overall academic progress in the program, a student who fails the capstone course may be dismissed from the program or may retake the course (if he or she is eligible to do so). Failure of the capstone course due to not achieving the required score on the
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 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 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 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. Likewise, a student who withdrew 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 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.

Additional Provisions for Nursing Students:

A student in a nursing program is permitted to continue his or her enrollment in the program after earning one failing grade in a nursing and/or required science course. Nursing courses are those with an NUR or PNR course code prefix; required science courses are anatomy and physiology, nutrition, general biology, and microbiology. Failure is defined as achieving less than a 78% score on objective testing content (see Nursing Student Handbook for definition of objective testing) or not achieving 78% of the total course grade points. A second failure to successfully complete a nursing and/or required science course will result in dismissal from the program except in cases of an approved waiver as outlined below.

A student who fails for the first time to achieve the required 78% passing score in one of the science courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the first failing grade from counting towards the two-course failure limit that would result in dismissal from the program. A student is allowed only one waiver for the aggregate of all science courses in the entire nursing program. The petition must be made in writing and submitted to the Dean of Nursing and the Academic Dean or Campus President jointly for consideration.

When repeating a failed science course under the waiver petition, the following will apply:

• A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.

• A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the two-course failure limit. A second failure to successfully complete a nursing and/or required science course will result in dismissal from the program.

• A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or withdrawal from a science course.

The course repeat limitation does not apply to the capstone course if the student has failed only due to not achieving the required score on the comprehensive competency exam.

Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

COURSE AUDIT

Any current student may audit a lecture class without charge, if seating space is available during 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 Academic Dean. Because of 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; 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 (6 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 College 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 Academic Dean 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

- Accumulated, with passing grades, the required number of credit hours within the student’s program of study
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- Completed the program within 1.5 times the program’s length as published in the Standards of Academic Progress policy in this catalog
- Verified satisfactory completion of all program criteria for graduation with the Academic Dean, Registrar, Financial Aid, and Career Services
- Returned any school property, including books and equipment
- Must currently be in good financial standing
- Dental Assisting, Medical Assisting, Medical Assisting with Basic X-Ray Operation, Medical Billing and Coding, Sterile Processing, and Surgical Technology students should have taken the applicable certification exams.

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 incomplete by the College until documentation of restoration of civil rights is received.

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

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

Academic advising is available throughout the student’s enrollment at the College 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 College offers WellConnect counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or the Student Services Coordinator. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help with the Student Services Coordinator. While the College does not provide counseling services, it maintains a community resource list for personal, family, and financial counseling-related needs through the WellConnect service and Student Services.

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 Academic Dean 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 program director.

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

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. 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. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven 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 Academic Dean or Dean of Nursing. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Academic Dean will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course if the issue is grade related and the Director of Student Services. This meeting will be held within seven calendar days of the Dean receiving the student’s written appeal. The student will be notified in writing via mail and email of the Academic Review Board’s decision. The notification will be sent no later than the end of the next 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.

If a nursing student is appealing termination due to a second failure to successfully complete a nursing and/or a required science course, the student’s letter of appeal must explain and document, to the satisfaction of the Academic Review Board (in this case consisting of the campus nursing admissions committee, Dean of Nursing, Regional Dean of Nursing, and Corporate Vice President of Nursing) that had it not been for significant extenuating circumstances, the student would have passed one or both of the failed courses. Qualifying significant extenuating circumstances are very rare and are typically limited to temporary yet severe illness or
injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. Upon unanimous agreement of the Academic Review Board, the student will be granted Contingent Reinstatement. To satisfy the contingency and gain approval for re-entry, the student must explain and document in writing, to the unanimous satisfaction of the Academic Review Board (consisting of the previously mentioned individuals) that circumstances have substantially changed such that the previously identified contributing factors will no longer affect the student's academic performance. The student will remain withdrawn from the school until the appeal is successful and the contingency is satisfied.

See SAP Appeals & Financial Aid Probation of the Satisfactory Academic Progress section of this catalog for more information if the student is appealing termination due to failure to maintain satisfactory academic progress.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

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 more than 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the College 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 because 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 Academic Dean 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 College’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.

Additional Program Attendance Policies:

Additional attendance policies are provided in greater detail in the student handbook.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed because 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 all make-up of work missed because 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.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)

Except for scheduled holiday breaks, the College’s programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses (modules) in her/his program study and not take any classes in one module. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN) which would allow a student to request and be approved to retain his/her status as an otherwise active and enrolled in the College during these brief periods which may never exceed forty-five (45) days.

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

- The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- To qualify for the SPN enrollment status, the student must otherwise be in good academic and financial standing with the Institute and sign a Student Status Change Request Form (SSCR) wherein the student affirms that he/she will attend the next module which shall be a period of non-attendance of no longer than a maximum of 45 calendar days.
- The Academic Dean must approve the SPN request.
- The Financial Aid Director must also approve the SPN request.
- Any approved SPN means that the College will not charge the tuition, books or fees for the module and instruction which will not be delivered during the SPN.

LEAVE OF ABSENCE

Students who need to interrupt their program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, active military service, jury duty obligation, or other severe or unanticipated personal circumstance may make an application for a Leave of Absence. Students experiencing these types of circumstances should meet with the Academic Dean or the Campus President to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA).
The following are the criteria for making application and approving a Leave of Absence:

- The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave Request Form.
- The applicant for a LOA must be able to resume his or her training at the same point where the training was interrupted.
- The applicant for the LOA 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.
- The leave period requested should be no more than 90 days. If the student requires an extension of the original leave period requested, the student must apply for an extension and document the need. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College 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. In any 12-month period, the cumulative leave period(s) may be no longer than 180 days.
- The applicant for a leave must confirm that the applicant 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 and that his or her federal student loan(s) will have entered their federal loan “grace period” as of the applicant’s actual last day of class attendance. Further, repayment of the student’s loans will begin six months after his or her last day of class attendance.
- For students enrolled in a credit hour program, an LOA should be requested prior to the first scheduled class day of a term or module. However, in certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an LOA 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 in-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. If the institution grants this type of in-term LOA, all tuition charges associated with the courses in the term or module started but not completed will be removed. Tuition payments from all sources associated with the courses in the term or module started but not completed will be refunded to the source of the payment. The only exception to this procedure to remove charges for a term started but not completed would be books, uniforms, laptop computer or similar charges where the item charged was provided and used by the student, and not returned or not eligible return for credit.
- A student, who is granted an LOA in a credit hour program, may only return in at the beginning of a term or module.

The applicant for a Leave of Absence will be notified by the Academic Dean or the Campus President if his or her application for a Leave of Absence has been approved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student.

Withdrawal

To remain in “Active” status at the College, students must be enrolled in and actively attending at least one course. If students withdraw from all their classes, or cease to actively attend, they will be withdrawn from the College in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the College 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 may withdraw from all their courses, and therefore from the College, by notifying the College, preferably in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Academic Dean or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President to gain an appreciation for what the College can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar, preferably in writing, and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the College will receive a grade of “W” if they withdraw before 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.

Nursing Students: Students enrolled in courses required for nursing programs (anatomy and physiology, microbiology, nutrition, and general biology) who withdraw from a course or from the College will receive a grade of “W” if they withdraw before the end of the 8th week of a quarter-based program, or before the end of the 11th week of a semester-based program. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a “WF” grade for the course. The grade will be recorded on their transcript. A “WF” grade is regarded the same as an “F” grade in determining whether the student can remain enrolled in the program.

Nursing students are allowed only two course withdrawals (including both “W” and “WF”) from nursing courses and/or required science courses during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Withdrawals as a Result of Failure to Attend

A student attending the College 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/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.

**Effective Date of Withdrawal**

If students provide notification of withdrawal, the effective date of the withdrawal will be the date on the written notification or the date it was received if there is no date on the notification.

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 College**

Students who have been dismissed from the College may not be eligible for re-instatement, unless the dismissal was due to failure to meet the College's 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 to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar 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 continuously 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.

Select programs are delivered in a hybrid format, which is the incorporation of both traditional on-campus (residential) and distance learning (online) within a program of study. The mode of delivery for each program is identified on the program page. Students enrolled in hybrid programs will take some of their courses via distance learning (online). Students enrolled in hybrid programs require access to a computer, webcam, internet connectivity, and software that meets the specifications described in the Student Information and Acknowledgement Form provided during enrollment.

**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 College 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 enhancing specific skills in a 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

<table>
<thead>
<tr>
<th>Allied Health Programs</th>
<th>Nursing Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>30:1 Lecture</td>
<td>35:1 Lecture</td>
</tr>
<tr>
<td>30:1 Computer</td>
<td>10:1 Clinical Rotation</td>
</tr>
<tr>
<td>20:1 Lab</td>
<td>10:1 Lab</td>
</tr>
</tbody>
</table>

Surgical Technology
30:1 Lecture 10:1 Lab

COURSE PROGRAMMING

Fortis College 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 a.m. and 11 p.m., Monday through Friday; and 8 a.m. and 5 p.m. on Saturday.

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

COLLEGE CLOSURES

The College reserves the right to close the College during weather or other emergencies. Notice of closures may be broadcast on the Student portal.

If the College must cancel classes due to emergencies, the College 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.

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 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 College 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 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, can 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 College 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 coordinator 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 coordinator 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 considered where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with which the College has an existing relationship. Should the student want to introduce a new site to the College, the College 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.

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 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 6 am to 6 pm Monday through Friday 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. Evening 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 per 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 coordinator 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 coordinator 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 College’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 College 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 coordinator. 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 College’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 College’s staff will visit that site at least twice 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 College. 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 College’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 a violation of the College’s policies and discipline will be administered accordingly, up to and including dismissal from the program.

11. Grading, student performance evaluation
a. Academic
i. 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 College's externship coordinator 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 to be eligible to attend education at an externship site and during the education experience. These conditions are often mandated by state regulators or accreditors. The College also specifies conditions 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/ or externship coordinator will meet with students to remind them of such requirements.

b. In some states and for some programs, the College is required to conduct a federal and/or state background check on the student. As part of that background check, the College 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 is 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 coordinator.

c. Any program specific requirements are stated in the program section of this Catalog.

**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 College 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 College, 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 data bases, 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 data bases 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 in a defined learning space within the College. 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 data bases and web-based resources that are accessible on computers in the LRC or at any location in the College. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals.

**Career Services**

Career Services continuously promotes 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 College 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 College'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 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 College'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 College reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the College may disclose personal information to the employer for the sole purpose of employment verification.

*While placement assistance will be provided, the College cannot promise or guarantee employment or a specific salary.*
The Enrollment Agreement obligates the student and the College 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 College catalog. The content and schedule for the programs and academic terms are described in this catalog. Except for the enrollment fee, which is a one-time charge, all other tuition and fees are charged each quarter. A returned payment fee of $25 may be charged for each returned check or rejected payment.

### Refund and Cancellation Policies

If an applicant/student cancels, withdraws, or is dismissed by the College for any reason, refunds will be made according to the College’s 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 the College determines that the student has withdrawn. All refunds will be calculated using the student’s last day of 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 the institution.

Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

### Tuition & Fees

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Reference</th>
<th>Student Kit</th>
<th>Laptop</th>
<th>Uniforms</th>
<th>Textbooks</th>
<th>Background Check</th>
<th>Drug Screen</th>
<th>Cert/Exam</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>DIPLOMA/Certificate Programs</td>
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<td>344</td>
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<tr>
<th>Program</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Reference Books</th>
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<th>Laptop</th>
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<th>Background Check</th>
<th>Drug Test</th>
<th>Certification / Licensure Exam</th>
<th>Total Cost</th>
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<td>Nursing – Hybrid</td>
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<td>38</td>
<td>200</td>
<td>48,673</td>
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</tbody>
</table>

### Tuition Refund Policy

A student wishing to officially withdraw should inform Fortis College in writing 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 College 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 College 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.

<table>
<thead>
<tr>
<th>Proportion of Total Quarter Taught</th>
<th>Tuition Due for the Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>20% or Less</td>
<td>Pro-Rata</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
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<tr>
<td>30.01% up to and including 40%</td>
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</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>100%/No Tuition Refund</td>
</tr>
</tbody>
</table>
TUITION ASSISTANCE FOR SERVICE MEMBERS

Policy Statement: Tuition Assistance funds are earned pro-rata up through the 60% portion of the enrollment period/term. No tuition assistance funds are due after attending more than 60% of the term.

Refund Calculation: A student’s last date of attendance documented by Fortis College will be used to calculate unearned Tuition Assistance funds. Unearned funds will be refunded by Fortis College no later than 45 days after the date of determination of the date of the student’s withdrawal.

Return of unearned Tuition Assistance is not the same as a refund. If a student withdraws prior to attending more than 60% of the enrollment period or term, Fortis College will return to the government the unearned TA funds, not a refund to the student. The return of any TA program funds will be returned directly to the Military Department, not to the Service Member. The requirement to return unearned TA funds applies to the TA portion only. Any calculation performed by the institution would consider only TA program funds.

RIGHT TO CANCEL

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant’s Enrollment Agreement with the College was signed by the student and a representative of the College. The applicant may use a copy of his or her 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 College, 700 Blanding Blvd., Suite 16, Orange Park, FL 32065. 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, minus a $100 Enrollment Fee.

CANCELLATION/REJECTION POLICY

Fortis College will refund all monies paid by an applicant who is rejected for enrollment by the College, or enrolls in a program that Fortis College cancels, or cancels within five calendar days of signing the enrollment agreement.

OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount will not be charged to the student.

An additional registration fee will not be charged each time a student changes his or her program. A student must see the Registrar’s Office and Financial Aid to discuss any program changes.

A fee of $200 per day may be charged to students in the Associate Degree in Nursing program for an unexcused make-up clinical day. A fee of $25 per hour may be assessed for an unexcused make-up lab or simulation experience.
Fortis College 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 College’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 College’s Consumer Information Guide contains more detailed information about financial assistance programs. The Consumer Information Guide is available online at: http://www.fortisedu.info/

**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 College’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 College’s Financial Aid Office.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

Each year Fortis College 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 College’s Financial Aid Officer for the College-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 College’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 College’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 College’s Financial Aid Office, based on the student’s financial need and academic progress. Questions regarding the FWSP should be directed to the College’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 College is approved for veterans training. The Florida Bureau of State Approving has approved Fortis College for veterans training. Information on eligibility requirements and applications can be obtained from the Financial Aid Office.

**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.

- First Coast Workforce Development (CareerSource) is a publicly funded agency that provides extensive workforce-related services to six counties on Florida’s First Coast – Baker, Clay, Duval, Nassau, Putnam and St. Johns counties.
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 College 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 College's Consumer Information Guide or contact the Financial Aid Office.

RETURN OF TITLE IV FUNDS POLICY

If a student withdraws from the College 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 College 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.

Credit Hour Programs:

<table>
<thead>
<tr>
<th>No. of Days Completed in the Payment Period</th>
<th>Total Number of Days in the Payment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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.)</td>
<td></td>
</tr>
</tbody>
</table>

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 College 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 College currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the College 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 College 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 College of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The College 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 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 College’s Consumer Information Guide, which is available online at: http://www.forisedu.info/

- 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 College’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 College for continued enrollment.

SAP Evaluation Periods

The College’s SAP standards measure a student’s satisfactory academic progress at the end of each quarter. The College 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 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 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 College measures qualitative progress on the basis of 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 Academic Dean 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 College 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 Less Than One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

### Programs of Study of One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 to 32</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>32.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

### Programs of Study of Two Academic Years or Longer

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 to 48</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>48.5 to 64</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>64.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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 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 College 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 Campus President, Academic Dean, 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 College’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 College. The Academic Improvement Plan must also ensure that the student can 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 College 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 a 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 College as well as the requirements for the submission of an appeal and the requirements for re-admission to the College.

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

Students who have been terminated from the College for failure to achieve satisfactory academic progress may qualify for readmission to the College for the purposes of re-establishing 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 College at students’ own expense or through transferring credits into the College.

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 Academic Dean 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 College from another postsecondary institution, the transfer credits that were accepted by the College 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 College, 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 College’s academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the College, 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 if 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 College.

Termination

The College reserves the right to terminate a student’s enrollment if, during the student’s program of study, the College 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 College’s rules and regulations as published in the College’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 College 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 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 RIGHTS

Students accepted into an academic program of study at the College 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 College 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 College.
- 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.

STUDENT POLICIES

- Maintain satisfactory grades.
- Know and observe the College'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 College 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 when a reasonable person should have known that such aid was not permitted
- Providing 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:

- Knowingly furnishing false information to the College
- Theft of the College’s property; theft, damage, forgery, alteration, misuse or mutilation of the College’s 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 College 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 College 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 College’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 College property or at a College function (Please refer to the Drug Free Policy established by the College 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 College 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

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 College, for initiation or admission into an affiliation with any organization recognized by the College.

Hazing includes, without limitation, the following as determined by the College: 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 College’s Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the College.

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 College’s Consumer Information Guide, available online at http://www.fortisedu.info/

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 Academic Dean.

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 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 College. As such, the College 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 based on 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 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 College 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 College name, 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 College, without explicit permission from the Campus President of the College.
- 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 College employees, students, or anyone associated with the College, 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 College 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 College 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 college community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college 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 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 College is committed to providing a safe, positive, productive, and nurturing educational environment for all its students. The College 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 Academic Dean or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing.

**DRESS CODE**

Each program of study at Fortis College has a dress code. Students must comply with the College’s dress code while attending classes, including any externship or clinical course. Compliance with the College’s dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the College 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 Campus 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 preventative 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.

Students dressed inappropriately or who do not follow the dress code 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 College. Questions should be addressed to the specific program director.

**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 uniform or white.

Fortis College students are expected to wear their Fortis College 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 who violate the dress code policy may be prohibited from attending school or campus-related activities. Those who disregard the dress code will be warned. If the problem persists, students may be dismissed from Fortis College.

Additional guidelines and policies regarding the dress code are contained in the Student Handbooks.

**Drug and Alcohol Policy**

The College 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 College’s Drug Free Program.

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

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

Additional information is included in the College’s [Consumer Information Guide](http://www.fortisedu.info/), available online at http://www.fortisedu.info/

**Non-Smoking/Non-Tobacco Policy**

The College is a non-smoking, non-tobacco facility. Smoking is not allowed anywhere on campus, including the complex in which the College is located. Smoking is only permitted in a student’s vehicle. Use of tobacco of any kind is not permitted inside the College's buildings. Smoking in non-designated areas is a violation of the College's Standards of Conduct. This policy includes electronic smoking devices.
DISCIPLINARY ACTION

Any student who observes a violation of College policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus 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 to be determined by the Campus 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 expelled from the College.

The student will be notified in person and in writing, within three business days of the incident being reported to the Campus President, of the selected sanction, together with his or her right to appeal the decision.

TERMINATION OR EXPULSION POLICY

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the College.

The College 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 College, as addressed in the "Conduct" section of this Catalog
• Fails to meet attendance standards
• Fails to meet financial obligations to the College

Time on suspension will be counted as an absence from the College and cannot exceed the allowable absences stated in the attendance policy.

Students dismissed for conduct violations will not be readmitted.

STUDENT APPEAL PROCESS

Students who are dismissed by the College have the right to appeal that decision. Students must initiate the appeal process by submitting, in writing, the reason why they should be re-admitted to College to the Campus President within 30 days of termination. The Campus President will respond to the appeal, in writing, within two weeks of receipt of the request.

Students will not be entitled to appeal if they are dismissed for exceeding the maximum program completion time.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The College provides the following information to all 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 Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.

• Information on Crime Statistics is also available on the National Center for Education Statistics’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.

For more up-to-date information, please contact an Admission’s Representative.

PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The College 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 Academic Dean 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 College maintains education records. Education records are supervised by the Campus President and access is afforded to College officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary College 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 Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular College hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.
Students may challenge the record for purposes 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 because they are improperly recorded. If, after the hearing, the College 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 College must have on file written permission 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 College 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 College'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, telephone number, birth date, program undertaken, 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 College requires students to present such a request in writing at the time of enrollment. Written consent is required before education records may be disclosed to third parties except for the accrediting commissions and government agencies so authorized by law.

**Professional Liability and Student Accident Insurance**

The College 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 College 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 is school sponsored. The College 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 College 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 College 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 Academic Dean 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 College. 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.

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 extends 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 all 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 College believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

**Field Trips**

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

**Housing Assistance**

Although the College 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.

PREGNANCY

Pregnancies should be promptly reported to the respective program director to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's program director and instructor.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis College 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 College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis College 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 can be found at Page 43 and the Termination or Expulsion Policy can be found at Page 43. Fortis College 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 College or an employee is urged to make a complaint to Eve Lee, 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 Eve Lee, 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 College. Should a victim of sexual violence request confidentiality, Fortis College will honor the request to the extent possible and allowed by law. Fortis College will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.
A grievance is a claim, a complaint or an expression of concern made by a student 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 grievance with their instructor or program director immediately.

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

A student has the right to appeal all matters with respect to
- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the academic appeals process; concerns about nonacademic matters should first be addressed directly with the head of the department or departments involved.

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 College’s SAP policy.

A student wishing to escalate his or her complaint should follow the five 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 raise their concerns as soon as possible to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Academic Dean, or the Director of Nursing (for students enrolled in nursing courses).

2. If the dispute cannot be resolved through addressing the Academic Dean or the Director of Nursing (for students enrolled in nursing courses) the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President will then convene the Campus Appeals Committee which will consist of the Campus President and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint.

A response from the Appeals Committee must be provided to the student within seven calendar days. 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 mailing address 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 Appeals Committee’s decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. 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 mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President’s decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. 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 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 should address his or her concerns by directing them to the State Licensing Authority, the College’s accrediting body, and/or a programmatic accreditor. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

Commission for Independent Education,
Florida Department of Education,
325 West Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400
888-224-6684 or 1-850-245-3200

The title and address of the accrediting commission is:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
(703) 247-4212
The title and address of the accrediting agency for the Surgical Technology program:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

The title and address for the state board approving the Associate Degree in Nursing program:

Florida Board of Nursing
4052 Bald Cypress Highway Bin C02
Tallahassee, FL 32399-1701
(850) 245-4125

The title and address of the accrediting agency for the Nursing program:

ACEN
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000

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.

**Arbitration**

Pursuant to a student’s Enrollment Agreement, any disputes, claims, or controversies between a student and Fortis College no matter how described, pleaded or styled, arising out of or relating to his or her Enrollment Agreement, their recruitment, enrollment, or attendance at Fortis College, the education provided by Fortis College, Fortis College’s billing, financial aid, disbursement of funds, career service assistance, or any other claim relating in any manner to the student’s relationship with Fortis College that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. A student should refer to his or her Enrollment Agreement for further information. If a student cannot find his or her Enrollment Agreement, he or she should ask the Campus President for a copy.


**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.

- **BIO**.................Biology
- **CMP**..................Computer
- **COM**..................Communications
- **DAS**..................Dental Assisting
- **ENG**..................English
- **HUM**..................Humanities
- **MAS**..................Medical Assisting
- **MAT**..................Mathematics
- **MBC**..................Medical Billing and Coding
- **MOA**..................Medical Office Administration
- **NUR**..................Nursing
- **PSY**..................Psychology
- **SCI**..................Science
- **SGT**.................Surgical Technology
- **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 prerequisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a prerequisite.

**AHP101  INTRODUCTION TO HEALTH PROFESSIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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 college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

*Prerequisite(s): None*

**AHP105  MEDICAL TERMINOLOGY**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through 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.

*Prerequisite(s): None*

**AHP106  MEDICAL ANATOMY AND PHYSIOLOGY**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

*Prerequisite(s): None*

**AHP200  COMMUNICATIONS FOR HEALTHCARE PROFESSIONALS**

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

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.

*Prerequisite(s): None*

**AHP216  ANATOMY AND PHYSIOLOGY I**

6.0 Credits

80 Clock Hours (40 Lecture Hours/40 Lab Hours)

This course is the first part of two-courses in anatomy and physiology. It provides a fundamental knowledge of the structure and function of the human body, enabling students’ understanding of normal body structure, and functioning of different organ systems of the human body. The course includes a study of Anatomy terminology, basic cellular principles, tissues, and organ systems, with emphasis on integumentary system, muscular system, skeletal system, nervous system, and endocrine system.

*Prerequisite(s): None*

**AHP217  ANATOMY AND PHYSIOLOGY II**

6.0 Credits

80 Clock Hours (40 Lecture Hours/40 Lab Hours)

This course is the second course in anatomy and physiology. It provides a fundamental knowledge of the structure and function of the human body, enabling students’ understanding of normal body structure and function within different organ systems of the human body. This course includes a review of levels of organization, organization of human body systems, and emphasizes the following systems: cardiovascular, lymphatic, immune, gastrointestinal, respiratory, urinary, and reproductive. Also covered is the importance of maintaining homeostasis within the body. Medical terminology associated with the systems are covered in this course.

*Prerequisite(s): None*

**BIO101  GENERAL BIOLOGY**

5.0 Credits

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

General Biology is an introductory course that covers scientific concepts that may affect you as an individual in our society. Basic principles of general biology are covered as they relate to the cellular, organism and population levels of organization. The course
includes cell structure and function, energy transfer, reproduction, genetics, evolution, diversity of organisms, and ecology. Correct scientific terminology is also emphasized.

Prerequisite(s): None

BIO205 Microbiology
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the nature of microbial organisms and offers a comprehensive survey of infectious diseases of humans, with major emphasis on the biology of the infectious process. Important infectious pathogenic agents (bacteria, viruses, protozoa) are studied in terms of their physiological functions and the properties which permit them to be pathogens. The epidemiology and pathogenesis of infections, analysis of the dynamic interactions between invading organisms and the defense mechanisms of the invaded hosts, clinical pictures of the disease states, and prevention of infection are explored. The laboratory exercises provide an introduction to basic microbiology and modern diagnostic and clinical microbiology.

Prerequisite(s): None

BXR110 INTRODUCTION TO X-RAY TECHNOLOGY
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The course introduces students to the role, state rules, and licensure process pertaining to the limited x-ray machine operator. Students develop hands-on skills in radiographic equipment manipulation including x-ray tube movement, use of locking mechanisms, use of the collimator, Bucky tray, the upright holder radiographic accessory devices, conventional radiographic image receptors, and radiographic film processing. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

BXR116 PRINCIPLES OF RADIOGRAPHY
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces students to the principles of x-ray exposure using manual and automatic exposure control, formulating x-ray techniques, and image quality. Principles of radiation physics associated with radiography are also included. This course also introduces the fundamental concepts of computed radiography and digital imaging, quality assurance, image evaluation, and characteristics and function of image receptors used in computed and digital radiography. This course, in combination with the other limited scope program requirements, will help to prepare the student to take and pass the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): BXR110

BXR120 RADIATION PROTECTION AND PATIENT CARE
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is designed to provide an overview of the principles of interaction of radiation with living systems; radiation effects on molecules, cells, tissues, and the body as a whole are presented with factors affecting biological response, including acute and chronic effects of radiation. This course will also reinforce the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Topics include radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations. Laboratory skills are incorporated with patient assessment and vital signs, management of acute situations, as well as review of medications and their administration. Patient communication and infection control methods are presented. Proper patient transfer techniques are also introduced with a review of ethics and legal considerations in the workplace which are relative to the scope of practice of the medical x-ray technician. This course, in combination with the other limited scope program requirements, will help to prepare the student to take and pass the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): BXR110

BXR131 LIMITED SCOPE X-RAY PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course includes a review of skeletal anatomy and pathology as related to the upper extremities, shoulder girdle, lower extremities, pelvis, spine, chest, abdomen, bony thorax, skull, facial bones, and paranasal sinuses. An emphasis on anatomy, proper positioning, and technical factors to produce x-ray images will be reviewed and practiced. Radiographic procedures of the fingers, hand, wrist, forearm, elbow, humerus, clavicle, shoulder, foot, ankle, tibia/fibula, knee, patella, femur, hip, pelvis, cervical spine, thoracic spine, and lumbar spine, chest, abdomen, bony thorax, skull, facial bones, and paranasal sinuses relative to patients of all ages, are also included. Image critique of each anatomical part is included. The basic concepts of bone densitometry are introduced. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): BXR110

CMP105 Introduction to Informatics
2.0 Credits
20 Clock Hours (20 Lecture Hours)
The course will offer a broad coverage of the health informatics. Topics include an introduction to the health informatics field and its major applications. The course also covers the scope, methods and evaluation of healthcare information systems and the principles of the electronic health record. Reference is also made to the diagnostic systems that support decision making in healthcare. Finally, the course provides an overview of the principles and applications of telemedicine in healthcare and the healthcare informatics associated ethical and legal topics.

Prerequisite(s): None

COM205 Effective Communication
4.0 Credits
40 Clock Hours (40 Lecture Hours)
This course introduces the students to communication 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.

Prerequisite(s): None
DAS110  FUNDAMENTALS OF DENTAL ASSISTING  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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, and histology. Students will be introduced to dental office communication and business operating systems.  
Prerequisite(s): None

DAS115  PREVENTIVE DENTISTRY AND NUTRITION  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry, including regulatory agency guidelines. Also presented is the foundation of oral disease prevention including patient education guidelines in oral self-care practices and nutrition.  
Prerequisite(s): None

DAS120  DENTAL PROCEDURES AND TECHNIQUES  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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.  
Prerequisite(s): DAS110

DAS125  DENTAL MATERIALS AND LAB TECHNIQUES  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.  
Prerequisite(s): DAS110

DAS130  DENTAL RESTORATIVE PROCEDURES  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
The goal of this course is to introduce students to the practices in dentistry, and the foundations of radiography, radiation safety, infection control, and quality assurance involving dental radiography. The student should be able to describe dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.  
Prerequisite(s): DAS110

DAS135  DENTAL RADIOLOGY  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. 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 extra oral radiographs on a variety of patient types.  
Prerequisite(s): DAS110

DAS140  DENTAL OFFICE PROCEDURES AND BILLING  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business environment. 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 healthcare system, are reviewed.  
Prerequisite(s): None

DAS145  DENTAL SPECIALTIES AND EXPANDED FUNCTIONS  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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.  
Prerequisite(s): DAS135

DAS150  CAPSTONE AND CAREER DEVELOPMENT  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are also given an opportunity to review clinical skills acquired throughout the program. Students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.  
Prerequisite(s): DAS135

DAS190  EXTERNSHIP I  
6.0 Credits  
160 Clock Hours (10 Lecture /150 Extern 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. Students will be required to meet at the campus a total of 10 hours, 1-1/2 hours a week to review the extern experience and competency checklist.  
Prerequisite(s): All program courses
DAS195  EXTERNSHIP II
6.0 Credits
160 Clock Hours (10 Lecture /150 Extern 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. Students will be required to meet at the campus a total of 10 hours, 1-1/2 hours a week to review the extern experience and competency checklist.
Prerequisite(s): All program courses

ENG101  English Composition
4.0 Credits
40 Clock Hours (40 Lecture Hours)
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.
Prerequisite(s): None

MAS110  CLINICAL PROCEDURES AND TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): None

MAS115  LABORATORY PROCEDURES AND TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
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.
Prerequisite(s): MAS110

MAS120  HUMAN DISEASES AND PHARMACOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): None

MAS125  INVASIVE CLINICAL PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): MAS110

MAS135  CERTIFICATION REVIEW AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 certification exam. 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. Prerequisite(s): MAS110

MAS141  CERTIFICATION REVIEW AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides a review and prepares the student to be able to sit for both the nationally Certified Medical Assistant exam and Limited Scope X-Ray Technician state licensure exam. This course also provides the students with career planning and job search techniques and skills. Topics include networking, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.
Prerequisite(s): MAS110, BXR120

MAS190  EXTERNSHIP
6.0 Credits
180 Clock Hours (180 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 direct supervision of a preceptor on the site. Through the externship experience, students 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): All course work

MAS191  EXTERNSHIP
6.0 Credits
180 Clock Hours (180 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 direct supervision of a preceptor on the site. Through the externship experience, the students 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): All course work

MAT101 College Mathematics
4.0 Credits
40 Clock Hours (40 Lecture Hours)
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.

Prerequisite(s): None

MBC110 PROCEDURAL AND DIAGNOSTIC CODING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

Prerequisite(s): None

MBC115 HOSPITAL, SURGICAL, AND MEDICAL CODING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

Prerequisite(s): MBC110

MBC120 PHYSICIAN CODING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 documentation from a variety of outpatient healthcare settings 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.

Prerequisite(s): MBC110

MBC125 REIMBURSEMENT METHODS AND PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include 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.

Prerequisite(s): MBC110

MBC130 CAPSTONE AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 all phases of professional development relative to employment.

Prerequisite(s): MBC110

MBC190 EXTERNSHIP
6.0 Credits
180 Clock Hours (180 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 direct 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): All course work

MED110 ANATOMY AND PHYSIOLOGY I
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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. Connect laboratory experiences are included in the course.

Prerequisite(s): None

MED115 ANATOMY AND PHYSIOLOGY II
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

Prerequisite(s): MED110

MOA110  MEDICAL OFFICE PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
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. Basic psychological concepts that relate to patient care are discussed. 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.

Prerequisite(s): None

MOA115  MEDICAL RECORDS AND INSURANCE
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
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.

Prerequisite(s): None

MOA120  ELECTRONIC HEALTH RECORDS
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the various aspects of electronic health records and practice management systems including standards, setup, administration, patient charts, office visits, clinical tools, templates and administrative financial functions. Other topics covered include tests, procedures, and diagnosis codes, and administrative utilities. Students will gain invaluable real-world experience through the use of EHR/PM software. 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 and practice management.

Prerequisite(s): None

MOA125  MEDICAL INSURANCE AND BILLING
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
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.

Prerequisite(s): None

MOA130  BOOKKEEPING IN THE MEDICAL OFFICE
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
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 ethics issues will be examined.

Prerequisite(s): None

NUR100  Pharmacology
5.0 Credits
50 Clock Hours (50 Lecture Hours)
This course introduces the concepts of pharmacology in using medications to promote, maintain, and restore health. Drug classifications are emphasized within the context of the nursing process. The student learns common medication actions, interactions, adverse effects and nursing interventions. Emphasis is placed on professional nursing responsibilities for meeting client needs and maintaining a safe and effective environment that includes legal, ethical, and educational implications. Factors influencing the administration, use, and effectiveness of medications, such as nutritional status, culture, growth and development and psychosocial health are explored.

Prerequisite(s): MAT101

NUR101  Health Assessment
4.0 Credits
50 Clock Hours (30 Lecture Hours/20 Lab Hours)
This course introduces the concepts and techniques of interviewing, history taking, review of systems, and physical assessment. The course provides the student with fundamental knowledge of pathophysiological stressors commonly encountered by adults. Laboratory experiences enable the beginning student to apply assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and psychomotor skills consistent with the care provider role in acute care and community based settings.

Prerequisite(s): AHP217

NUR104  Foundations of Nursing
8.0 Credits
150 Clock Hours (40 Lecture Hours/20 Lab Hours/27 Simulation Hours/63 Clinical Hours)
This course provides the student with foundational knowledge and skills essential to the practice of nursing. Concepts related to nursing as a profession, standards of care, professional ethics, nursing roles, communication, cultural awareness, holistic care, nursing process, critical thinking, teaching-learning process, collaboration, and community are presented. Developmental concepts are discussed with a focus on the elder and the normal process of aging. Students perform basic psychomotor skills and apply physics concepts in a laboratory setting.

Prerequisite(s): NUR101

NUR201  Medical-Surgical Nursing I
9.0 Credits
180 Clock Hours (40 Lecture Hours/20 Lab Hours/45 Simulation Hours/75 Clinical Hours)
This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults with commonly occurring health problems. Students use the nursing process to formulate care plans/maps for individuals experiencing surgery, and immune, elimination and integumentary problems. Clinical learning experiences in acute and community-based settings enable the student to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills.
**NUR202 Maternal-Newborn Nursing**
4.0 Credits
60 Clock Hours (30 Lecture Hours/15 Simulation Hours/15 Clinical Hours)

This course explores the concepts and skills necessary for the nursing care of childbearing families and neonates. The childbirth process from conception to postpartum is discussed. The course focuses on the role of the nurse in promoting, maintaining, and restoring health for the childbearing family and neonates including both normal and high risk pregnancy. The course also includes topics related to women’s health such as fertility and infertility, complications of menopause, sexually transmitted diseases, and female reproductive cancers. Clinical experiences provide the opportunity to develop assessment skills, communication skills, teaching skills, psychomotor skills, and collaborative skills.

*Prerequisite(s): NUR104*

**NUR209 Medical-Surgical Nursing II**
8.0 Credits
160 Clock Hours (40 Lecture Hours/45 Simulation Hours/75 Clinical Hours)

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults experiencing endocrine, gastrointestinal, neurological, musculoskeletal, genitourinary, and life threatening problems. Emphasis is placed on the decision-making process required for complex clinical situations. The course fosters the integration of concepts and skills presented in previous courses. Clinical learning experiences allow the student to apply leadership and management principles to the care of individuals, families, and groups.

*Prerequisite(s): NUR208*

**NUR210 Transition to Practice – Capstone**
6.0 Credits
120 Clock Hours (30 Lecture Hours/39 Simulation Hours/51 Clinical Hours)

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse.

*Prerequisite(s): All Coursework (NUR204 and NUR208 may be taken in the same quarter)*

**PSY101 General Psychology**
4.0 Credits
40 Clock Hours (40 Lecture Hours)

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 self and others.

*Prerequisite(s): None*
PSY278 Human Growth and Development
4.0 Credits
40 Clock Hours (40 Lecture Hours)
This course focuses on the period from conception through late adulthood, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student's understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences.
Prerequisite(s): None

SCI115 Fundamentals of Human Nutrition
3.0 Credits
30 Clock Hours (30 Lecture Hours)
The focus of this course is on the exploration of selected principles, concepts and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.
Prerequisite(s): None

SGT101 INTRODUCTION TO SURGICAL TECHNOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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, health care 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.
Prerequisite(s): None

SGT105 ASEPSIS AND STERILE TECHNIQUE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 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.
Prerequisite(s): None

SGT110 INSTRUMENTATION AND SURGICAL APPLICATIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn the different types of sutures, needles and staples 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.
Prerequisite(s): None

SGT115 SURGICAL CASE MANAGEMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): SGT101, SGT105

SGT120 DIAGNOSTIC, GENERAL, OBSTETRIC AND GYNECOLOGICAL SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn several diagnostic procedures as well the benefits and challenges of endoscopic surgery to include robotic-assisted surgery. The students will learn the concepts that are integral to both general obstetric 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.
Prerequisite(s): SGT105, SGT110

SGT125 OPHTHALMIC, OTORHINOLARYNGOLOGY, MAXILLOFACIAL AND PEDIATRIC SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): SGT105, SGT110

SGT130 PLASTIC, GENITOURINARY AND ORTHOPEDIC SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): SGT105, SGT110

SGT135 CARDIOTHORACIC, VASCULAR AND NEUROLOGY SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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, scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.
Prerequisite(s): SGT105, SGT110

SGT205 PHARMACOLOGY AND ANESTHESIA
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 intraoperatively and postoperatively, 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.

Prerequisite(s): SGT105

SGT210 SIMULATION: DIAGNOSTIC, ENDOSCOPY, GENERAL, GENITOURINARY, OBSTETRIC AND GYNECOLOGICAL PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course places the student into 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.

Prerequisite(s): SGT115

SGT215 SIMULATION: OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL, MAXILLOFACIAL AND PLASTIC SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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, and plastic 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.

Prerequisite(s): SGT115

SGT220 SIMULATION: ORTHOPEDIC, CARDIOTHORACIC, VASCULAR AND NEUROSURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

Prerequisite(s): SGT115

SGT225 ST CAPSTONE AND CERTIFICATION REVIEW
4.0 Credits
40 Clock Hours (40 Lecture Hours)
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 the final exam for the course.

Prerequisite(s): SGT220

SGT230 ST CAPSTONE AND CAREER DEVELOPMENT
4.0 Credits
40 Clock Hours (40 Lecture Hours)
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 student’s 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.

Prerequisite(s): SGT220

SGT280 OR EXTERNSHIP ROTATION
9.0 Credits
270 Clock Hours (270 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): SGT220

SGT290 OR EXTERNSHIP ROTATION
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 direct 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): All coursework

SOC101 Sociology
4.0 Credits
40 Clock Hours (40 Lecture Hours)
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 historic, 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.

Prerequisite(s): None

SPT110  INTRODUCTION TO STERILE PROCESSING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce the student to the sterile processing career path. Students will learn 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.

Prerequisite(s): None

SPT115  DECONTAMINATION AND DISINFECTION
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce the student to the processes of decontamination and disinfection within the Central Sterile Department. The student will learn about the tools required to clean, decontaminate, and disinfect items that are the responsibility of the Central Services Department. The student will learn the decontamination processes that will protect the items used during daily patient care procedures as well as the processes required to protect the people and environment that may be contaminated by contact with those items. The students will learn the basic cleaning protocol of contaminated items and how to properly prepare those items for sterilization. The students will learn the procedures for disinfection and the correct application of chemical disinfectants and how it relates to infection prevention and control. Instruction on surgical instrumentation to include complex surgical instrumentation will be provided as it relates to the decontamination and disinfection processes.

Prerequisite(s): SPT110

SPT120  STERILIZATION PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 student will learn the function of point of use processing in patient care procedures as well as the processes required to accomplish this successfully. The student will learn the processes and procedures for high-temperature sterilization to include types of sterilizers, types of cycles, and quality assurance processes. The students will learn the processes and procedures for low-temperature sterilization.

Prerequisite(s): SPT110

SPT125  COMPLEX PROCESSING AND INVENTORY MANAGEMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce the student to the more complex processes, quality assurance, and inventory management within the Central Service department. Students will learn inventory management concepts to include: monitoring and record keeping, quality assurance, managing inventory, ancillary department support, role of information technology, and personal/professional development. Students will learn ways that Central Service departments track instruments, equipment, and supplies, how to ensure that instrumentation and supplies quality meets the safety and sterility standards, what the students role will be in supporting ancillary departments in the health care setting, how information technology is integrated in to the Central Sterile Department, and personal/professional development that is specific to the sterile processing environment.

Prerequisite(s): SPT110

SPT130  CERTIFICATION REVIEW AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course also 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 learned throughout the program. In addition, the students will learn the necessary skills required to create a resume as well as practice interview skills.

Prerequisite(s): SPT110

SPT190  EXTERNSHIP
6.0 Credits
180 Clock Hours (180 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): All coursework
### STAFF AND FACULTY

#### ADMINISTRATIVE STAFF

<table>
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<tr>
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<tbody>
<tr>
<td>Campus President</td>
<td>Wyman Dickey</td>
</tr>
<tr>
<td>Business Office Manager</td>
<td>Eve Lee</td>
</tr>
<tr>
<td>Registrar</td>
<td>Patricia Howarth</td>
</tr>
<tr>
<td>Student Success Coordinator</td>
<td>Tammy Ethridge</td>
</tr>
<tr>
<td>Nursing Hybrid Coordinator</td>
<td>Elizabeth Gould</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Angela Kilpatrick</td>
</tr>
<tr>
<td>Receptionist</td>
<td>Sherry Pettigrew</td>
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<tr>
<td>Security</td>
<td>Richard Day</td>
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#### ADMISSIONS

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<tbody>
<tr>
<td>Director of Admissions</td>
<td>Bobby Johns</td>
</tr>
<tr>
<td>Senior Admissions Representative</td>
<td>Cindy Reddish</td>
</tr>
<tr>
<td>Admissions Representative</td>
<td>Asia Shabazz</td>
</tr>
<tr>
<td>Admissions Representative Nursing</td>
<td>Lynette Blow</td>
</tr>
<tr>
<td>Administrative Assistant Nursing</td>
<td>Cathy Gardner</td>
</tr>
<tr>
<td>Administrative Assistant Nursing</td>
<td>Carl Cooper</td>
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<tr>
<td>Administrative Assistant Nursing</td>
<td>Charles Powers</td>
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#### CAREER SERVICES

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<tr>
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<tbody>
<tr>
<td>Director of Career Services</td>
<td>Amber Shepherd</td>
</tr>
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#### FINANCIAL AID

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<tr>
<th>Position</th>
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<tbody>
<tr>
<td>Director of Financial Aid</td>
<td>Chrissy Revill</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Betty Hooper</td>
</tr>
<tr>
<td>Financial Aid Officer</td>
<td>Marie McGonegle</td>
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#### ACADEMIC LEADERSHIP

**ACADEMIC DEAN**

**DR. EVELYN ELLIOTT PRESLEY**

- Doctor of Education, Nova Southeastern University, Fort Lauderdale, FL
- Master of Arts in Education, Murray State University, Murray, KY
- Bachelor of Science, History and General Business, Murray State University, Murray, KY

**DEAN OF NURSING**

**DR. JOYCE A. ERRICO, RN, DNP, MPA**

- Doctor of Nursing Practice - Educational Leadership, American Sentinel University, Aurora, CO
- Master of Science in Nursing, American Sentinel University, Aurora, CO
- Master in Public Administration, Seton Hall University, South Orange, NJ
- Bachelor of Science in Nursing, Seton Hall University, South Orange, NJ
- Registered Nurse, Florida Board of Nursing, Tallahassee, FL

#### PROGRAM DIRECTOR OF THE DENTAL ASSISTING

**CANDI KILGORE, CDA, EFDA**

- Bachelor of Business Administration, University of North Florida, Jacksonville, FL
- Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
- Dental Radiographer, State of FL, Department of Health, Tallahassee, FL
- Expanded Functions Dental Assistant, University of Florida, Gainesville, FL

#### PROGRAM DIRECTOR OF THE MEDICAL ASSISTING/MEDICAL ASSISTING WITH BASIC X-RAY OPERATION

**TONI BOUCHER, R.T(R) CAMRT, ARRT, NCMA**

- Associate's Degree US Equivalency, Radiography, Fanshawe College, Ontario, Canada
- Registered Radiologic Technologist, American Registry of Radiologic Technologists, St. Paul, MN
- Certified Radiologic Technologist, State of Florida, Department of Health
- National Certified Medical Assistant, National Center for Competency Testing, Overland Park, KS

#### PROGRAM DIRECTOR OF MEDICAL BILLING AND CODING

**RENE'E BUNCH, MHA, CPC**

- Masters of Healthcare Administration, Walden University, Minneapolis, MN
- Bachelor of Science, Business Administration, Sorter College, Rome, GA
- Associate in Applied Science, Accounting, Washburn Community College, Ann Arbor, MI
- Certified Professional Coder, AAPC, Salt Lake City, UT

#### PROGRAM DIRECTOR OF THE SURGICAL TECHNOLOGY/STERILE PROCESSING

**JENNIFER SANDS, CST**

- Bachelor of Science, Psychology, The Pennsylvania State University, Soror College, University Park, PA
- Associate in Specialized Technology, Surgical Technology, McCann School of Business & Technology, Sunbury, PA
- Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting (NBSTSA), Littleton, CO

#### LEARNING RESOURCE CENTER

Deborah Lawless, Manager
- Master of Arts in Library Science, University of Missouri Columbia, Columbia, MO
- Bachelor of Arts, History and Political Science, Bethany College, Bethany, WV

#### EXTERNSHIP COORDINATORS

**CANDI KILGORE, CDA, EFDA (DENTAL ASSISTING)**
- Bachelor of Business Administration, University of North Florida, Jacksonville, FL
- Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
- Dental Radiographer, State of FL, Department of Health,
### Faculty

#### General Education

**Linda Brown (Part time)**
- Master of Science, University of Florida, Gainesville, FL
- Bachelor of Science, University of Florida, Gainesville, FL

**John Paul Busuttil, (Part time)**
- Medical Doctor, Windsor University School of Medicine, St. Kitts, West Indies
- Master of Business Administration, Davenport University, Grand Rapids, MI
- Bachelor of Science, University of Florida, Gainesville, FL

**Connie Duke, EdD (Part time)**
- Doctor of Education, Nova Southeastern University, Fort Lauderdale, FL
- Master of Arts in English Education (MAE), Olivet Nazarene University, Kankakee, IL
- Bachelor of Arts, Speech and English, Olivet Nazarene University, Kankakee, IL

**Laura Johnson (Part time)**
- Master of Education, Mathematics Education, University of North Florida, Jacksonville, FL
- Bachelor of Arts, Elementary Education, Jacksonville University, Jacksonville, FL

**Audrey Mobley, MD (Part time)**
- Doctor of Medicine – Allopathic Medicine, Ross University School of Medicine, Miramar, FL
- Master of Science in Medical Science, Pharmacology, University of South Florida, Tampa, FL
- Bachelor of Science, University of Central Florida, Orlando, FL

**Natasha Mussler, DC (Part time)**
- Doctor of Chiropractic, Palmer College of Chiropractic, Port Orange, FL
- Bachelor of Science, Exercise Science, University of Toledo, Toledo, OH
- Chiropractic Physician, State of FL, Department of Health, Tallahassee, FL

#### Dental Assisting Program

**Frederick Campbell, CDA, EDA (Part time)**
- Masters of Business Administration, University of Phoenix, Phoenix, AZ
- Bachelor of Science in Business Management, University of Phoenix, Phoenix, AZ
- Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
- Dental Radiographer, State of FL, Department of Health, Tallahassee, FL
- Expanded Functions Dental Assistant, University of Florida, Gainesville, FL

**Jennifer Hall, CDA, EDA (Part time)**
- Diploma, Dental Assisting, Florida College of Medical and Dental Careers, Jacksonville, FL
- Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
- Dental Radiation Health and Safety Certification, Dental Assisting National Board, Chicago, IL
- Dental Radiographer, State of FL, Department of Health, Tallahassee, FL
- Expanded Functions Dental Assistant, University of Florida, Gainesville, FL

**Kimberly Kraut, CDA, EDA (Part time)**
- Associate of Arts, Florida State College, Jacksonville, FL
- Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
- Dental Radiographer, State of FL, Department of Health, Tallahassee, FL

**Jennifer Serrano, EDA (Part time)**
- Expanded Functions and Dental Radiology, Florida Community College, Jacksonville, FL

**Christine Vanderhoof, EFDA (Part time)**
- Expanded Functions and Radiology, Santa Fe College, Gainesville, FL
MEDICAL ASSISTING PROGRAM

ADOLFO CUEVAS, RMA (Part time)
Medical Assisting Science, Eastwick College, Ramsey, NJ
Registered Medical Assistant, American Medical Technologist (AMT), Rosemont, IL

PERCY GORHAM, CCMA, CMLA, CET, CPT (Part time)
Associate of Science, Medical Specialties, CollegeAmerica, Denver, CO
Certified Clinical Medical Assistant, Certified Medical Laboratory Assistant, Certified EKG Technician, Certified Phlebotomy Technician National Healthcareer Association (NHA), Leawood, KS

CATHERINE MERCER, NCMA (NCCT) (Part time)
Diploma, Medical Assisting, Fortis College, Orange Park, FL
National Certified Medical Assistant, National Certified Medical Assistant, National Center for Competency Testing, Overland Park, KS

WENDY WHITLOW-MEHL, NCMA (Part time)
Associate in Arts, Florida State College at Jacksonville (FSCJ), Jacksonville, FL
Certified Medical Assisting, FSCJ, Jacksonville, FL
National Certified Medical Assistant, National Center for Competency Testing, Overland Park, KS

BRANDYE WRENCHER, BS (Part time)
Bachelor of Science, Health Administration, University of Phoenix, Jacksonville, FL
Associate of Science, Business Administration, Florida Metropolitan University (Everest), Jacksonville, FL
Diploma, Medical Assistant, Concord Career Institute, Jacksonville, FL
Registered Medical Assistant, American Medical Technologist (AMT), Rosemont, IL

MEDICAL ASSISTING WITH BASIC X-RAY OPERATION

STACY JORDAN, R.T. (R) (ARRT) (Part time)
Bachelor of Science, Health Care Administration, St. Johns River State College, Orange Park, FL
Associate of Science, Radiologic Technology, St. Johns River State College, Orange Park, FL
Radiologic Technologist RTR Certificate, DePaul Medical Center, Norfolk, VA
Registered Radiologic Technologist, American Registry of Radiologic Technologists, St. Paul, MN
Certified Radiologic Technologist, State of Florida, Department of Health

LINDSAY MANNELIN, R.T. (R) (ARRT) (Part time)
Master of Education in Health, Chatham University, Pittsburgh, PA;
Bachelor of Science, Radiologic Sciences, Adventist University of Health Sciences, Orlando, FL
Associate in Science, Radiography, Rochester Community and Technical College, Rochester, MN
Radiography Certificate, Mayo School of Health Related Sciences, Rochester, MN
Registered Radiologic Technologist, American Registry of Radiologic Technologists, St. Paul, MN
Certified Radiologic Technologist, State of Florida, Department of Health

MEDICAL BILLING AND CODING

CRYSTAL ANDERSON, RHIT (Part time)
Bachelor of Applied Science in Allied Health, Northwestern State University, LA

VERGIE M. SIMMONS, MBA, CPC (Part time)
Master of Business Administration, Healthcare Management, Columbia Southern University, Orange Beach, AL
Master of Business Administration, Human Resource Management, Columbia Southern University, Orange Beach, AL
Bachelor of Arts, Criminal Justice, Columbia Southern University, Orange Beach, AL

NURSING PROGRAM

DARLENE EAKLE, RN, MSN
Master of Science in Nursing, Jacksonville University, Jacksonville, FL
Bachelor of Science in Nursing, University of North Florida, Jacksonville, FL
Associate of Arts, Florida Community College at Jacksonville, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

WILSON JATIVA, RN, EMBA, BSN (Part Time)
Executive Masters in Business Administration, Jacksonville University, Jacksonville, FL
Bachelor of Science in Nursing, University of Vermont, Burlington, VT
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

VELMA M. MEIKLE, RN, MSN
Master of Science in Nursing, Walden University, Minneapolis, MN
Bachelor of Science in Nursing, Jacksonville University, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL
CONNIE MORRIS, RN, MSN-Ed
Master of Science in Nursing Education, Walden University, Minneapolis, MN
Bachelor of Science in Nursing, Jacksonville University, Jacksonville, FL
Associate in Science in Nursing, FSCJ, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

JANICE NUGENT, RN, MSN (Part time)
Master of Science in Nursing, Clinical Education Cohort, Jacksonville University, Jacksonville, FL
Bachelor of Science in Nursing, Georgia College - School of Nursing, Milledgeville, GA
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

WILMANIE ROBERT-DOSSOUS, Assistant Dean of Nursing, RN-BC, BSN, MSN
Master of Science in Nursing, Mercy College, Dobbs-Ferry, NY
Bachelor of Science, Nursing, Mercy College, Dobbs-Ferry, NY
Associate of Science, Nursing, Rockland Community College, Suffern, NY
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

CECELIA WEEKS, RN, BSN (Part time)
Bachelor of Science in Nursing, FSCJ, Jacksonville, FL
Associate in Science in Nursing, McNeese State University, Lake Charles, LA
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

TANIA ZAFFINO-DANA, RN, MSN (Part time)
Master of Science in Nursing, Liberty University, Lynchburg, VA
Bachelor of Science in Nursing, University of North Florida, Jacksonville, FL
Associated in Science in Nursing, FCCJ, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

STERILE PROCESSING TECHNICIAN PROGRAM
DAVID PEATE, CRCST (Part time)
United States Navy, Surgical Technologist, 15 years
Certified Registered Central Services Technician (CRCST), International Association of Healthcare Central Service Material Management (IAHCSMM), Chicago, IL

SURGICAL TECHNOLOGY PROGRAM
SHERI ALVERS, CST
Associate of Science, Surgical Technology, Fortis College, Orange Park, FL
Certified Surgical Technologist, National Board of Surgical Assisting and Surgical Technology, Littleton, CO

AMY ITALIANO, CST (Part time)
Bachelor of Science, Business Management, University of Phoenix, Phoenix, AZ
Associate of Science, Surgical Technologies, University of Phoenix, Phoenix, AZ
Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting (NBSTSA), Littleton, CO
Certified Allied Health Instructor (AHI), Association of American Medical Technicians, Rosemont, IL

NICOLE KLOPOTEK, CST (Part time)
Associate of Applied Science, Surgical Technology, Milwaukee Area Technical College, Milwaukee, WI
Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting (NBSTSA), Littleton, CO

JOSEPH SHAFFER, CST (Part time)
Surgical Technology Diploma, Waycross Technical College, Waycross, GA
Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting (NBSTSA), 108298, Littleton, CO
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FORTIS COLLEGE
CATALOG ADDENDUM

Effective date: June 27, 2018

Fortis College 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.

HISTORY AND OWNERSHIP, PAGE 1
Fortis College, Orange Park, Florida, 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. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis College was established in 1996. Fortis College is located at 700 Blanding Boulevard, Suite 16, Orange Park, Florida 32065.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE 4
Fortis College 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 characteristic. 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/adjustments 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 Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax).

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. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

GENERAL ADMISSION REQUIREMENTS, PAGE 5
1. The student 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 an official transcript or official 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 (NACS), subject to the approval of the College.

8. Applicants must meet all financial obligations.

TRANSFER OF CREDIT, PAGE 12
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 College should check with the receiving institution directly to determine 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 College 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).
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 three years (36 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 College in order for transfer credit to be awarded.
- 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 Fortis College 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, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

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

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

Fortis College will accept credit earned in a similarly-titled program from another Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

ARTICULATION AGREEMENT(S), PAGE 13

Fortis College has established articulation agreement(s) with the following institution(s) for articulation into its Nursing program.

DENVER COLLEGE OF NURSING
AMERICAN SENTINEL UNIVERSITY

ACADEMIC ACHIEVEMENT/GRADING, PAGE 19

*Nursing Students. The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite science courses:

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology

For successful completion of nursing and prerequisite nursing courses, a minimum test composite score of 78% (total average of objective assessment) and clinical, simulation, and lab performance grades of Pass ("P") are necessary. Clinical and laboratory activities will be graded as Pass/Fail.

The minimum grade of "C-"(70%) is required to pass all other courses (non-nursing and non-science courses) in the program curriculum.

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.
COURSE AUDIT, PAGE 21

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 Academic Dean 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 (6 weeks for Core, 12 weeks for Nursing). Auditing a class may lengthen the time it takes for a student to complete the program.

TRANSCRIPT OF GRADES, PAGE 21

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. The institution reserves the right to withhold an official transcript if the student's financial obligations to the College or state or federal loan agencies are not current.

GRADUATION REQUIREMENTS, PAGE 22

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 Academic Dean, 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 College.

ACADEMIC APPEALS, PAGE 22

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. 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. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven 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 Academic Dean or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Academic Dean will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course if the issue is grade related and the Coordinator of Student Services. The student may attend, if desired, but without representation. This meeting will be held within fourteen calendar days of the Academic Dean receiving the student’s written appeal. The student will be notified in writing via mail and email of the Academic Review Board’s decision. The notification will be sent no later than the end of the seventh 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.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.
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.
If an applicant/student cancels, withdraws, or is dismissed by the College for any reason, refunds will be made according to the College's 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 the College determines that the student has withdrawn. All refunds will be calculated using the student's last day of 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 the institution.

Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

CANCELLATION / REJECTION POLICY, PAGE 33

Fortis College will refund all monies paid by an applicant who is rejected for enrollment by the College, or enrolls in a program that Fortis College cancels, or cancels within five calendar days of signing the enrollment agreement.

TUITION REFUND POLICY, PAGE 32

A student wishing to officially withdraw should inform Fortis College 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 College after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student’s last date of attendance as documented by Fortis College will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.
Student refunds are based on the formula below:

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<tr>
<td>More than 50%</td>
<td>100%/No Tuition Refund</td>
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**RIGHT TO CANCEL, PAGE 33**

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant’s Enrollment Agreement with the College was signed by the student and a representative of the College. The applicant may use a copy of his or her 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 College, 700 Blanding Blvd., Suite 16, Orange Park, FL 32065. 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, minus a $100 Enrollment Fee to be paid within 30 days.

**OTHER CHARGES PAGE 33**

There is no graduation fee.

**SATISFACTORY ACADEMIC PROGRESS, PAGE 37**

**SAP Tables**

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

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<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
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**Programs of Study of Two Academic Years or Longer**

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<td>2.00</td>
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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.

**STANDARDS OF STUDENT PROFESSIONAL CONDUCT – GENERAL CONDUCT, PAGE 39**

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 College
- Theft of the College’s property; theft, damage, forgery, alteration, misuse or mutilation of the College’s 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 College 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 College 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 College’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 the College’s property or at a College function (Please refer to the Drug Free Policy established by the College 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 College 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 College for further information.)

DRESS CODE, PAGE 41

Each program of study at Fortis College has a dress code. Students must comply with the College's dress code while attending classes, including any externship or clinical course. Compliance with the College's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the College 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, Academic Dean, or Campus 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 College students are expected to wear their Fortis College 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 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 College. Questions should be addressed to the specific program director.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), PAGE 43

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 College 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.

ARBITRATION, PAGE 47

Pursuant to a student’s Enrollment Agreement, any disputes, claims, or controversies between a student and Fortis College no matter how described, pleaded or styled, arising out of or relating to the Enrollment Agreement, their recruitment, enrollment, or attendance at Fortis College, the education provided by Fortis College, Fortis College's billing, financial aid, disbursement of funds, career service assistance, or any other claim relating in any manner to my relationship with Fortis College that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act (unless the student has rejected the arbitration provision in accordance with the terms of his or her signed Enrollment Agreement). A student should refer to his or her Enrollment Agreement for further information. If a student cannot find his or her Enrollment Agreement, he or she should ask the Campus President for a copy.
Addendum to catalog: 2017-2018 Catalog, February 14, 2018, Volume 2, Version 3

Effective date: August 1, 2018

Fortis College 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.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALLIED HEALTH PROGRAMS, PAGE 6

Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain externship training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields, and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant’s background report that may prevent the applicant’s completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Students must report to the Academic Dean in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

ACADEMIC LEAVE OF ABSENCE, PAGE 23

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 College may grant an ALOA on behalf of a student without prior written request as long as the College 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) 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.

3) 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 College. The College 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 College 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.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN), PAGE 23

With the exception of scheduled holiday and breaks, the College programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the College during these brief periods.

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 in a program of study that delivers instruction in modules.
2) The student must otherwise be in good academic and financial standing with the School and sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
3) The student must be able to return to the same payment period, or term for which the SPN is granted.
4) The Campus President and Financial Aid Director must approve the SPN request.
5) Any approved 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.
FORTIS COLLEGE
CATALOG ADDENDUM

Addendum to catalog: 2017-2018 Catalog, January 3, 2019, Volume 3, Version 1

Effective date: January 3, 2019

Fortis College 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.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE SURGICAL TECHNOLOGY PROGRAM – PAGE 7

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Surgical 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 a quantitative skills score of 241 to be accepted into a Medical Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, 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.

As of January 1, 2019

ACADEMIC PROGRAMS, PAGE 17

NURSING
Length: 1500 Clock Hours / 96 Instructional Weeks
Program Quarter Credits: 106
Credential Awarded: Associate of Science
Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday.

Student Learning Outcomes - Associate Degree in Nursing Program

1. Analyze relevant assessment data to provide holistic client-centered care.
2. Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
3. Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and healthcare team members.
4. Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.
5. Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
6. Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.
7. Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
8. Participate in activities that promote professional development and personal growth.

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN).

Graduation from the Associate Degree in Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.
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* General education/other related courses
**Online delivery
***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in Nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded only 21-quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.

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### STAFF AND FACULTY, PAGE 56

#### ADMINISTRATIVE STAFF

- **Campus President**: Wyman Dickey
- **Business Office Manager**: Eve Lee
- **Registrar**: Patricia Howarth
- **Administrative Assistant**: Chelsea Ward
- **Administrative Assistant**: Sherry Pettigrew
- **Administrative Assistant**: Tonya Yingling
- **Nursing Administrative Assistant**: Angela Kilpatrick

#### ADMISSIONS

- **Director of Admissions**: Bobby Johns
- **Senior Admissions Representative**: Cindy Reddish
- **Admissions Representative**: Asia Shabazz
- **Admissions Representative**: Patricia Yerkic
- **Admissions Representative Nursing**: Lynette Blow
- **Administrative Assistant Nursing**: Cathy Gardner
- **Administrative Assistant Nursing**: Carl Cooper
- **Administrative Assistant Nursing**: Charles Powers

#### CAREER SERVICES

- **Director of Career Services**: Amber Shepherd
FINANCIAL AID
Director of Financial Aid                  Chrissy Revill
Financial Aid Officer       Marie McGonegle
Financial Aid Officer          Evelyn Pekarek

STUDENT SERVICES
Director of Student Services       Tammy Ethridge

ACADEMIC LEADERSHIP

ACADEMIC DEAN
DR. EVELYN ELLIOTT PRESLEY
Doctor of Education, Nova Southeastern University, Fort Lauderdale, FL
Master of Arts in Education, Murray State University, Murray, KY
Bachelor of Science, History and General Business, Murray State University, Murray, KY

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Master of Science in Nursing, American Sentinel University, Aurora, CO
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Bachelor of Science in Nursing, Seton Hall University, South Orange, NJ
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

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TONI BOUCHER, R.T(R) CAMRT, ARRT, NCMA
Associate’s Degree US Equivalency, Radiography, Fanshawe College, Ontario, Canada
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Certified Radiologic Technologist, State of Florida, Department of Health
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Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
Dental Radiographer, State of FL, Department of Health, Tallahassee, FL
Expanded Functions Dental Assistant, University of Florida, Gainesville, FL

PROGRAM DIRECTOR OF MEDICAL BILLING AND CODING
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Bachelor of Science, Business Administration, Sorter College, Rome, GA
Associate in Applied Science, Accounting, Washtenaw Community College, Ann Arbor, MI
Certified Professional Coder, AAPC, Salt Lake City, UT

PROGRAM DIRECTOR OF THE SURGICAL TECHNOLOGY/STERILE PROCESSING
JENNIFER SANDS, CST
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Associate in Specialized Technology, Surgical Technology, McCann School of Business & Technology, Sunbury, PA
Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting (NBSTSA), Littleton, CO

LEARNING RESOURCE CENTER
DEBORAH LAWLESS, Manager
Master of Arts in Library Science, University of Missouri, Columbia, Columbia, MO
Bachelor of Arts, History and Political Science, Bethany College, Bethany, WV

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CANDI KILGORE, CDA, EFDA (DENTAL ASSISTING)
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Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
Dental Radiographer, State of FL, Department of Health, Tallahassee, FL
Expanded Functions Dental Assistant, University of Florida, Gainesville, FL

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X-RAY OPERATION)
Master of Education in Health, Chatham University, Pittsburgh, PA;
Bachelor of Science, Radiologic Sciences, Adventist University of Health Sciences, Orlando, FL
Associate in Science, Radiography, Rochester Community and Technical College, Rochester, MN
Radiography Certificate, Mayo School of Health Related Sciences, Rochester, MN
Registered Radiologic Technologist, American Registry of Radiologic Technologists, St. Paul, MN
Certified Radiologic Technologist, State of Florida, Department of Health

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Certificate, Medical Assisting, FSCJ, Jacksonville, FL
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Associate in Applied Science, Accounting, Washenaw Community College, Ann Arbor, MI
Certified Professional Coder, AAPC, Salt Lake City, UT

ROBIN JEFFERSON, CST (SURGICAL Technology) (Part time)
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Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting (NBSTSA), 113687, Littleton, CO

FACULTY

GENERAL EDUCATION

JOHN PAUL BUSUTTIL, (Part time)
Medical Doctor, Windsor University School of Medicine, St. Kitts, West Indies
Master of Business Administration, Davenport University, Grand Rapids, MI
Bachelor of Science, University of Florida, Gainesville, FL

CONNIE DUKE, EdD (Part time)
Doctor of Education, Nova Southeastern University, Fort Lauderdale, FL
Master of Arts in English Education (MAE), Olivet Nazarene University, Kankakee, IL
Bachelor of Arts, Speech and English, Olivet Nazarene University, Kankakee, IL

LAURA JOHNSON (Part time)
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Bachelor of Arts, Elementary Education, Jacksonville University, Jacksonville, FL

AUDREY MOBLEY, MD (Part time)
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Master of Science in Medical Science, Pharmacology, University of South Florida, Tampa, FL
Bachelor of Science, University of Central Florida, Orlando, FL

DENTAL ASSISTING PROGRAM

JENNIFER HALL, CDA, EDA (Part time)
Diploma, Dental Assisting, Florida College of Medical and Dental Careers, Jacksonville, FL
Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
Dental Radiation Health and Safety Certification, Dental Assisting National Board, Chicago, IL
Dental Radiographer, State of FL, Department of Health, Tallahassee, FL
Expanded Functions Dental Assistant, University of Florida, Gainesville, FL

KAREN PEEBLES, EFDA (Part time)
Expanded Functions and Radiology, Fortis College, Orange Park, FL

JOSEPH SAWYER, EFDA (Part time)
Expanded Functions and Radiology, Fortis College, Orange Park, FL
Associates in Arts Degree, FSCJ, Jacksonville, FL
Emergency Medical Technician Technical Certificate, State of FL
CHRISTINE VANDERHOOF, CDA, EFDA (Part time)
Expanded Functions and Radiology, Santa Fe College, Gainesville, FL
Certified Dental Assistant, Dental Assisting National Board, Chicago, IL
Dental Radiographer, State of FL, Department of Health, Tallahassee, FL

MEDICAL ASSISTING PROGRAM

ADOLFO CUEVAS, RMA (Part time)
Medical Assisting Science, Eastwick College, Ramsey, NJ
Registered Medical Assistant, American Medical Technologist (AMT), Rosemont, IL

PERCY GORHAM, CCMA, CMLA, CET, CPT (Part time)
Associate of Science, Medical Specialties, College America, Denver, CO
Certified Clinical Medical Assistant, Certified Medical Laboratory Assistant, Certified EKG Technician, Certified Phlebotomy Technician
National Healthcareer Association, Leawood, KS

CATHERINE MERCER, NCMA (NCCT) (Part time)
Diploma, Medical Assisting, Fortis College, Orange Park, FL
National Certified Medical Assistant, National Center for Competency Testing, Overland Park, KS

MICHAEL TODD, RMA, (Part time)
Associates in Arts, Florida Community College, Jacksonville, FL
Medical Specialist, United States Air Force School of Aerospace Medicine, Brooks AFB, TX
Registered Medical Assistant, American Registry of Medical Assistants, Westfield, MA

WENDY WHITLOW-MEHL, NCMA (Part time)
Associate in Arts, Florida State College at Jacksonville (FSCJ), Jacksonville, FL
Certificate, Medical Assisting, FSCJ, Jacksonville, FL
National Certified Medical Assistant, National Center for Competency Testing, Overland Park, KS

BRANDYE WRENCHER, RMA, BS (Part time)
Bachelor of Science, Health Administration, University of Phoenix, Jacksonville, FL
Associate of Science, Business Administration, Florida Metropolitan University (Everest), Jacksonville, FL
Diploma, Medical Assistant, Concord Career Institute, Jacksonville, FL
Registered Medical Assistant, American Medical Technologists, Jacksonville, FL

MEDICAL ASSISTING WITH BASIC X-RAY OPERATION

STACY JORDAN, R.T. (R) (ARRT) (Part time)
Bachelor of Science, Health Care Administration, St. Johns River State College, Orange Park, FL
Associate of Science, Radiologic Technology, St. Johns River State College, Orange Park, FL
Radiologic Technologist Certificate, DePaul Medical Center, Norfolk, VA
Certified Radiologic Technologist, State of Florida, Department of Health
Registered Radiologic Technologist, American Registry of Radiologic Technologists, St. Paul, MN

LINDSAY MANNELIN, R.T. (R) (ARRT) (Part time)
Master of Education in Health, Chatham University, Pittsburgh, PA;
Bachelor of Science, Radiologic Sciences, Adventist University of Health Sciences, Orlando, FL
Associate in Science, Radiography, Rochester Community and Technical College, Rochester, MN
Radiography Certificate, Mayo School of Health Related Sciences, Rochester, MN
Registered Radiologic Technologist, American Registry of Radiologic Technologists, St. Paul, MN
Certified Radiologic Technologist, State of Florida, Department of Health

MEDICAL BILLING AND CODING

VERGIE M. SIMMONS, MBA, CPC (Part time)
Master of Business Administration, Columbia Southern University, Orange Beach, AL
Bachelor of Arts, Criminal Justice, Columbia Southern University, Orange Beach, AL
Associate of Science, Health Information Technology, North Florida Institute, Orange Park, FL
Certified Professional Coder, AAPP, Salt Lake City, UT

ROXANNE SHEETS, AA, CPA
Medical Billing & Coding Diploma, Fortis College, Orange Park, FL
Associate of Arts, Florida Community College Jacksonville, Jacksonville, FL
Certified Professional Coder, AAPC, Salt Lake City, UT

-7-
KIMBERLY SMITH, HSA, NCICS, CNA (Part time)
Associate in Healthcare Services Administration, Florida Career College at Jacksonville (FCC), Jacksonville, FL
Licensed Certified Nursing Assistance, FL
National Certified Insurance and Coding Specialist, National Center for Competency Testing, Overland Park, KS

NURSING PROGRAM

LISA BARRETT, RN, MSN
Master of Science in Nursing, Oakland University, Rochester, MI
Bachelor of Science in Nursing, Oakland University, Rochester, MI
Registered Nurse, Clinical Nurse Specialist, Florida Board of Nursing, Tallahassee, FL

DARLENE EAKLE, RN, MSN
Master of Science in Nursing, Jacksonville University, Jacksonville, FL
Bachelor of Science in Nursing, University of North Florida, Jacksonville, FL
Associate of Arts, Florida Community College at Jacksonville, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

KELLIE GIORDANO, RN, MSN-ED
Master of Science in Nursing, Jacksonville University, Jacksonville, FL
Bachelor of Science in Nursing, University of North Florida, Jacksonville, FL
Associate of Arts, Florida State College, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

SHERRI HARMON, RN, BSN
Bachelor of Science in Nursing, Jacksonville University, Jacksonville, FL
Associate in Science of Nursing, FSCJ/ Florida State College of Nursing, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

WILSON JATIVA, RN, EMBA, BSN (Part Time)
Executive Masters in Business Administration, Jacksonville University, Jacksonville, FL,
Bachelor of Science in Nursing, University of Vermont, Burlington, VT
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

THERESA (TERRI) KERNEN, RN, MSN
Master of Science in Nursing, University of Phoenix, Phoenix, AZ
Bachelor of Science in Nursing, University of Phoenix, Phoenix, AZ
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

SUSAN LANDMARK, RN, PH. D, MSN, BSN
Doctor of Philosophy in Education, Capella University, Minneapolis, MN
Master of Science in Nursing, George Mason University, Fairfax, VA
Bachelor of Science in Nursing, George Mason University, Fairfax, VA
Associate in Applied Science of Nursing, Northern Virginia Community College, Annadale, VA
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

VELMA M. MEIKLE, RN, MSN
Master of Science in Nursing, Walden University, Minneapolis, MN
Bachelor of Science in Nursing, Jacksonville University, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

CONNIE MORRIS, RN, MSN-ED
Master of Science in Nursing Education, Walden University, Minneapolis, MN
Bachelor of Science in Nursing, Jacksonville University, Jacksonville, FL
Associate in Science in Nursing, FSCJ, Jacksonville, FL
Associate in Arts in Nursing, FSCJ, Jacksonville, FL
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

JANICE NUGENT, RN, MSN (Part time)
Master of Science in Nursing, Clinical Education Cohort,
Jacksonville, University, Jacksonville, FL
Bachelor of Science in Nursing, Georgia College - School of Nursing, Milledgeville, GA
Registered Nurse, Florida Board of Nursing, Tallahassee, FL

WILMANIE ROBERT-D OSSOUS, Assistant Dean of Nursing, RN-BC, BSN, MSN
Master of Science, Nursing, Mercy College, Dobbs-Ferry, NY
Bachelor of Science, Nursing, Mercy College, Dobbs-Ferry, NY
The following information applies to all students who enroll for start dates February 18, 2019 and later:

**Additional Admissions Requirements For Hybrid Programs, page 5**

In addition to the General Admissions Requirements, the following is an additional admissions requirement for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.

2. The applicant must pass the school’s Online Readiness Assessment with a 70% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school’s Online Readiness Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.
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:

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

Other letter grades used by the College include:

- I  Incomplete
- W  Withdrawn
- WF  Withdrawn Failing
- TR  Transfer Credit/AP Credit
- L  Leave of Absence
- P  Proficient in Course
- AU Audit
- CR  Block credit award to LPN students entering ADN program

- A course in which a student receives a “TR” or a “CR” grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.
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.)
ADMISSION INFORMATION, PAGE 5

GENERAL ADMISSION REQUIREMENTS

The SLE minimum entrance requirements by program are as follows:

Diploma Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Dental Assisting</td>
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<tr>
<td>Medical Assisting</td>
<td>11</td>
</tr>
<tr>
<td>Medical Assisting with Basic X-ray Operation</td>
<td>15</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>13</td>
</tr>
<tr>
<td>Sterile Processing Technician</td>
<td>11</td>
</tr>
</tbody>
</table>

Associate Degree Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Score</th>
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<tr>
<td>Associate Degree in Nursing</td>
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</tr>
<tr>
<td>Surgical Technology</td>
<td>17</td>
</tr>
</tbody>
</table>

ADDITIONAL ADMISSION REQUIREMENTS FOR THE MEDICAL ASSISTING WITH BASIC X-RAY OPERATION PROGRAM – PAGE 7

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Medical Assisting with Basic X-ray Operation Program.

After achieving a score on the SLE of 15 or higher, the applicant will be given the opportunity to take the Wonderlic 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 a quantitative skills score of 241 to be accepted into a Medical Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test or both sections, are eligible to retake the low scoring section. However, a minimum of seven (7) days must elapse after the first test before the 2nd attempt may be administered.
DIPLOMA PROGRAMS

MEDICAL ASSISTING

Credentialing Exams

Students in their final quarter are required to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam.

MEDICAL BILLING AND CODING

Credentialing Exams

Students in their final quarter are required to take the National Healthcareer Association (NHA) Certified Billing and Coding Specialist (CBCS) exam.

MEDICAL ASSISTING WITH BASIC X-RAY OPERATION

Length: 1020 Clock Hours; 48 Instructional Weeks
Program Quarter Credits: 62
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

Changes in the healthcare field have created a need for professionally-trained individuals who can perform both medical assisting tasks and basic x-ray operation in a physician’s office or other non-hospital healthcare settings. The Medical Assisting with Basic X-ray Operation program has been designed to meet such a unique need in the health care industry. The diploma program starts with general knowledge required by allied health professions and then focuses on the fundamental knowledge and skills expected of a typical medical assistant who is also able to perform basic or limited scope x-ray operations. The program offers a carefully designed set of courses that train students in administrative and clinical skills to support a physician. Additionally, students in the program also learn to perform limited scope x-ray operations. The objective of the program is to prepare students for seeking entry-level employment as a medical assistant who is also able to perform limited scope x-ray operation tasks.

DESCRIPTION

This program primarily prepares students with the skills and knowledge necessary to perform administrative and clinical tasks of a Medical Assistant in a medical setting. As an added component, the program also trains students on principles and skills for limited scope x-ray operation such as positioning the skeletal system and chest in preparation for limited scope x-ray procedures. Students learn to accurately position patients and ensure that quality diagnostic images are produced. The Medical Assistant with Basic X-ray Operation program graduate is often expected to multitask in any physician’s office or clinic by assisting with vital signs or other typical back office procedures and/or administrative office procedures including electronic health record management. When the need arises, he or she is also able to perform limited scope x-ray procedures for a diverse population of patients.

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 externship hours and other related learning activities prior to graduation. Students are not paid for work performed on the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take American Registry of Radiologic Technologists (ARRT) examination for the Limited Scope of Practice in Radiography. Students in their final quarter are required to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam.
CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment in positions such as: Medical Assistant, Medical Office Assistant, Limited Scope Medical X-Ray Technician, and Limited Scope X-ray Machine Operator.

PLAN OF STUDY

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>AHP107</td>
<td>Introduction to Health Professions</td>
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<td>MOA110</td>
<td>Medical Office Procedures</td>
<td>60</td>
<td>4</td>
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<td>MOA115</td>
<td>Medical Records and Insurance</td>
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<td>Electronic Health Records</td>
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</tr>
<tr>
<td>MAS110</td>
<td>Clinical Procedures and Techniques</td>
<td>60</td>
<td>4</td>
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<tr>
<td>MAS115</td>
<td>Laboratory Procedures and Techniques</td>
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<td>4</td>
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<tr>
<td>MAS125</td>
<td>Invasive Clinical Procedures</td>
<td>60</td>
<td>4</td>
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<tr>
<td>MAS135</td>
<td>Certification Review and Career Development</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>BXR110</td>
<td>Introduction to X-Ray Technology</td>
<td>60</td>
<td>4</td>
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<tr>
<td>BXR116</td>
<td>Principles of Radiography</td>
<td>60</td>
<td>4</td>
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<tr>
<td>BXR120</td>
<td>Radiation Protection and Patient Care</td>
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<td>BXR130</td>
<td>X-Ray Positioning – Skeletal System</td>
<td>60</td>
<td>4</td>
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<tr>
<td>BXR135</td>
<td>X-Ray Positioning – Torso and Cranium</td>
<td>60</td>
<td>4</td>
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<tr>
<td>BXR140</td>
<td>ARRT Licensure Review</td>
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<tr>
<td>MAS191</td>
<td>Externship</td>
<td>180</td>
<td>6</td>
</tr>
</tbody>
</table>

COURSE DESCRIPTIONS, PAGE 46

MEDICAL ASSISTING WITH BASIC X-RAY OPERATION

AHP107 INTRODUCTION TO HEALTH PROFESSIONS

4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students will gain an overview of health professions while learning and practicing the basics of life support and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. Terminology associated with medical language is introduced, to function effectively in the health professions, students must understand the anatomy of word construction.

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

Prerequisite(s): None

MOA110 Medical Office Procedures

4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

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. Basic psychological concepts that relate to patient care are discussed. 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.

Prerequisite(s): None
**MOA115 Medical Records and Insurance**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

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.

**Prerequisite(s): None**

**MOA120 Electronic Health Records**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

Students will obtain working knowledge of the fundamentals of an electronic health records (EHR) and practice management system, which can be applied to the different systems utilized in health care. Students will perform administrative and clinical tasks using the EHR, including communication, managing schedules, health history and medication documentation, and order entry. By performing these tasks, students will gain an understanding of functionality of the EHR and the practice management system and their use by health care professionals. In addition, federal legislation, basic billing and coding principles along with encoder activities will be discussed.

**Prerequisite(s): None**

**MAS110 Clinical Procedures and Techniques**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

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.

**Prerequisite(s): None**

**MAS115 Laboratory Procedures and Techniques**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

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.

**Prerequisite(s): MAS110**

**MAS125 Invasive Clinical Procedures**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

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.

**Prerequisite(s): MAS110**

**MAS135 Certification Review and Career Development**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)** -16-**
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 certification exam. 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. Prerequisite(s): MAS110

**BXR110 Introduction to X-ray Technology**

4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)

The course introduces students to the role, state rules, and licensure process pertaining to the limited x-ray machine operator. Students develop hands-on skills in radiographic equipment manipulation including x-ray tube movement, use of locking mechanisms, and use of the collimator, Bucky tray, the upright holder radiographic accessory devices, conventional radiographic image receptors, and radiographic film processing. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

**BXR116 Principles of Radiography**

4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces students to the principles of x-ray exposure using manual and automatic exposure control, formulating x-ray techniques, and image quality. Principles of radiation physics associated with radiography are also included. This course also introduces the fundamental concepts of computed radiography and digital imaging, quality assurance, image evaluation, and characteristics and function of image receptors used in computed and digital radiography. This course, in combination with the other limited scope program requirements, will help to prepare the student to take and pass the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

**BXR120 Radiation Protection and Patient Care**

4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide an overview of the principles of interaction of radiation with living systems; radiation effects on molecules, cells, tissues, and the body as a whole are presented with factors affecting biological response, including acute and chronic effects of radiation. This course will also reinforce the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Topics include radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations. Proper patient transfer techniques are also introduced with a review of ethics and legal considerations in the workplace which are relative to the scope of practice of the medical x-ray technician. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): BXR110

**BXR130 X-Ray Positioning Skeletal System**

4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)

A review of skeletal anatomy and pathology as related to the upper extremities, shoulder girdle, lower extremities, pelvis, and spine is covered. An emphasis on anatomy, proper positioning, and technical factors to produce x-ray images will be reviewed and practiced. Radiographic procedures of the fingers, hand, wrist, forearm, elbow, humerus, clavicle, shoulder, foot, ankle, tibia/fibula, knee, patella, femur, hip, pelvis, cervical spine, thoracic spine, and lumbar spine, relative to patients of all ages, are also included. Image critique of each anatomical part is included. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): BXR110
BXR135 X-Ray Positioning Torso & Cranium
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, a review of skeletal anatomy, pathology, and radiographic procedures related to the chest, abdomen, bony thorax, skull, facial bones, and paranasal sinuses, relative to patients of all ages, is covered. Image critique of each anatomical part is included. This course, in combination with the other limited scope program requirements, will help to prepare the student to take and pass the Limited Scope X-Ray Technician state licensure exam.
Prerequisite(s): BXR110

BXR140 ARRT Licensure Review
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a review and prepares the student to be able to sit for both the nationally Certified Medical Assistant exam and Limited Scope X-Ray Technician state licensure exam. This course also provides the students with career planning and job search techniques and skills. Topics include networking, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.
Prerequisite(s): BXR135

MAS191 Externship
6.0 Credits
180 Clock Hours (180 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 direct supervision of a preceptor on the site. Through the externship experience, the students 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): All preceding program courses
ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS, PAGE 6

1. Applicants must submit to and pass a drug-screening test and 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 within 24 hours at a college designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in dismissal from the program. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dismissed from the program as per the Nursing Substance Abuse and Drug Screening policy.

2. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in applicant's admission 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 requirements of the program or may prevent his or her being eligible to achieve nursing licensure by a state Board of Nursing. If there are any questions regarding this process, the applicant should contact the Dean of Nursing.

3. The applicant must provide 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.

4. Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. Fortis College / Institute must maintain a signed copy of the student's current (American Heart Association BLS Healthcare Provider Course) CPR card. Students are required to have their CPR card with them at all times during class, laboratory, and clinical activities. This CPR certification must be maintained throughout the length of the program. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dismissed from the program. Missed clinical experiences will be considered an unexcused absence, and may result in failure of the course. CPR certification and renewal will be at the applicant's/student's expense.

5. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.

6. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM, PAGE 6

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Associate Degree in Nursing (ADN) program.
Applicants to the ADN program who are Licensed Practical Nurses (LPNs) must meet the following requirements:

1. The LPN applicant must possess a current, valid unencumbered Practical Nurse license.

2. After the admission interview, the applicants who are not Fortis College/Institute or formerly MedVance Institute Practical Nursing Program graduates will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN).

3. Graduates from a Fortis College/Institute or formerly MedVance Institute PN program may be provisionally admitted to the Associate Degree Nursing program contingent upon obtaining a valid, current, unencumbered Practical Nursing license. Failure to obtain a current, valid Practical Nursing license prior to the end of their first term will result in immediate dismissal from the Associate Degree in Nursing program.

4. LPN applicants to the ADN program who are Fortis College/Institute or formerly MedVance Institute PN program graduates are exempt from taking the HESI Admission Assessment Exam (A2-RN).

Applicants to the ADN program who are not licensed practical nurses must meet the following requirements:

After achieving a passing SLE score, applicants will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN). Applicants may be admitted to the nursing program with an A2-RN score of 75% or higher on (1) English Language Composite Score comprised of reading, grammar, vocabulary and (2) math composite score. Prior to taking the A2-RN assessment, applicants will be provided with an opportunity to obtain the study guide. Applicants are strongly encouraged to complete the review workbook prior to taking the assessment. If the applicant is unsuccessful after his/her first attempt, he/she will be directed to complete the HESI online remediation before being allowed to take the A2-RN exam the second time (or any subsequent time).

Academic Leave of Absence, Page 23

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 School may grant an ALOA 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 an A LOA 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 School. The School 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, Page 23**

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 School 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 an 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 School. The School 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.
With the exception of scheduled holiday and breaks, the School’s programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The School has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the School during these brief periods.

There are six 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 in a program of study that delivers instruction in modules.
2) The student 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.
3) The student must sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
4) 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.
5) The Campus President and Financial Aid Director must approve the SPN request.
6) Any approved 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.
SHORT-TERM OCCUPATIONAL PROGRAMS

Individual student payment for short-term, non-credit programs is due on or before the first day of class unless other payment plans are made, but in no case, will the total payment not be due in full after the course is 50% complete. There is no financial assistance available for these programs.

BASIC LIFE SUPPORT
Length: 7 clock hours/1 Instructional Week
Program Quarter Credits: N/A (non-credit program)
Credential Awarded: American Heart Association BLS for Healthcare Providers Course Completion Card, valid for two years
Mode of Delivery: Residential

COURSE START AND END DATES
Courses are taught over a one or two-day period. Classes start as needed based on enrollment.

CLASS SCHEDULE
Classes are scheduled over a one or two-day period as needed. Classes may be offered during the day, evening, or on the weekend.

PROGRAM DESCRIPTION
The American Heart Association Healthcare Provider Basic Life Support course is designed for people with job-related duties in emergency preparedness and response. This course covers 1 and 2-person Adult, Child and Infant CPR, use of an AED (defibrillator) on both a child and adult, choking (Heimlich maneuver) for infants, children and adults, airway obstruction, bag valve mask and how to use a breathing barrier or pocket mask. This includes nurses, law enforcement and EMS personnel, EMT, fire fighters, athletic trainers, dentists, CNAs, business and industry response teams, lifeguards, flight attendants, childcare providers, and others who must take action in emergency situations.

ADMISSIONS REQUIREMENTS FOR SHORT-TERM OCCUPATIONAL PROGRAMS
Each applicant for admission must meet the admissions requirements for the specific program in which she or he wishes to enroll. It is the responsibility of the applicant to ensure that Fortis College receives all required documentation. All records received become the property of the Fortis College.

1. The applicant must meet the specific program requirements as outlined in the enrollment agreement.
2. The applicant must be eighteen years of age or older at the time he or she starts his or her program of study. This age requirement does not apply to the American Heart Association courses.
3. The applicant must provide documentation of the education in the form of a valid diploma, or transcript, or higher earned degree, or other acceptable official documentation which confirms that the applicant meets or exceeds the minimum level of academic achievement. All documents from foreign countries must be translated into English and evaluated to be equivalent or higher than the minimum level of academic achievement by a credential evaluation service.
4. Applicants must pay for the course as outlined in the enrollment agreement.
5. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

TUITION AND FEES

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<td>BASIC LIFE SUPPORT</td>
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Eligibility requirements to sit for the NCLEX-RN and apply for licensure in Florida:

464.008 Licensure by examination.—
(1) Any person desiring to be licensed as a registered nurse or licensed practical nurse shall apply to the department to take the licensure examination. The department shall examine each applicant who:
   (a) Has completed the application form and remitted a fee set by the board not to exceed $150 and has remitted an examination fee set by the board not to exceed $75 plus the actual per applicant cost to the department for purchase of the examination from the National Council of State Boards of Nursing or a similar national organization.
   (b) Has provided sufficient information on or after October 1, 1989, which must be submitted by the department for a statewide criminal records correspondence check through the Department of Law Enforcement.
   (c) Is in good mental and physical health, is a recipient of a high school diploma or the equivalent, and has completed the requirements for:
      1. Graduation from an approved program;
      2. Graduation from a prelicensure nursing education program that the board determines is equivalent to an approved program;
      3. Graduation on or after July 1, 2009, from an accredited program; or
      4. Graduation before July 1, 2009, from a prelicensure nursing education program whose graduates at that time were eligible for examination.

Courses successfully completed in a professional nursing education program that are at least equivalent to a practical nursing education program may be used to satisfy the education requirements for licensure as a licensed practical nurse.

(d) Has the ability to communicate in the English language, which may be determined by an examination given by the department.

464.018 Disciplinary actions.—
(1) The following acts constitute grounds for denial of a license or disciplinary action, as specified in s. 456.072(2):
   (a) Procuring, attempting to procure, or renewing a license to practice nursing by bribery, by knowing misrepresentations, or through an error of the department or the board.
   (b) Having a license to practice nursing revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority of another state, territory, or country.
   (c) Being convicted or found guilty of, or entering a plea of nolo contendere to, regardless of adjudication, a crime in any jurisdiction which directly relates to the practice of nursing or to the ability to practice nursing.
   (d) Being found guilty, regardless of adjudication, of any of the following offenses:
      1. A forcible felony as defined in chapter 776.
      2. A violation of chapter 812, relating to theft, robbery, and related crimes.
      3. A violation of chapter 817, relating to fraudulent practices.
      4. A violation of chapter 800, relating to lewdness and indecent exposure.
      5. A violation of chapter 784, relating to assault, battery, and culpable negligence.
      6. A violation of chapter 827, relating to child abuse.
      7. A violation of chapter 415, relating to protection from abuse, neglect, and exploitation.
      8. A violation of chapter 39, relating to child abuse, abandonment, and neglect.
   (e) Having been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under s. 435.04 or similar statute of another jurisdiction; or having committed an act which constitutes domestic violence as defined in s. 741.28.
   (f) Making or filing a false report or record, which the licensee knows to be false, intentionally or negligently failing to file a report or record required by state or federal law, willfully impeding or obstructing such filing or inducing another person to do so. Such reports or records shall include only those which are signed in the nurse’s capacity as a licensed nurse.
   (g) False, misleading, or deceptive advertising.
   (h) Unprofessional conduct, as defined by board rule.
   (i) Engaging or attempting to engage in the possession, sale, or distribution of controlled substances as set forth in chapter 893, for any other than legitimate purposes authorized by this part.
(j) Being unable to practice nursing with reasonable skill and safety to patients by reason of illness or use of alcohol, drugs, narcotics, or chemicals or any other type of material or as a result of any mental or physical condition. In enforcing this paragraph, the department shall have, upon a finding of the State Surgeon General or the State Surgeon General’s designee that probable cause exists to believe that the licensee is unable to practice nursing because of the reasons stated in this paragraph, the authority to issue an order to compel a licensee to submit to a mental or physical examination by physicians designated by the department. If the licensee refuses to comply with such order, the department’s order directing such examination may be enforced by filing a petition for enforcement in the circuit court where the licensee resides or does business. The licensee against whom the petition is filed shall not be named or identified by initials in any public court records or documents, and the proceedings shall be closed to the public. The department shall be entitled to the summary procedure provided in s. 51.011. A nurse affected by the provisions of this paragraph shall at reasonable intervals be afforded an opportunity to demonstrate that she or he can resume the competent practice of nursing with reasonable skill and safety to patients.

(k) Failing to report to the department any person who the licensee knows is in violation of this part or of the rules of the department or the board; however, if the licensee verifies that such person is actively participating in a board-approved program for the treatment of a physical or mental condition, the licensee is required to report such person only to an impaired professionals consultant.

(l) Knowingly violating any provision of this part, a rule of the board or the department, or a lawful order of the board or department previously entered in a disciplinary proceeding or failing to comply with a lawfully issued subpoena of the department.

(m) Failing to report to the department any licensee under chapter 458 or under chapter 459 who the nurse knows has violated the grounds for disciplinary action set out in the law under which that person is licensed and who provides health care services in a facility licensed under chapter 395, or a health maintenance organization certificated under part I of chapter 641, in which the nurse also provides services.

(n) Failing to meet minimal standards of acceptable and prevailing nursing practice, including engaging in acts for which the licensee is not qualified by training or experience.

(o) Violating any provision of this chapter or chapter 456, or any rules adopted pursuant thereto.

Additional information, including licensure requirements for individuals who may have previously held a nursing license in Florida or another State can be found at http://floridasnursing.gov/resources/