



# YOUR LIFE

## POWERED BY LEARNING

### **2024 - 2025 Catalog**

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### **FORTIS Institute**

*517 Ash Street, Scranton, PA 18509*

*Phone: 570-558-1818*

*For consumer info visit [www.fortis.edu](http://www.fortis.edu).*



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## HOLIDAY/BREAK CALENDAR

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This calendar has been revised. See addendum 9.

01.01.24	New Year's Day
01.15.24	Martin Luther King Day
05.27.24	Memorial Day
06.19.24	Juneteenth
07.04.24	Independence Day
09.02.24	Labor Day
11.21.24	Thanksgiving Day
11.22.24	Day After Thanksgiving
12.24.24	Christmas Eve
12.25.24	Christmas Day
01.01.25	New Year's Day
01.20.25	Martin Luther King Day
05.26.25	Memorial Day
06.19.25	Juneteenth
07.04.25	Independence Day
09.01.25	Labor Day
11.27.25	Thanksgiving Day
11.28.25	Day After Thanksgiving
12.24.25	Christmas Eve
12.25.25	Christmas Day

## START DATES

*This section has been revised. See addendum 5.*

<b>Dental Assisting, Medical Assisting &amp; HVAC</b>			
01.08.2024	02.19.2024	04.01.2024	05.13.2024
06.24.2024	08.05.2024	09.16.2024	10.28.2024
12.09.2024	01.27.2025	03.10.2025	04.21.2025
06.02.2025	07.21.2025	09.01.2025	10.13.2025
11.24.2025			
<b><u>Practical Nursing Program</u></b>			
01.08.2024	04.08.2024	07.08.2024	09.30.2024
01.06.2025	04.07.2025	07.07.2025	10.06.2025
<b><u>Dental Hygiene</u></b>			
02.19.24	04.01.24	08.05.24	01.27.25
07.21.25			

Each module is 6 weeks in length. Each quarter/term is 12 weeks in length. Not all programs have a start each module/term. Module and Term dates are subject to change.

# INTRODUCTION AND OVERVIEW

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## HISTORY AND OWNERSHIP

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

Fortis Institute was established in 1986. Fortis Institute is located at 517 Ash Street Scranton, PA 18509. In its earliest days, Fortis Institute focused exclusively on allied health at its Luzerne County Campus. In January of 1990 the Accrediting Bureau of Health Education Schools (ABHES) granted its accreditation to both campuses. In October of 1995 accreditation was changed to the Accrediting Commission of Career Schools and Colleges (ACCSC). In the fall of 1996, the Institute expanded its program offerings to include business and technical education. To meet the needs of growth in student population, the Institute moved its Luzerne County Campus to 166 Slocum Street, Forty Fort, Pennsylvania in March 2000 and its Lackawanna County Campus was moved to 517 Ash Street, Scranton, Pennsylvania in February 2000. In March of 2006, the Scranton Campus received accreditation approval to offer its first Associate in Specialized Technology Degree in Medical Assisting. In 2008, approval was granted to award an Associate in Specialized Technology Degree in Expanded Functions Dental Assisting. In 2010, Practical Nursing program was approved to award an Associate in Specialized Technology Degree.

There are over 3700 Fortis Institute alumni who have been employed throughout the nation in a wide range of exciting and rewarding health care, technical, and business careers. Fortis Institute continues to make an on-going commitment to keep pace with the rapidly changing needs of the medical, dental, allied health, and technical communities.

## CONSUMER INFORMATION

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

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

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

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

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

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

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 517 Ash Street Scranton, PA18704.

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



## **ACCREDITATION, LICENSES, AND APPROVALS** *This section has been revised. See addendum 5 and 8.*

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

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

- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212; [www.accsc.org](http://www.accsc.org).
- Fortis Institute is Licensed by the Pennsylvania Department of Education, State Board for Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120; (717) 783-6860; [www.education.state.pa.us](http://www.education.state.pa.us).
- Fortis Institute has accreditation by the Pennsylvania State Board of Nursing, 2601 North Third Street, Harrisburg, PA 17110; (717) 783-7142 for Practical Nursing.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of without reporting requirement. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is [www.ada.org/117.aspx](http://www.ada.org/117.aspx)

Institute accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Institute's accreditation, licensure, or other approvals by submitting a written request to the 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.

## **MISSION AND PURPOSES**

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

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

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

## **DENTAL HYGIENE PROGRAM MISSIONS, GOALS, AND STUDENT LEARNING OBJECTIVES**

- The mission of the Dental Hygiene program at Fortis Institute is to support and assist in implementing the purpose and objectives of the Institute through the Associate Degree Dental Hygiene Program. Members of the dental hygiene faculty recognize their responsibilities to support the total program of the Institute, to promote their own professional growth, and to participate in community activities.
- The purpose of the Dental Hygiene program is to prepare individuals for employment as competent, entry-level practitioners whose knowledge and skills satisfy current standards for the dental hygienist. Graduates receive an Associate in Specialized Technology Degree upon the successful completion of all program requirements and are eligible to apply to sit for the American Dental Association (ADA) National Dental Hygiene Board Examination and the Commission on Dental Competency

#### Assessment.

- Major Goal: To comprehensively prepare competent individuals in the Dental Hygiene discipline.
- Core Goal (C) -- The dental hygienist must possess ethics, values, skills and knowledge integral to all aspects of the profession.
- Health Promotion and Disease Prevention Goal (HP) -- The dental hygienist needs to emphasize both the prevention of disease and effective health care delivery.
- Community Involvement Goal (CM) -- Dental hygienists must appreciate their role as health professionals providing a service in the local state and national levels. Through teaching, research, and service to the community, the dental hygienist must be prepared to influence others to facilitate access to care and services.
- Patient Care Goal (PC) -- Central to the maintenance of health, the dental hygienists' role in patient care is ever-changing. Utilizing the ADPIE format, dental hygiene graduates must use their skills to assess, diagnose, plan, implement and evaluate treatment.
- Professional Growth and Development Goal (PGD) -- A dental hygienist must be aware of a variety of opportunities for professional growth and development. Critical to ongoing growth are skills in teaching, communication, problem solving, critical thinking, and research.
- Teaching Goal: To maintain high quality instruction, curriculum and innovative techniques in the classroom and clinic. As evidenced in our programmatic goals, faculty is evaluated at the end of each term by students and also have annual evaluations and periodic teaching observations performed. Additionally, faculty are provided opportunities for professional development and growth in keeping with institutional and programmatic goals.
- Patient Care Goal: To provide our students with the opportunity to grow and develop their patient care abilities. Patient care being an integral part of the goals of the program and is assessed regularly through both coursework and actual patient contact within the clinical environment.
- Research Goal: To develop our student's higher order and critical thinking skills through research into programmatic content area. The Goal plan also establishes the importance of research as students participate in case studies, table clinics and research projects to develop a sense of synergy between the didactic and clinical aspects of their training.
- Service Goal: To develop an awareness and desire to be part of a broader community through outreach, service, and education. The Curriculum and the goals of the program address the importance of the role of the hygienist as a health professional in the local, regional and national arena, through initiation, development and participation in service projects and community education opportunities, the student is widening their scope of service and provides needed services for the community.

### **PRACTICAL NURSING PROGRAM MISSIONS, GOALS, AND STUDENT LEARNING OBJECTIVES**

#### **Philosophy of Nursing** *This section has been revised. See addendum 5*

The Nursing Department embraces the mission and philosophy of Education Affiliates, Inc. and incorporates them within the philosophy, student learning outcomes, and curricula of its nursing programs.

Nursing is both an art and an applied science, delivered through human relationships, scientific knowledge, and an awareness of the patient, of self, and of others. Nursing takes place in the moment when one individual connects with another. The nurse, together with the patient, creates an environment of health promotion and healing. It is within this caring relationship that healing takes place, making human caring the central focus of the practice of nursing. Nurses, through caring relationships focused on the patient, work collaboratively with professional and non- professional colleagues and support systems to plan and manage care in a cost-effective environment. In the role of patient advocate, nurses use discernment and judgment to create a balance between promoting independence and supporting dependence. Nurses apply critical thinking skills within the nursing process to make nursing decisions based on patient needs. The caring relationship bridges the gap between a high-tech environment and the patient's needs for safety and physical and psychosocial integrity. Foundational to nursing practice are ethical principles that hold the nurse responsible and accountable for providing expert care based on nursing standards and ethics.

Nurses care for individuals, families, groups, and communities through relationships with the recipient of care, other health care providers, organizations and support services. These relationships exist to promote physical and psychosocial integrity, wellness, and healing. The uniqueness of each patient evolves from his or her cultural, developmental, spiritual, intellectual, social, and economic life experiences. Patients have the right to direct their own health care. By focusing on caring rather than curing, the nurse - patient relationship allows the patient to be informed and to take responsibility for his or her own wellness and health.

Health is a state of unity and harmony within the mind, body, and spirit. It is dynamic and unique to each individual and allows for health within illness. Nursing is concerned with promoting and restoring health as well as preventing illness.

The environment provides the context for the interpersonal relationship between the nurse and the patient. A healing environment is one that promotes care, respect, and value for everyone involved. Nursing recognizes the evolving needs of the practice

environment whether at home, in the community, in a residential care setting, or in an acute care setting. Technological and cultural norms also enable relationships to occur over the phone or the internet. The complexity of the environment creates a need for collaboration among the nurse, the patient, the health care team, and supportive services.

The environment that leads to integrity, health, wellness, and satisfaction for patients is the same environment that promotes learning, outcome achievement, personal and professional integrity and satisfaction for students. The process involved in acquiring knowledge and assuming new roles is a shared experience. The Nursing Department strives to develop and nurture a culture of learning, professionalism, mutual respect, and creative problem-solving. In this environment, faculty members serve as role models for a caring nursing practice. Education, both formal and informal, provides opportunities for students to develop intellectually, personally, and socially.

Each student comes to us as a unique individual with various life experiences and resources. These experiences form a foundation for new learning causing a gradual and consistent change in behavior. The adult learner is an active participant in setting and achieving learning goals within a predetermined structure and maintains primary responsibility and accountability for learning with expert guidance and feedback from faculty members. As role models, faculty members demonstrate effective problem-solving, encourage the students to reason through complex clinical situations, and support creative approaches based on evidence and reason.

### **PRACTICAL NURSING PROGRAM STUDENT LEARNING OUTCOMES**

1. Provide safe patient care with a focus on continuous quality improvement.
2. Demonstrate competency within the LPN scope of practice related to clinical decision making, patient safety, infection control, and pharmacological and parental therapies in the provision of care for individuals and families.
3. Establish and maintain effective interpersonal and therapeutic relationships and contribute to the plan of nursing care to promote and maximize individual health and wellness.
4. Demonstrate competence in the use of the nursing process to apply critical thinking and problem-solving skills in caring for the needs of the patient and families, including health promotion and maintenance, illness care, end-of-life care, restoration, and rehabilitation.
5. Communicate effectively using written, verbal, non-verbal and technological methods to provide patient centered nursing care in collaboration with the health care team.
6. Promote health and wellness using principles of teaching-learning and leadership while working collaboratively with the client, family, and interdisciplinary health care team to achieve expected health outcomes.
7. Use knowledge from nursing science in collaboration with other health care providers to provide nursing care for individuals of various cultures and developmental stages in diverse health care environments.
8. Use self-evaluation, reflection, and ongoing learning to demonstrate personal and professional growth and continued competence.

### **CRITICAL STRENGTHS OF FORTIS INSTITUTE**

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

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

*Graduate employment assistance:* Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

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

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

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

Director of Education, Dean of Nursing 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/Director of Financial Aid: tuition charges, payments, adjustments, and refunds

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

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

## **PROGRAM AND POLICY CHANGES**

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

## **FACILITIES AND EQUIPMENT** *This section has been revised. See addendum 5.*

Fortis Institute occupies three buildings that contain approximately 31,100 square feet and is located at 517 Ash Street Scranton, PA 18509. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines, hospital beds, mannequins, training models, simulation equipment and other medical training equipment. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. Fortis Institute also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities.

The facility is accessible.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES** *This section has been revised. See addendum 4.*

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

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

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

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**NON-DISCRIMINATION STATEMENT** *This section has been revised. See addendum 7.*

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

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

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

Title IX Coordinator

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

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website. <http://www.fortis.edu/>

## ADMISSIONS INFORMATION

*This section has been revised. See addendum 5.*

### ADMISSIONS REQUIREMENTS AND PROCEDURES

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

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

### GENERAL ADMISSION REQUIREMENTS *#3 requirement has been revised. See addendum 9.*

1. The student must be a high school graduate or possess the recognized equivalent of a high school diploma. The student must provide documentation of graduation from high school or college in the form of a valid high school diploma or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of the Institute.
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 admission advisor 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 Institute 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.) In the event that 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 requires 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.

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
Heating, Ventilation, Air Conditioning & Refrigeration	11
Medical Assisting	11

#### Associate in Specialized Technology Degree Programs

Dental Hygiene	22
Practical Nursing	19

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

7. Applicants must meet all financial obligations.
8. Applicants must complete all tuition payment requirements.
9. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS**

In addition to the General Admissions Requirements, the following are additional admissions requirements 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 Competency 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 Competency 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.

#### **MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS** *This section has been revised. See addendum 4.*

##### **Hardware (Windows or Mac)**

- 2.2 GHz CPU or greater with minimum of 8 GB RAM (16 GB Recommended)
- Broadband Connection: Cable or DSL preferred
- Web Cam with functional microphone
- Speakers or headphones

##### **Software**

- Windows Operating System: Windows ® 11 or higher
- Apple Mac Operating System: Mac OSX or higher
- Microsoft Office 365

##### **Browsers**

- Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)

##### **Plugins (Most Recent Versions)**

- Java™ Runtime Environment
- Adobe Reader

Note that Chromebooks are not compatible with online class technology.

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM**

In addition to the General Admissions Requirements, the following are additional admissions requirements for Dental Hygiene programs.

1. The applicant must complete a 2 to 4-page typed essay outlining (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene program. The Dental Hygiene Program Director may elect to include an additional topic. The essay may be completed offsite. It must be submitted by email to the Dental Hygiene Program Director or his or her designee no less than one week prior to the interview with the program director or his or her designee. After the essay is completed, the applicant will meet with the program director. The program director or his or her designee scores the essay using the Essay Rubric.
2. The applicant must schedule and complete an interview with the Dental Hygiene Program Director and/or his or her designee.
3. The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S. Passport.
4. The applicant must submit either a valid medical insurance card or a sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
5. 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. 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

6. Applicants must submit to and pass a healthcare student 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/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.
7. With the exception of Hepatitis B, all required immunizations are to be completed prior to or within the first week of the first term that the student starts a dental hygiene program.
8. When all the above admissions requirements are completed with the exception of immunizations as noted, the Applicant Rating Form and Rubric and the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the College President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.
9. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote.
10. After the Dental Hygiene Program Admission Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants.
11. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene program for a future class. If desired by the applicant, he or she will have the opportunity to retake the SLE in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted. An applicant who is not accepted for the start of a class may re-apply for a future class and will be placed into the new pool of applicants for ranking.

#### **RANKING FOR STUDENT ADMISSION INTO THE DENTAL HYGIENE PROGRAM**

Students will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, , and (5) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

- Interview with the Dental Hygiene Program Director. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.
- Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.
- High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or college GPA or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for students who have a cumulative 3.0 GPA in college science courses. Total possible score in this category is 70.

High School /College GPA/GED Range	Points
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No transcript	0
CGPA 3.0 or higher in college science courses	+10



- Wonderlic Scholastic Level Exam (SLE) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 16 required.

Test Score Range	Points
16 – 20	5
21 – 25	10
26 – 29	20
30 – 50	30

- Work Experience in an Allied Health Field or U.S. Military Service. Points will be assigned according to the amount of time the applicant has worked in an allied health field or served in the US Military, ranging from 0 to 30.

Years of Experience	Points
1 – 2 years, 11 months	10
3 – 5 years, 11 months	20
6 + years	30

## **ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES FOR DENTAL HYGIENE STUDENTS**

An applicant for the Dental Hygiene program should possess the following essential skills and functional abilities:

### **Motor Abilities**

- Physical abilities and mobility sufficient to execute gross motor skills, and physical endurance to provide patient care

### **Manual Dexterity**

- Ability of the student to demonstrate fine motor skills sufficient to accomplish required tasks and to provide necessary patient care.

### **Perceptual/Auditory Ability**

- Sensory and perceptual ability to assess patients for providing dental hygiene care

### **Behavioral/Interpersonal/Emotional**

- Demonstrates interpersonal abilities sufficient for interaction with individuals, families and groups from various social, intellectual and cultural backgrounds.
- Demonstrates the ability to work constructively and independently with the ability to modify behavior in response to constructive criticism.
- Demonstrates ethical behavior, which includes adherence to the professional standards and student honor codes.

## **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAM** *This section has been revised. See addendum 8.*

Applicants to the nursing program will be informed of all the required documentation, and the timeframes for submitting the required documentation, for application to the program. When all nursing program application requirements have been completed and submitted by the applicant, and the applicant has signed the enrollment agreement, the completed application file will be submitted to the Nursing Program Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application file and makes a final determination on admission to the Nursing Program. A candidate for admission may be required to interview with a member of the Nursing Program Admission Committee, or another school official. Once the Nursing Program Admissions Committee makes its final determination in regard to an applicant, the applicant will be notified.

## **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM**

*This section has been revised. See addendum 8 and 9.*

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Practical Nursing program.

1. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or prior to being readmitted following a withdrawal period of 90 days, and the results of the CBC must be in the student file prior to starting the program. The conviction for certain criminal offenses may bar an applicant from participating in certain externship/clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. 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.

Applicants to the Practical Nursing program 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 licensure by the State Board. If there are any questions regarding this process, the applicant should make an appointment with the Director of Nursing.

Students must report to the Director of Education/Nursing 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.

2. The Practical Nursing applicants must submit to and pass a drug screen and must be in the student file prior to starting the program. 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 the Institute 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.

#### **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](http://www.acenet.edu) and select GED Testing Services or contact the local Board of Education or the Institute's Admissions Office.

#### **READMISSION** *This section has been revised. See addendum 8.*

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

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

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the Appeal Policy for questions regarding the appeal process. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing,

All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

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

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

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed.

In addition, an applicant applying to be readmitted who failed to meet SAP for two consecutive terms must complete an SAP appeal and apply to be readmitted in a status of Academic Probation. 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. The SAP appeal must be filed at the same time the applicant initiates the re-start process. The appeals must be submitted in writing to the Dean of Education or Dean of Nursing. 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, Director of Education, and the Director of Financial Aid, or their designees. The Financial Aid Committee may grant one additional term 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.

If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

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

#### **Nursing Appeal for Re-Entry after Program Dismissal** *This section has been revised. See addendum 8.*

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

This section outlines the process for a nursing student to appeal for re-entry after dismissal from the nursing program. Re-Entry after dismissal can only be appealed if there are significant extenuating circumstances beyond the student's control, such as severe

illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must apply using the appeal form and submit it to the campus.

The campus will form a committee to review the appeal, and their recommendation will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the Institute. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

### **ORIENTATION**

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

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

### **TRANSFER OF CREDIT**

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

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

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

### **Criteria**

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

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

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have been

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

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

- AP scores of 4 or higher
- CLEP scaled scores of 60 or higher
- DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered). The Institute does not award credit for life or work experience.

**Additional Requirements for Specific Programs** *This section has been revised. See addendum 5 and 8.*

- 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 another affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.
- Dental Hygiene courses completed at another postsecondary institution are not eligible for transfer of credit. The only exceptions are dental hygiene courses completed at another Education Affiliates campus.
- In the Nursing program, students entering with an unencumbered LPN license and proof of completing an approved practical nursing program are awarded Block Credits in Anatomy and Physiology I (AHP216), Fundamentals of Human Nutrition (SCI115), Human Growth and Development (PSY278), and Foundations of Nursing (NUR104). Further credit may also be granted for Introduction to Informatics (CMP105) if there is proof of taking a similarly titled course on the official practical nursing transcripts.
  - Students must request official transcripts for their practical nursing program as proof of completion.
  - There is no evaluation of the official transcripts needed in order to award the Block Credits. They are simply needed for the file.
  - Transcripts can be used further to process additional transfer credits if necessary.
  - Courses that earn Block Credits are awarded a CR grade.

**Veterans**

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

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

### **Appeal Process**

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

### **Returning or Transferring Students**

If students wish to transfer between programs at the same school, students should seek guidance from the Director of Education and the Registrar. The Director of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

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

### **Articulation Agreement**

Fortis Institute has no established articulation agreements.

### **STUDENT PHYSICAL LOCATION**

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

Should the student change their address while enrolled at Fortis Institute the student is required to notify the school's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at Fortis Institute, the Institute may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

# HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS

*This section has been revised. See addendum 4.*

## HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR ALLIED HEALTH PROGRAMS

As a part of contractual agreements with externship agencies, all allied health students may be required to fulfill the following requirements. 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 externship agency agreements are not negotiable in their requirements. Subject to externship site 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 externship site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the allied health 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 an externship experience, or while performing other campus/program related activities during enrollment in the allied health program.

*Proof of immunizations may be required for allied health students and will be verified as complete prior to the student being permitted to enter any externship site (whether for the assigned course activities or for orientation at the externship site prior to the course start).*

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 for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation has to include specific information about the type of healthcare provider and the immunizations administered and/or verified.

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

### 1. 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 allied health program. The Institute 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 externship activities. If the CPR card expires during the allied health program, the student may not participate in any externship activities and may be dropped from the program. Missed externship experiences will be considered an unexcused absence and may result in failure of the course.

### 2. Student Health Requirements

It is essential that allied health students be able to perform a number of physical and cognitive activities in the classroom, externship and learning laboratory portions of the program.

Students are not to enter any externship facility with contagious conditions or injuries. A student must consult with the externship instructor if an illness, medical condition, or injury is present prior to entering the externship facility. The Institute or externship agency reserves the right to request a medical release from a health care 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, immunosuppression, pregnancy, back injury, behavioral health, etc.

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

NOTE: Any changes in physical or mental health must be reported immediately to the program director within 24 hours or before entering an externship area (whichever comes first).

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

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

3. Provide any additional documentation that may be required by the assigned externship site.

## IMMUNIZATIONS

Vaccination/ Screening	Requirements in Brief
COVID-19 Vaccination	<ul style="list-style-type: none"> <li>– A COVID-19 vaccination may be required for allied health students to permit them to go into a hospital-based externship medical practice</li> </ul>
Hepatitis B	<ul style="list-style-type: none"> <li>– Serologic proof of immunity is required.</li> <li>– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</li> <li>– Obtain serologic testing 2 months after dose #3.</li> </ul>
MMR	<ul style="list-style-type: none"> <li>– Serologic evidence of immunity or laboratory confirmation of disease is required.</li> <li>– If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart are required.</li> </ul>
Varicella	<ul style="list-style-type: none"> <li>– Serologic proof of immunity or laboratory confirmation of disease required.</li> <li>– If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.</li> </ul>
Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none"> <li>– One-time dose of Tdap is required.</li> <li>– Td boosters every 10 years thereafter.</li> </ul>
Influenza	<ul style="list-style-type: none"> <li>– Required annually.</li> </ul>
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"> <li>– For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</li> <li>– For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.</li> <li>– For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.</li> </ul>

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). Externship agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or Institute policy. The Institute 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 allied health 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 allied health program. Students may be responsible for the cost of any additional requirements.

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

### Serological Evidence of Immunity

- **COVID-19 Vaccination**



A COVID-19 vaccination may be required for allied health students to permit them to go into a hospital-based externship medical practice.

- **Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing 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 in order to participate in any agency-based externship 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 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 an externship experience. Expense may also include testing of the patient in the event of 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 Institute 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 Institute 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 Institute 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 Institute and maintain compliance with the immunization and health clearance policy.

- **Tuberculosis/Tuberculin Skin Test (TST)**

Students are not permitted to practice in any externship, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in an allied health 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 Institute 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 14 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.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in an allied health program. Students must provide documented evidence of compliance to the Institute. 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 chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the Quarter in which the student initially enrolls in an allied health program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in externship experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

### **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE MEDICAL ASSISTING PROGRAM**

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

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

## **MEDICAL TECHNOLOGY PROGRAMS HEALTH AND IMMUNIZATION REQUIREMENTS**

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

Students enrolled in the Dental Hygiene program should complete the Student Physical Form and all required immunizations listed below within the first week of the first term (with the exception of Hepatitis B) that the student starts the program.

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

### **Additional Immunizations/Vaccinations**

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

## **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE NURSING PROGRAM**

*This section has been revised. See addendum 8 and 9..*

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 clinical 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.

*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 for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation has to include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1<sup>st</sup> clinical session may 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.

1. Cleared Background Check

The applicant must submit to and pass a criminal background check and be cleared per Fortis Institute policy as well as appropriate State Board of Nursing rules and regulations and the results of the CBC must be in the student file prior to starting the program. 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 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 nursing program.

2. Negative Drug Screen

The applicant must submit to and pass a drug screen and must be in the student file prior to starting the program. Inconclusive test results, including a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at an Institute 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.

3. 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 Institute 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 and may result in failure of the course.

4. 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 be able to perform a number of 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 director 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 director 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 in order to participate in clinical experiences at their facilities. The Institute 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.

5. Student Health Requirements

It is essential that nursing students be able to perform a number of 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 Institute or clinical

agency reserves the right to request a medical release from a health care 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 of 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 Institute prior to the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient's 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.

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

## IMMUNIZATIONS

Vaccination/ Screening	Requirements in Brief
Hepatitis B	<ul style="list-style-type: none"> <li>– Serologic proof of immunity is required.</li> <li>– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</li> <li>– Obtain serologic testing 2 months after dose #3.</li> </ul>
MMR	<ul style="list-style-type: none"> <li>– Serologic evidence of immunity or laboratory confirmation of disease is required.</li> <li>– If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart are required.</li> </ul>
Varicella	<ul style="list-style-type: none"> <li>– Serologic proof of immunity or laboratory confirmation of disease required.</li> <li>– If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.</li> </ul>
Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none"> <li>– One-time dose of Tdap is required.</li> <li>– Td boosters every 10 years thereafter.</li> </ul>
Influenza	<ul style="list-style-type: none"> <li>– Required annually.</li> </ul>
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"> <li>– For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</li> <li>– For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.</li> <li>– For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.</li> </ul>

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 Institute policy. The Institute 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 experience if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

## **Serological Evidence of Immunity**

- **Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing 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 in order 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 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 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 Institute 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 Institute 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 Institute 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 Institute 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 Institute 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 14 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.

After the initial two-step 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 Institute. 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 chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the Quarter in which the student initially enrolls in the nursing program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

## ACADEMIC PROGRAMS

### DIPLOMA

*This section has been revised. See addendum 5 and 12.*

#### DENTAL ASSISTING

<u>Length:</u> 1040 Contact Hours 12 Months	Quarter Credits: 60
Outside Work Hours: 532	
Credential Awarded: Diploma	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

#### OBJECTIVE

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

#### DESCRIPTION

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

#### EXTERNSHIP

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

#### CREDENTIALING EXAMS

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

#### CAREER OPPORTUNITIES

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



### PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY**	60	4
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY **	60	4
DAS110	FUNDAMENTALS OF DENTAL ASSISTING	60	4
DAS116	INFECTION CONTROL	60	4
DAS120	DENTAL PROCEDURES AND TECHNIQUES	60	4
DAS125	DENTAL MATERIALS AND LAB TECHNIQUES	60	4
DAS130	DENTAL RESTORATIVE PROCEDURES	60	4
DAS135	DENTAL RADIOLOGY	60	4
DAS140	DENTAL OFFICE PROCEDURES AND BILLING	60	4
DAS145	DENTAL SPECIALTIES AND EXPANDED FUNCTIONS	60	4
DAS151	DENTAL CAPSTONE	60	4
DAS190	EXTERNSHIP I	160	6
DAS195	EXTERNSHIP II	160	6

\*\*Online delivery

## HEATING, VENTILATION, AIR-CONDITIONING AND REFRIGERATION

Length: 960 Contact Hours; 48 Instructional Weeks	Quarter Credits: 64
Outside Work Hours: 720	
Credential Awarded: Diploma	Mode of Delivery: Residential

### OBJECTIVE

With the introduction of computer-controlled heating, ventilation, air conditioning, and refrigeration systems, increasingly advanced technology is required to control indoor climate conditions, production processes, and food preservation. Fortis Institute offers a 50-semester credit program designed to provide the student with knowledge and skills necessary for entry-level employment in the field of heating, ventilation, air conditioning, and refrigeration.

Principles are presented in a step-by-step fashion by addressing the topics of refrigeration, heating and ventilation, distribution, filtration, and control as individual subsystems. Upper-level courses tie the subsystems together to discuss how they interact, providing proper system operation. Lectures and problem-solving activities are supported by laboratory exercises to give students first-hand experience in reading instruments, analyzing data, drawing graphs, and preparing written reports.

The graduate can expect to gain entry-level employment in a career including service technician, installation technician, apprentice heating technician, or refrigeration technician.

### CAREER OPPORTUNITIES

The graduate can expect to gain entry-level employment in a career including service technician, installation technician, apprentice heating technician, or refrigeration technician.

### PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
SKW101	INTRODUCTION TO THE SKILLED PROFESSIONS	60	4
HVR105	THERMODYNAMICS	60	4
HVR110	PRACTICAL APPLICATIONS OF ELECTRICITY	60	4
HVR115	HVACR CONTROLS	60	4
HVR120	CONTROLS, MOTORS, AND MOTOR CONTROLS	60	4
HVR125	REFRIGERANTS	60	4
HVR130	RESIDENTIAL AIR CONDITIONING	60	4
HVR140	COMMERCIAL REFRIGERATION CONCEPTS	60	4
HVR141	INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING	60	4
HVR150	ELECTRIC HEAT AND HEAT PUMPS	60	4
HVR155	GAS HEATING SYSTEMS	60	4
HVR160	OIL HEATING SYSTEMS	60	4
HVR165	HVAC SYSTEM PERFORMANCE	60	4
HVR170	WATER-BASED HEATING SYSTEMS	60	4
HVR175	HVAC TROUBLESHOOTING AND SERVICE CALLS	60	4
HVR180	EPA CERTIFICATION PREPARATION	60	4

## MEDICAL ASSISTING

<u>Length:</u> 780 Contact Hours 36 Instructional Weeks	Program Quarter Credits: 46
Outside Work Hours: 170	
Credential Awarded: Diploma	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

### OBJECTIVE

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

### DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a 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 a particular area under the supervision of a department administrator/practice manager.

### EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete 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 eligible to take National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

### CAREER OPPORTUNITIES

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

## PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY**	60	4
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY**	60	4
MOA110	MEDICAL OFFICE PROCEDURES**	60	4
MOA115	MEDICAL RECORDS AND INSURANCE**	60	4
MOA120	ELECTRONIC HEALTH RECORDS**	60	4
MAS110	CLINICAL PROCEDURES AND TECHNIQUES	60	4
MAS115	LABORATORY PROCEDURES AND TECHNIQUES	60	4
MAS125	INVASIVE CLINICAL PROCEDURES	60	4
MAS135	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	60	4
MAS190	EXTERNSHIP	180	6

### **Schedule**

Morning: 9:00 a.m. – 2:30 p.m. Monday through Thursday

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

\*\*Online delivery

## ASSOCIATE DEGREE PROGRAMS

### DENTAL HYGIENE

<u>Length:</u> 2412 Contact Hours 120 Instructional Weeks	Program Quarter Credits: 141.5
Outside Work Hours: 1440	
Credential Awarded: Associate in Specialized Technology Occupational Degree	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 7:00 am and end as late as 9:00 pm and may require an occasional Saturday or Sunday.*

#### OBJECTIVE

An integral member of the professional dental team, the Dental Hygienist assumes a major role in the prevention of dental diseases for patients. Advanced technology and increased public awareness of preventive health modalities have contributed to the growth of the dental industry. Increased demand for dental services has led to the expansion of roles for hygienists to include clinician, educator, administrator, and advocate. The responsibilities of the dental hygienist continue to evolve requiring advanced skills in preventive, educational, and therapeutic dental services. The objective of the dental hygiene program is to train and prepare students in all skills necessary to perform dental hygiene services in a variety of entry level employment settings.

#### DESCRIPTION

The Dental Hygiene program prepares students to achieve competency in the delivery of the most current dental procedures and to prepare the individual to pursue a career as a dental hygienist with skills to fulfill responsibilities as practitioner and patient advocate. Students learn to provide preventative, educational, clinical therapeutic services supporting the total health of their patients, control oral disease symptoms, and promote good oral health. Graduates of this program will earn an Associate in Specialized Technology, which is an Occupational Associate degree.

#### SUPERVISED CLINIC

The Dental Hygiene program has a significant component of supervised clinical on campus to allow students opportunities to apply their knowledge and skills on patients. The clinic hours are scheduled throughout the curriculum to fulfill the clinical practice requirements. During clinical hours, students work under the supervision of an instructor and a licensed dentist.

#### 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 78% to be considered passing. Any dental hygiene, prerequisite, and science course below a grade of 78% must be retaken. A student can attempt a concentration course no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

#### CREDENTIALING EXAMS

In order to be eligible for employment as a Registered Dental Hygienist (RDH), graduates of the program must successfully pass all applicable exams and receive a license from the State Board of Dentistry. Licensing requirements vary by state, and one such requirement is to pass several credentialing exams. Students must pass the written National Board Dental Hygiene Examination (NBDHE) and a regional or state board examination that includes a clinical component and, in some jurisdictions, a written component. Most states require passing a written jurisprudence examination administered by the State Board of Dentistry.

#### CAREER OPPORTUNITIES

Graduates of the Dental Hygiene program are prepared to seek employment in the office of a licensed dentist, as a Dental Hygienist.

## PLAN OF STUDY

*This section has been revised. See addendum version 13.*

Course Code	Course Title	Clock Hours	Credit Hours
AHP205^	ETHICS AND JURISPRUDENCE	40	4
MED110^	ANATOMY & PHYSIOLOGY I	60	4
MED115^	ANATOMY & PHYSIOLOGY II	60	4
COM205*	EFFECTIVE COMMUNICATION **	40	4
DAS114	RADIOLOGY	60	4
DHG100	NUTRITION	60	4
DHG104	INTRO. DENTAL HYGIENE LAB I	60	4
DHG105	INTRO. DENTAL HYGIENE LAB II	60	4
DHG110	ANAT. HISTOLOGY & EMBRYOLOGY I	60	4
DHG111	ANAT. HISTOLOGY & EMBRYOLOGY II	60	4
DHG112	PROCESS OF CARE I	60	4
DHG197	DENTAL HYGIENE CLINIC I	120	4
DHG198	DENTAL HYGIENE CLINIC II	120	4
DHG199	DENTAL HYGIENE CLINIC III	120	4
DHG200	DENTAL MATERIALS	60	4
DHG212	PROCESS OF CARE II	60	4
DHG220	PERIODONTOLOGY	60	4
DHG230	HEALTH PROMOTION	60	4
DHG240	GENERAL & ORAL PATHOLOGY	60	4
DHG250	PHARMACOLOGY & PAIN CONTROL	60	4
DHG297	ADVANCED DENTAL HYGIENE CLINIC I	144	4.5
DHG298	ADVANCED DENTAL HYGIENE CLINIC II	144	4.5
DHG299	ADVANCED DENTAL HYGIENE CLINIC III	144	4.5
DHG213	PROCESS OF CARE III	60	4
DHG214	RADIOLOGY II	60	4
DHG225	PERIODONTOLOGY II	60	4
DHG235	COMMUNITY ORAL HEALTH	60	4
ENG101*	ENGLISH COMPOSITION**	40	4
MAT101*	COLLEGE MATHEMATICS **	40	4
PDC200^	CAREER DEVELOPMENT	60	4
PSY101*	GENERAL PSYCHOLOGY**	40	4
SCI 118*	CHEMISTRY I	60	4
SCI119*	MICROBIOLOGY	60	4
SCI120*	BIOCHEMISTRY	60	4
SOC101*	SOCIOLOGY**	40	4

\*General Education

^Related courses

\*\*Online delivery

## PRACTICAL NURSING

*This section has been revised. See addendum 5 and 10.*

<u>Length</u> Contact Hours: 1640 Instructional Weeks: 72	Program Quarter Credits: 104
Outside Work Hours: 1275	
Credential Awarded: Associate in Specialized Technology Occupational Degree	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 or Sunday.*

### 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, passage of which is required to obtain a license to practice nursing in the state of Pennsylvania.

Graduation from the Associate Degree in Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

## PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP215	ANATOMY AND PHYSIOLOGY	80	6
CMP105*	INTRODUCTION TO INFORMATICS**	20	2
ENG101*	ENGLISH COMPOSITION**	40	4
MAT101*	COLLEGE MATHEMATICS**	40	4
PNR104	BASIC SKILLS, QUALITY & SAFETY IN NURSING PRACTICE	130	9
PNR105	PHARMACOLOGY	60	5
PNR106	FOUNDATIONS OF NURSING	180	9
PNR108	GERONTOLOGICAL NURSING***	90	5
PNR201	MEDICAL-SURGICAL NURSING I	190	9
PNR203	MATERNAL-NEWBORN NURSING***	90	5
PNR204	PEDIATRIC NURSING***	90	5
PNR205	CONCEPTS OF LEADERSHIP AND COLLABORATION**	30	3
PNR200	MENTAL HEALTH NURSING***	90	5
PNR206	MEDICAL-SURGICAL NURSING II	170	9
PNR207	TRANSITION TO PRACTICE-CAPSTONE	210	11
PNR208	CONCEPTS IN COMMUNITY BASED NURSING**	20	2
PSY101*	GENERAL PSYCHOLOGY**	40	4
PSY278*	HUMAN GROWTH AND DEVELOPMENT**	40	4
SCI115*	FUNDAMENTALS OF HUMAN NUTRITION**	30	3

\* General education/other related courses

\*\*Online delivery



## ACADEMIC POLICIES

### ACADEMIC ACHIEVEMENT/GRADING

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

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

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

Other letter grades used by the Institute include: *This section has been revised. See addendum 5 and 8.*

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program	Yes	No

**\*Nursing Students** *This section has been revised. See addendum 5.*

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

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology
- Mathematics (Math 101)

For successful completion of nursing courses, a minimum test composite score of 78% (total average of key graded assessments) and clinical, simulation, and laboratory performance grades of Pass ("P") are required for the science courses. The minimum overall course grade of C+ (78%) is also required for Mathematics (MAT 101). The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-required courses) in the program curriculum.

Often, for graduating students to be eligible to sit for state licensing or national examinations, some programs or some courses

within programs, may have specified course requirements that will apply to achieve a passing grade for the course and/or the designated minimum passing grade may be higher. Students who do not successfully complete the specified course requirements or who do not achieve the specified minimum passing grade for that course will have to retake and successfully pass that course. Please refer to the program and course syllabus for specific details.

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

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

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

For the purposes of satisfactory academic progress and CGPA calculation:

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

#### **\*Dental Hygiene Students**

The minimum passing grade for Dental Hygiene core courses is 78% (C+).

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

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

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

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

For the purposes of satisfactory academic progress and CGPA calculation:

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

## ACADEMIC HONORS

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

### Dean's List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List.

Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

### President's List

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List.

Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

### Valedictorian

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The Institute's 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.

### CLINICAL EVALUATION *This section has been revised. See addendum 5.*

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

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

### INCOMPLETE GRADE POLICY *This section has been revised. See addendum 4 and 8.*

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

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

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

### Nursing Students *This section has been revised. See addendum 8.*

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 receive 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."

Each student in a Practical Nursing or Associate Degree in Nursing program is required to successfully complete a capstone course (PNR 207 or NUR 210) that includes a comprehensive competency exam. The capstone course is taken in the final term of the program.

Successful completion of the capstone course requires the student to achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

## **COURSE REPEAT POLICY**

If a student fails a course, they must repeat it and earn a passing grade. All repeated courses must fulfill prerequisite requirements, and all courses must be passed for graduation. If a student withdraws from a course, they must successfully complete it according to prerequisite requirements. If a higher grade is achieved in the repeated course, it will be used to calculate the Cumulative Grade Point Average (CGPA). Repeated courses count towards credit hours earned/attempted for satisfactory progress. Repeated courses are marked with two asterisks on the official transcript.

Students who need to repeat a course (due to failure or withdrawal) must meet with the Dean or Director of Education or Dean of Nursing to discuss their course plan before scheduling the retake. Students are also responsible for meeting with a financial aid officer to arrange payment for repeat courses, including any additional fees.

A student who fails a course must repeat it at the next available opportunity, subject to space limitations. A student who withdraws from a course must retake it as soon as possible. Failing or withdrawing from a course and the subsequent required repeat may interrupt enrollment, delay expected graduation, affect financial aid eligibility, and impact satisfactory academic progress.

### **Nursing Students** *This section has been revised. See addendum 8.*

A nursing student will be dismissed from the program after earning a third failing grade in a nursing course, (refer to the syllabus for the definition of failing grade). Nursing courses are those with an NUR or PNR course code prefix.

## **COURSE AUDIT**

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

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

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (6-12 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

## **COURSE REFRESHER**

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

## **TRANSCRIPT OF GRADES**

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

## **GRADUATION REQUIREMENTS**

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

To be eligible for graduation, students must have:

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
- 3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
- 4) Verified satisfactory completion of all program criteria for graduation with the Director of Education, Registrar, Financial Aid, and Career Services
- 5) Returned any school property, including Student Appeal Process

- 6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.

## **LICENSURE, CERTIFICATION, AND REGISTRATION**

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

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

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

## **STUDENT HANDBOOKS**

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

## **COUNSELING/ADVISEMENT** *This section has been revised. See addendum 3 and 11.*

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

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

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

## **TUTORING**

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

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

## **ACADEMIC APPEALS** *This section has been revised. See addendum 4.*

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

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

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

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

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

**Academic Appeals - Nursing** *This section has been revised. See addendum 8.*

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a NUR or PNR course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. Students who are dismissed for three course failures and have their appeal granted to return are not permitted to re-enter in the term immediately following the dismissal. The return will require the student's written agreement to comply with the re-entry requirements.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

**ATTENDANCE** *This section has been revised. See addendum 4.*

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

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

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

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

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

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

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

**Additional Program Attendance Policies**

Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

A fee up to \$200 may be charged for an unexcused absence in a clinical experience. A fee of \$25 per hour may be assessed for an unexcused absence in lab or simulation.

**Make-Up Hours/Time for Clock Hour Programs**

All clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class will be required to make up the absent class or practical hours. Make-up hours must be approved and completed within the course in

which the absence occurs. Make-up hours for theory class must be made up during alternate theory class times and practical make-up hours must be made up during practical class times. Make-up hours may be completed during alternate schedules, including the alternate daytime or evening schedule. All holidays and/or school cancellation days must be made up during alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Director of Education or Campus President.

If absence at any time during the program exceeds more than 30 hours (one week), the student will be placed on a mandatory prescribed school schedule which may include Saturday school attendance.

### **MAKE-UP WORK**

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

### **TARDINESS/EARLY DEPARTURE**

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

### **ACADEMIC LEAVE OF ABSENCE**

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

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

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the Institute may grant an ALOA on behalf of a student without prior written request as long as the Institute can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an 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 must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested must 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 written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

### **TRADITIONAL LEAVE OF ABSENCE**

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

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

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

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

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

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

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



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

1. The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
2. The student must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
3. The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
4. The Campus President and Financial Aid Director **must** approve the SPN request.
5. Any SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

### **WITHDRAWAL**

In order to remain in "Active" status at the Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Institute in accordance with the Attendance Policy. A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the Institute, by notifying the Institute, in writing. Should students be considering withdrawing from a course or from the Institute, they should meet with the Director of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the Institute, 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 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 Institute will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course.

If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript. Nursing Students: Students enrolled in nursing courses and required science courses (anatomy and physiology, microbiology, nutrition, and general biology) who withdraw from a course or from the Institute 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 or not the student can remain enrolled in the program. Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing 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 a Failure to Attend**

A student attending the Institute will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/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 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, termination shall take effect on their last day of attendance.

### **Dismissal from the Program and the Institute**

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

### **Student Responsibility**

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

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

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

### **EDUCATIONAL DELIVERY SYSTEMS**

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

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

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

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

Select programs are delivered in a hybrid format (sometimes known as a blended 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** *This section has been revised. See addendum 4.*

#### **Definition of a Credit Hour**

Fortis Institute uses the following clock hour to semester/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

One semester credit hour is defined as:

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

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

#### **Out-of-Class Work**

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

#### **Types of Out-of-Class Work**

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

### Assignment of Out-of-Class Work

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

### MAXIMUM CLASS SIZE *This section has been revised. See addendum 4 and 8.*

Course Component	Allied Health Programs	Practical Nursing
Lecture	35:1	24:1
Lab	20:1	16:1
Simulation**	N/A	8:1
Clinical/Externship Rotation	N/A	8:1
Computer	30:1	N/A

\*\*Broken into two subgroups of 4 students each

### COURSE PROGRAMMING

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

Classes may be scheduled between 8:00 a.m. and 8:00 p.m., Monday through Friday; and 9:00 a.m. and 12:00 p.m. on Saturday.

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

### INSTITUTE CLOSURES *This section has been revised. See addendum 4.*

The Institute reserves the right to close the Institute during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the portal, and posted to social media.

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

### COURSE ADD/DROP

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

### CLINICALS, INTERNSHIPS, AND EXTERNSHIPS

- Nature of policies in this section of the Catalog
  - 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.
- Nature of CIE - educational purpose, status of students
  - Most programs at this Institute are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
- Requirements that must be met prior to release to externship

- a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
  - b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
  - c. There are a wide range of program and site-specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
  - a. The Institute maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site
  - a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with whom the Institute has an existing relationship. Should the student want to introduce a new site to the Institute, the Institute will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
  - b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
  - c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Externship Handbook.
6. Scheduling
  - a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
  - b. Hours of externships availability
    - i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 am to 6:00 pm Mondays through Fridays or normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
    - ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
  - c. Length of day, maximum length of day
    - i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.
7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence.
  - a. The student must complete 100% of the hours specified in the program outline for externship.

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

- b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.

#### 12. Program Specific Requirements

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

#### 13. Additional sources of information

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

### **ACADEMIC IMPROVEMENT PLANS**

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

### **FACULTY EVALUATIONS**

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

### **LEARNING RESOURCE SYSTEM**

#### **Mission Statement**

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

#### **Objectives**

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

#### **Definition**

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

## CAREER SERVICES

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

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

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

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

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

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

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

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

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

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

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

## TUITION AND FEES

*This section has been revised. See addendum 5, 6, 8, and 11.*

PROGRAM	TUITION	ADMIN. & TECH. FEE	SCRUBS / UNIFORMS	STUDENT KIT/ COMPUTER	CERTIFICATION / LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUG SCREEN	E-BOOKS TEXTBOOKS	TOTAL COST
<b>DIPLOMA PROGRAMS</b>										
MEDICAL ASSISTING	16,272	178	63	35/ 424	132	0	0	0	85/408	17,597
DENTAL ASSISTING	19,832	203	84	566/424	540	0	0	0	85/410	22,144
HVAC	19,648	100	84	776/424	25	0	0	0	568	21,625
<b>DEGREE PROGRAMS</b>										
DENTAL HYGIENE	51,262	350	230	3,319/ 424	2,095	0	63	37	410/2,219	60,409

NURSING PROGRAMS	TUITION	ADMIN. & TECH. FEE	REFERENCE BOOKS	STUDENT KIT	COMPUTER	UNIFORMS	EBOOKS/ TEXTBOOKS	IMMUNIZATIONS	BACKGROUND CHECK	DRUG TEST	CERTIFICATION / LICENSURE EXAM	TOTAL COST
PRACTICAL NURSING	33,072	390	394	144	515	126	347/549	0	60	37	200	35,834

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

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

### REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, withdraws, or is terminated by the Institute for any reason, refunds will be made according to the Institute's Tuition Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the Institute determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted 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 Institute from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

### TUITION REFUND POLICY *This section has been revised. See addendum 8.*

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



<u>Proportion of Term or Module Taught</u>	<u>Refund Percentage</u>
.01%-up to and including 10%	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

### **BOOKS AND EQUIPMENT RETURN POLICY**

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

### **RIGHT TO CANCEL**

An applicant to the Institute may cancel his or her enrollment to the Institute and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis Institute, postmarked no later than midnight on the fifth (5th) calendar day after the date the applicant's Enrollment Agreement with the Institute was signed by the student and a representative of the Institute. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis Institute and 517 Ash Street, Scranton, PA 18509, Attention Campus President. 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 to be paid within 30 days.

### **CANCELLATION/REJECTION POLICY**

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

### **REFUND POLICY FOR MILITARY TUITION ASSISTANCE (TA)**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Fortis Institute will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stop attending. These funds are returned to the military Service branch.

Instances when a Service member stop attending due to a military service obligation, the Institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

### **MILITARY TUITION ASSISTANCE RETURN OF UNEARNED FUNDS CHART**

Before Class Begins	100% return
10% or less	90% return
10.1% up to and including 20%	80% return
20.1% up to and including 30%	70% return
30.1% up to and including 40%	60% return
40.1% up to and including 50%	50% return
More than 50%	No return of TA Funds

**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.

A fee of \$10 per hour may be charged to students in the Practical Nursing program for an unexcused make-up clinical day.

There is no graduation fee.

## FINANCIAL ASSISTANCE PROGRAMS

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

### **FEDERAL PELL GRANT**

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

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

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

### **FEDERAL DIRECT LOAN PROGRAM (FDLP)**

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

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

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

### **FEDERAL WORK-STUDY PROGRAM (FWSP)**

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

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

## **VETERANS' BENEFITS**

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

## **SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES**

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

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

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

The Pennsylvania State Grant Program is a financial assistance program that provides funding to eligible Pennsylvanians and helps them afford the costs of higher education. PHEAA administers the Pennsylvania State Grant Program at no cost to taxpayers, ensuring that every dollar appropriated to the program goes directly to students. Funding for the Pennsylvania State Grant Program may be paid in part or in whole by the Commonwealth of Pennsylvania. 1200 North 7th Street Harrisburg, PA 17102 1-800-233-0557.

[www.pheaa.org](http://www.pheaa.org)

Vocational Rehabilitation OVR provides a wide range of services to eligible applicants. Some services can help you overcome or lessen your disability; others can directly help you prepare for a career. The services you receive will be arranged to meet your individual needs. Not everyone will need every service. OVR services include: Training: Education to prepare you for a job including, but not limited to, basic academic, vocational/technical, college, on-the-job training, independent living skills, and personal and work adjustment training. Bureau of Vocational Rehabilitation, Office of Vocational Rehabilitation 1521 North Sixth Street Harrisburg, PA 17102.

[http://www.portal.state.pa.us/portal/server.pt/community/vocational\\_rehabilitation/](http://www.portal.state.pa.us/portal/server.pt/community/vocational_rehabilitation/)

TAA Program. The Trade Act allows workers whose jobs have been affected by foreign competition to receive a variety of benefits and reemployment services. The goal of the Trade Act is to assist dislocated workers in obtaining suitable (family sustaining) employment from a combination of reemployment services and possibly training. Department of Labor & Industry's Federal Programs unit Fax: 717-772-0378. Access through Careerlink Office 35 Franklin Ave, Scranton, PA 18503 (570) 963-4671.

[www.pacareerlinklackawanna.org](http://www.pacareerlinklackawanna.org)

Workforce Investment Act, Workforce Investment Act of Pennsylvania is designed to assist students who have been affected by the downturn in the economy to re-enter the workforce in a career where they can excel and benefit the employer at the same time. This is a state funded program that has regional offices in most parishes that award funding for that specific parish. The funding is awarded based on need, availability, and several other factors. Students must meet with a counselor in their area prior to entering an education program. . Access through Careerlink Office 35 Franklin Ave, Scranton, PA 18503 (570) 963-4671.

[www.pacareerlinklackawanna.org](http://www.pacareerlinklackawanna.org)

Fortis Institute (FI) offers partial scholarships to area high schools. As a community service, Fortis Institute Scholarship Program may award up to \$30,000 to area high schools. High school students should check with their individual high school counselor for eligibility information and application materials.

All scholarship recipients must be a High School Senior in good standing. All Students take the TABE examination. The Students with the top 10 scores will be interviewed by the Scholarship Committee. The Scholarship Committee will choose 5 students to award scholarships for 25% of their tuition. The scholarship is awarded per quarter while the student is attending classes at Fortis Institute Scholarship recipients are responsible for all tuition and fee charges above the contribution of the scholarship.

## VERIFICATION

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

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

## RETURN OF TITLE IV FUNDS POLICY

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

Credit Hour Programs:

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

Clock Hour Programs:

$$\frac{\text{Clock Hours Scheduled to be Completed through the Withdraw Date}}{\text{Total Clock Hours in Period}}$$

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

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

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

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

## Return of Unearned FSA Funds

The Institute must return the lesser of the following:

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

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

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

If a student earned more aid than was disbursed, the Institute may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student

or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The Institute will seek the student's authorization to use a PWD for all other educationally related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the Institute of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

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

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

### **ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS**

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

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

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

### **SATISFACTORY ACADEMIC PROGRESS**

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

#### **SAP Evaluation Periods**

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

#### **Maximum Time Frame**

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

#### **Quantitative Requirement - Credit Completion**

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

#### **Qualitative Requirement – Cumulative Grade Point Average (CGPA)**

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

#### **Academic/Financial Aid Warning**

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Director of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional Quarter, and/or Semester to correct the deficiency and meet the minimum requirements

at the end of his or her next Quarter, and/or Semester. The Academic/Financial Aid Warning period shall be one Quarter, and/or Semester. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the Institute unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

### SAP Tables

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

#### Programs of Study *Less Than One Academic Year* (Quarter Credit Programs)

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

#### Programs of Study *One Academic Year* (Quarter Credit Programs)

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

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

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

**Nursing and Dental Hygiene Programs  
(Quarter Credit Programs)**

*This section has been revised. See addendum 8.*

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

**Programs of Study of Two Academic Years or Longer  
(Quarter Credit Programs)**

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

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

**SAP Evaluation Periods**

The Institute's SAP standards measure a student's satisfactory academic progress at the end of the student's payment period. The Institute will provide, at a minimum, a cumulative academic grade report to each student at the end of each payment period, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all courses and credits attempted and completed and a cumulative grade point average. Second and subsequent evaluation and payment periods do not begin until the student has completed all of the clock hours required in the prior payment period. Excused hours of absence are permitted up to a maximum of 10% of the scheduled clock hours, unless the excused clock hours need to be completed to meet graduation or licensure requirements.

**Maximum Time Frame**

"Normal completion time", for purposes of this SAP policy for clock hour programs, is the period of time, measured in weeks, that it should take a student to complete his or her program of study. The number of weeks for normal completion time is computed by dividing the number of scheduled clock hours in each full week of instruction according to the student's Enrollment Agreement by the total number of clock hours in the program of study (rounded up). The maximum time frame in which a student may complete his or her program of study is 150% of the weeks for normal completion time for the program of study.

**Quantitative Requirement Credit Completion**

Each student must complete a minimum number of clock hours in the weeks scheduled for each payment period. At a minimum, students must complete 67% of the scheduled clock hours for the weeks in a payment period. (See the Clock hour completion requirements at each payment period in the charts below.) Scheduled breaks and holidays and weather- related or similar Institute



closures are excluded when determining the weeks in any payment period for purposes of determining SAP. All transfer clock hours accepted toward the student’s program will count as clock hours attempted and clock hours completed.

**Qualitative Requirement-Cumulative Grade Point Average (GPA)**

The Institute 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) 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 CGPA. (See CGPA requirements at each Evaluation Level in the charts below.)

**Academic/Financial Aid Warning**

Students who do not meet the minimum standards for clock hours completed or cumulative grade point average in accordance with the requirements at the appropriate evaluation level will receive written notification from the Registrar stating that he or she is being placed on an Academic or Financial Aid Warning. A student in Academic or Financial Aid Warning status will have one additional term to correct the deficiency and meet the minimum requirements at the end of his or her next term. The Academic/Financial Aid Warning period shall be one term. The student will remain eligible for Federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of Federal student assistance under Title IV of the Higher Education Act and will be dismissed from the Institute unless the student submits an appeal (see description below) and is granted a probationary period by the Financial Aid Committee. 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 720 Clock Hours**

Evaluation Levels	Cumulative Hours Attempted	Minimum CGPA
1	360	2.00
2	720	2.00

**Programs of Study of 1200 Clock Hours**

Evaluation Levels	Cumulative Hours Attempted	Minimum CGPA
1	450	1.75
2	900	2.00
3	1200	2.00

“Cumulative Hours Completed” may include up to a maximum of 10% excused absences if those hours do not have to be completed for either graduation or licensure in the student’s program of study.

**SAP Appeals & Financial Aid Probation**

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the Institute if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student’s failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. An 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, Director of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Quarter, and/or Semester 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, and/or Semester as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the Institute's satisfactory academic progress standards by the end of that Quarter, and/or Semester. 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 warrants. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the Institute. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

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

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

#### **Cancellation of Aid**

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

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

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

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

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

#### **Transfer and Readmitted Students/Students Changing Majors**

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

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

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

**Termination**

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

**Notifying the Veteran's Administration**

The VA is notified of a student's termination via VA Once at the time the student is dismissed for failure to meet SAP.

# STUDENT POLICIES

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## STUDENT RIGHTS

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

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

## BEHAVIOR AND STUDENT ACCOUNTABILITY

### Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

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

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

### Standards Of Student Professional Conduct – Academic Integrity

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

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student.

- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted.
- Allowing others to copy or use work that is not his or her own.
- Providing answers from graded assignments to others

### **Standards Of Student Professional Conduct – General Conduct**

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

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

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

### **ANTI-HAZING POLICY**

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

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

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

### **COPYRIGHT PROTECTION POLICY**

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

Additional information is included in the Institute's *Consumer Information Guide*, available online at <http://www.fortis.edu/>.

### **VIDEO-RECORDING OR AUDIO-RECORDING POLICY**

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

### **INTERNET USAGE**

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

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

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

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

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

- Sending, printing, or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission.
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the Institute's Full 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 Institute, without explicit permission from the Campus President of the Institute.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of Institute employees, students, or anyone associated with the Institute, without that person's permission.

- Attempting to break into the computer system of another organization or person.
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service.
- Refusing to cooperate with security investigation.
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities.
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization.
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

## **SOCIAL MEDIA**

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

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

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

## **CYBERBULLYING**

The Institute is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Institute encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty, or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities, or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Director of Education or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing.

## **DRESS CODE**

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

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the 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 Institute students are expected to wear their Fortis Institute picture identification badge while on campus or on externship/clinical sites at all times.

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

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweatpants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

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

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



## **DRUG AND ALCOHOL POLICY**

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

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

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

Additional information is included in the Institute's *Consumer Information Guide*, available online at <http://www.fortis.edu/>.

## **NON-SMOKING/NON-TOBACCO POLICY**

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

## **DISCIPLINARY ACTION**

Any student who observes a violation of Institute policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the 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 of time 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 permanently withdrawn (expelled) from the Institute.

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

## **TERMINATION OR EXPULSION POLICY**

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

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

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

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

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

Please refer to the Standards of Student Professional Conduct section, Page 67.

## **STUDENT APPEAL PROCESS**

Students who are dismissed by the Institute have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the Institute to the

Campus President within 14 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request.

Nursing students who are dismissed and are eligible to submit an Appeal will be required to submit the appeal in writing (e-mail) to the Dean of Nursing within 14 calendar days from the date of dismissal from the program. The Dean of Nursing will respond to the appeal in writing within 10 calendar days of receipt of the request.

### **Satisfactory Academic Progress**

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

### **CRIME AWARENESS AND CAMPUS SECURITY ACT**

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

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

Appendix A of the Consumer Information Guide <http://www.fortis.edu/> contains Institute-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions.

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

### **TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)** *This section has been revised. See addendum version 11.*

Fortis Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis Institute will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found on Page 72 and the Termination or Expulsion Policy can be found at Page 72 of this Catalog. Fortis Institute will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

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

Title IX Coordinator

Attention: Title IX Coordinator

Address: Suzanne Peters Esq., M.Ed.  
5026D Campbell Blvd.  
Baltimore, Maryland 21236  
Telephone: Phone: 330-805-2819  
E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

**TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975** *This section has been revised. See addendum 4.*

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

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

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

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

Supportive measures, among other things, may include:

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

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

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

Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator  
Suzanne Peters Esq., M.Ed.  
Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236  
Telephone: Phone: 330-805-2819  
E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

## **PERSONAL PROPERTY**

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

## **VISITOR POLICY**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

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

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

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

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

## **PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE**

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

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

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

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

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

### **HIPAA REQUIREMENT**

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

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

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

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

### **STUDENT ACTIVITIES**

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

### **FIELD TRIPS**

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

### **HOUSING ASSISTANCE**

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

### **SIGNIFICANT MEDICAL CONDITIONS**

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

*Note: For policy information regarding declared pregnant students in the Dental Assistant program, please refer to the disclosure signed during enrollment (copy from student file available upon request)*

## GRIEVANCE PROCEDURE

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

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

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

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

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

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

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

It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution. A response from the Campus Review Committee will be provided to the students within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

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

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

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority and/or the Institute's accrediting body. 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: *(Revision see addendum 2.)*

Pennsylvania Department of Education  
State Board of Private License Schools  
333 Market Street, 12th Floor  
Harrisburg, PA 17126

The title and address of the degree granting body is: *(Revision see addendum 2.)*

Pennsylvania Department of Education  
State Board for Private Licensed Schools  
333 Market Street, 12th Floor  
Harrisburg, PA 17126  
[www.education.state.pa.us](http://www.education.state.pa.us)

The title and the address of the Nursing oversight body is:

Pennsylvania State Board of Nursing,  
2601 North Third Street,  
Harrisburg, PA 17110  
(717) 783-7142

The title and address of the Dental Hygiene accrediting body is:

Commission on Dental Accreditation  
211 E. Chicago Avenue, Ste. 1900  
Chicago, IL 60611  
312-440-2915

The title and address of the institutional accrediting commission is:

Accrediting Commission of Career Schools & Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201

#### **STUDENT COMPLAINT PROCEDURE**

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

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

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

**GRIEVANCE POLICY FOR NEW JERSEY RESIDENTS** *This section has been revised. See addendum 8.*

For all types of complaints concerning colleges and universities in New Jersey, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. Resident students and non-New Jersey residents under the State Authorization Reciprocity Agreement (SARA) may file a complaint by completing a complaint form found at: <http://www.state.nj.us/highereducation/documents/pdf/OSHEComplaintForm.pdf>.

More information about exceptional complaint cases and which departments to contact can be found on the website: <http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>.

More information about SARA can be found on the website at: <http://www.state.nj.us/highereducation/SARA.shtml>.

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

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



## COURSE DESCRIPTIONS

*This section has been revised. See addendum 5, 8, and 10.*

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### 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.

ATT .....	Advanced Tractor Trailer
AHP .....	Allied Health Professions
BIO .....	Biology
CMP .....	Computer
COM .....	Communications
CTD .....	Advanced Tractor Trailer
DAS .....	Dental Assisting
DHG .....	Dental Hygiene
ENG .....	English
HCM .....	Healthcare Management
HUM .....	Humanities
HVR .....	Heating, Ventilation, Air Conditioning and Refrigeration
MAS .....	Medical Assisting
MAT .....	Mathematics
MOA .....	Medical Office Administration
NUR .....	Nursing
PDC .....	Professional Development
PNR .....	Practical Nursing
PSY .....	Psychology
SCI .....	Science
SOC .....	Sociology

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

### **AHP101 INTRODUCTION TO HEALTH PROFESSIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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 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 the 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*

### **AHP110 NUTRITION AND HUMAN HEALTH**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab 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*

### **AHP116 HUMAN ANATOMY & PHYSIOLOGY (DH)**

4.0 Credits

60 Clock Hours (40 Lecture/ 20 Lab Hours)

This course introduces students to the normal structure and function of the human body. This course emphasizes the primary and accessory structures associated with cells, human tissues, and sense organs, integumentary, musculoskeletal, nervous, and endocrine systems. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Virtual laboratory experiences are also included in this course.

*Prerequisite(s): None*

### **AHP117 HUMAN ANATOMY & PHYSIOLOGY II (DH)**

4.0 Credits

60 Clock Hours (40 Lecture/ 20 Lab Hours)

Upon completion of this course, students will understand the general anatomical principles of human body systems. Study will focus upon cardiovascular system, digestive system, urinary system, respiratory system, endocrine system and reproductive system. Students will also understand the complex interaction between organ systems through the integrating principle of homeostasis and how loss of homeostasis leads to malfunction and disease of the body.

*Prerequisite(s): None*

### **AHP200 COMMUNICATIONS FOR HEALTH PROFESSIONALS**

4.0 Credits

60 Clock Hours (20 Lecture /40 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*

### **AHP205 ETHICS AND JURISPRUDENCE (DH)**

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course prepares the allied health student to manage the moral, legal and administrative challenges encountered in clinical and nonclinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.

*Prerequisite(s): None*

## **AHP210 ETHICS AND REGULATORY COMPLIANCE**

This course focuses on managing the moral, legal and administrative challenges encountered in clinical and non- clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision- making model.

*Prerequisite(s): None*

## **AHP215 ANATOMY AND PHYSIOLOGY (PN)**

6.0 Credits

80 Clock Hours (40 Lecture/ 40 Lab Hours)

In this course students will learn about the structure and function of the human body. Students will develop knowledge about the levels of organization, cells and tissues. This course also includes instruction in the following systems: digestive, musculoskeletal, respiratory, cardiovascular, reproductive, urinary, endocrine, gastrointestinal, Integumentary, lymphatic, sensory, and nervous systems.

*Prerequisite(s): None*

## **CMP105 INTRODUCTION TO INFORMATICS (PN)\*\***

2.0 Credits 20 Clock Hours (20 Lecture Hours)

This course provides an overview of the use of technologic resources to optimize the acquisition, communication, documentation and use of information.

*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**

This course presents the foundational principles of the dental assisting profession and the science of dentistry. 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 nutrition and the effects it has on oral and overall health.

*Prerequisite(s): None*

## **DAS114 RADIOLOGY (DH)**

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

*Prerequisite(s): None*

## **DAS116 INFECTION CONTROL**

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. This includes the chain of infection, standard and transmission-based precautions, barriers and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.

*Prerequisite:* None

### **DAS120 DENTAL PROCEDURES AND TECHNIQUES (DA)**

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. Also presented is the foundation of oral disease prevention including patient education guidelines in oral self-care practices.

*Prerequisite(s): DAS110*

### **DAS125 DENTAL MATERIALS AND LAB TECHNIQUES (DA)**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

*Prerequisite(s): DAS110*

### **DAS130 DENTAL RESTORATIVE PROCEDURES (DA)**

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. 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 (DA)**

This course provides lecture and laboratory-based instruction on the foundations of radiography, radiation safety, infection control and quality assurance involving dental radiography, 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 (DA)**

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 equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to dental practice management software where the students 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. Career development techniques along with the importance of professional oral and written communication in the dental office are also examined.

*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*

#### **DAS151 DENTAL CAPSTONE**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

*Prerequisite: DAS135*

#### **DAS190 EXTERNSHIP I (DA)**

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid. Students will be required to meet at the campus for a total of 10 hours.

*Prerequisite(s): All coursework*

#### **DAS195 EXTERNSHIP II (DA)**

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid. Students will be required to meet at the campus for a total of 10 hours.

*Prerequisite(s): All coursework*

#### **DHG100 NUTRITION**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course is a basic orientation to the principles of nutrition. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. The role of the dental hygienist in nutritional assessment and counseling are highlighted.

*Prerequisite(s): None*

#### **DHG104 INTRODUCTION TO DENTAL HYGIENE LAB I**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course presents the didactic and laboratory components of preclinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, deposit and disease indices, oral infection control, and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Blood Born Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences.

*Prerequisite(s): DHG100 or DHG110*

#### **DHG105 INTRODUCTION DENTAL HYGIENE LAB II**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to

present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students will practice on typodonts in the lab then progress to student-partner experiences in the clinic.

*Prerequisite(s): DHG100 or DHG110*

### **DHG110 ANATOMY, HISTOLOGY & EMBRYOLOGY I**

4.0 Credits

60 Clock Hours (20 Lecture/ 40 Lab Hours)

Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc.) development and growth of the jaws and the origin and stages of tooth and root formation and development.

*Prerequisite(s): AHP116 or AHP117*

### **DHG111 ANATOMY, HISTOLOGY & EMBRYOLOGY II**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course is a continuation of Anatomy, Histology and Embryology of Facial Structures I. This course presents the anatomy, histology and embryology of the human facial structures and presents a comprehensive coverage of the anatomy of the head and neck and surrounding hard and soft tissues.

*Prerequisite(s): AHP116 or AHP117 and DHG110*

### **DHG112 PROCESS OF CARE**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course builds on the foundations of DHG104 and DHG105.

The focus is the elements of the Dental Hygiene Process of Care. As part of an introductory approach to implementing more advanced dental hygiene services, topics include risk assessments, patients with medical, physical and psychological conditions as well as the dental hygiene treatment modifications for those patient communities. In addition, the theoretical foundation for preventive counseling, ultrasonic and sonic instrumentation, and instrument sharpening are presented.

*Prerequisite(s): DHG104, DHG105*

### **DHG197 DENTAL HYGIENE CLINIC I**

4.0 Credits

120 Clock Hours (120 Clinic Hours)

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.

*Prerequisite(s): DHG104, DHG105, DAS114*

### **DHG198 DENTAL HYGIENE CLINIC II**

4.0 Credits

120 Clock Hours (120 Clinic Hours)

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.

*Prerequisite(s): DHG104, DHG105, DAS114, DHG197*

### **DHG199 DENTAL HYGIENE CLINIC III**

4.0 Credits

120 Clock Hours (120 Clinic Hours)

In this course, the dental hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.

*Prerequisite(s): DHG104, DHG105, DAS114, DHG197-198*

### **DHG200 DENTAL MATERIALS/ PROSTHESIS LAB**

#### 4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. It focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Lecture topics include dental material standards, dental material properties, and impression materials. Classifications for restorative dentistry, direct restorative materials, indirect restorative materials, removable dental prostheses, sealants and implants are also covered in this course. Students will have hands on laboratory experience in the proper manipulation of dental materials commonly employed in dentistry.

*Prerequisite(s): DHG 105*

### **DHG212 PROCESS OF CARE II**

#### 4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course is designed to present to the dental hygiene student an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, and pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, the principles of local anesthesia administration and nitrous oxide sedation as allowed by state law. Didactic and lab sessions are presented for the clinical skills associated with: Chemotherapeutics, Dental Hypersensitivity, and Advanced Instrumentation.

*Prerequisites: DHG112*

### **DHG213 PROCESS OF CARE III**

#### 4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This capstone course is intended to furnish the upper-level dental hygiene student with an opportunity to demonstrate competency in the process of care for diverse patient populations. Utilizing case studies, students assess findings, formulate a dental hygiene diagnosis, plan, implement and evaluate intervention strategies for a variety of diverse communities. Selected projects provide opportunities for proficiency in critical thinking skills and evidence-based decision making. Students will take a simulation of the written Dental Hygiene National Board Examination.

*Prerequisite(s): DHG212*

### **DHG214 RADIOLOGY II**

#### 4.0 Credits

60 Clock Hours (20 Lecture/ 40 Lab Hours)

This course is a continuation of DAS 114 and builds on the foundations of basic radiology. Topics include additional experiences in digital radiography, intra oral photography, and extraoral radiography. Advanced topics include interpretation of films, complex exposure techniques and the clinical management of patients with clinical or systemic issues. During the clinical portion of this course, students are assigned to the radiology clinic and provide selected imaging services.

*Prerequisite(s): DAS114*

### **DHG220 PERIODONTOLOGY I**

#### 4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatics and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology.

*Prerequisite(s): DHG105, DHG111, DAS114, DHG112*

### **DHG225 PERIODONTOLOGY II**

#### 4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

The intent of this course is to present the field of Periodontics to the dental hygiene student. Based on the foundation of the introductory course, the student will survey the diseases and disorders of the periodontium and the surgical and non-surgical therapies. Students will gain experience with autonomous decision making of evidence-based treatment planning and case

management. Strong emphasis is placed on the role of the dental hygienist as a periodontal therapist in the recognition, treatment and prevention of periodontal diseases.

*Prerequisite(s): DHG220*

### **DHG230 HEALTH PROMOTION**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource person. The knowledge and experiences will assist the dental hygiene student in developing and enhancing interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities. An introduction to cultural diversity and competency as it relates to patient management is presented. A participatory segment of this course explores the various methods used in health promotion and disease prevention programs (e.g., educational strategies, group and individual processes, community approaches). These education methods are tailored for diverse settings and populations. Topics include community efforts in tobacco cessation counseling programs, nutritional counseling programs and pit and fissure sealant placement programs. In addition, students will develop educational aids for individualized oral hygiene instructions.

*Prerequisite(s): PDC200*

### **DHG235 COMMUNITY ORAL HEALTH**

4.0 Credits

60 Clock Hours (20 Lecture/ 40 Lab Hours)

This course introduces the history and principles of community dental health and health care delivery systems. Topics include the prevention of oral disease, development of public policy, and implementation of community efforts to enlighten the public. Issues surrounding access to care, managed care, private practice, independent practice, as well as trends in dental insurance reimbursement are presented. In addition, students will gain insight into research design and statistical methods and evaluation by participating in a table clinic or poster research project. Selected current topics in international healthcare are presented. The student will participate in a community-based program from the planning stage through to evaluation.

*Prerequisite(s): DHG105*

### **DHG240 GENERAL & ORAL PATHOLOGY**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course presents processes of inflammation, wound healing, repair, regeneration and immunological responses. Topics include oral manifestations of systemic diseases, genetics, and developmental anomalies of the oral cavity. In addition, commonly encountered diseases and disorders of the head and neck will be covered. Emphasis will be placed on recognizing the differences between the pathological and normal tissues.

*Prerequisites: AHP116, AHP117, DHG110, DHG111*

### **DHG250 PHARMACOLOGY & PAIN CONTROL**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on dental hygiene practice. The pharmacology of pain control is presented in detail.

*Prerequisite(s): DHG105*

### **DHG297 ADVANCED DENTAL HYGIENE CLINIC I**

4.5 Credits

144 Clock Hours (144 Clinic Hours)

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.

*Prerequisite(s): DHG104, DHG105, DHG197-199*

### **DHG298 ADVANCED DENTAL HYGIENE CLINIC II**

4.5 Credits

144 Clock Hours (144 Clinic Hours)



This course is a continuation of DHG 297 and is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components.

*Prerequisite(s): DHG104, DHG105, DHG197-199, DHG297*

### **DHG299 ADVANCED DENTAL HYGIENE CLINIC III**

4.5 Credits

144 Clock Hours (144 Clinic Hours)

This is a companion course with DHG 298 is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

*Prerequisite(s): DHG104, DHG105, DHG197-199, DHG297-299*

### **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*

### **HVR105 THERMODYNAMICS**

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

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

*Prerequisite(s): None*

### **HVR110 PRACTICAL APPLICATIONS OF ELECTRICITY**

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

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

*Prerequisite(s): None*

### **HVR115 HVACR CONTROLS**

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

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

*Prerequisite(s): None*

### **HVR120 CONTROLS, MOTORS, AND MOTOR CONTROLS**

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

In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and

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

*Prerequisite(s): None*

### **HVR125 REFRIGERANTS**

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

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

*Prerequisite(s): None*

### **HVR130 RESIDENTIAL AIR CONDITIONING**

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

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

*Prerequisite(s): None*

### **HVR140 COMMERCIAL REFRIGERATION CONCEPTS**

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

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

*Prerequisite(s): HVR125*

### **HVR141 INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING**

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

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

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

*Prerequisite(s): HVR125*

### **HVR150 ELECTRIC HEAT AND HEAT PUMPS**

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

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

schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

*Prerequisite(s): HVR105*

### **HVR155 GAS HEATING SYSTEMS**

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

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

*Prerequisite(s): None*

### **HVR160 OIL HEATING SYSTEMS**

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

Oil Heating Systems introduces students to the equipment and controls of oil heating components. Throughout the course students will gain valuable knowledge and experience with different types of oil furnaces, the combustion process, and oil heating equipment. After successfully completing this course, students will have the skills necessary to begin supervised maintenance and repair of oil heating systems and equipment.

*Prerequisite(s): HVR105*

### **HVR165 SYSTEM PERFORMANCE**

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

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

*Prerequisite(s): HVR105*

### **HVR170 WATER-BASED HEATING SYSTEMS**

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

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

*Prerequisite(s): HVR105*

### **HVR175 HVAC TROUBLESHOOTING AND SERVICE CALLS**

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

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

*Prerequisite(s): HVR105, HVR125*

### **HVR180 EPA CERTIFICATION PREPARATION**

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

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

Prerequisite(s): HVR105, HVR125

### **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)

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*

### **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, the student gains first-hand knowledge of the workplace and performs 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*

### **MED110 ANATOMY & PHYSIOLOGY I (DH)**

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: None*

### **MED115 ANATOMY & PHYSIOLOGY II (DH)**

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.

### **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 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*

### **NUR204 Leadership and Management**

2.0 Credits 20 Clock Hours (20 Lecture Hours)

This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery

systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology.

*Prerequisite(s): NUR201*

### **NUR206 Community Nursing Concepts**

2.0 Credits 20 Clock Hours (20 Lecture Hours)

This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary, and tertiary prevention activities are emphasized as they relate to individuals, families, groups, and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored.

*Prerequisite(s): NUR201*

### **PDC200 CAREER DEVELOPMENT (DH)**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab)

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

*Prerequisite(s): None*

### **PNR104 BASIC SKILLS, QUALITY, & SAFETY IN NURSING PRACTICE**

9.0 Credits

130 Clock Hours (60 Lecture/40 Lab /30 Simulation Lab hours)

This course introduces concepts related to patient safety, entry level nursing skills, and quality care in today's healthcare settings. Methods to improve patient outcomes with a focus on continuous quality improvement will prepare the nursing student for practice in an interdisciplinary team environment. The Joint Commission's National Patient Safety Goals (NPSGs), Core Measures, Critical Values and Never Events will be introduced and introduction to the Institute of Medicine (IOM), Institute for Health Care Improvement (IHI) and Quality and Safety Education for Nurses (QSEN) initiatives. A focus on patient satisfaction and case management is discussed throughout the course. The nursing process is introduced within this course providing the foundation for all nursing interventions. In addition, the course introduces medical terminology into the nursing curriculum. Medical Terminology provides basic review and writing medical terms. This course fosters the development of a vocabulary of common suffixes, prefixes, and word roots. Terms are introduced in the context of human anatomy and physiology to foster understanding of meaning.

*Prerequisite(s): None*

### **PNR105 PHARMACOLOGY**

5 Credits

60 Clock Hours (40 Lecture/20 Lab Hours)

This course introduces the concepts of pharmacology to the role of the practical nurse in using medications to maximize health and wellness. Drug classifications emphasized within the context of the nursing process using a body-systems approach. The student learns common medication actions, interventions, adverse effects and nursing interventions. Client teaching is integrated throughout. Factors influencing the administration, use, and effectiveness of medications are explored. This course provides instruction and practice in dosage calculation.

*Prerequisite(s): PNR 104, AHP 2150, SCI115*

### **PNR106 FOUNDATIONS OF NURSING**

9.0 Credits

180 Clock Hours (40 Lecture/20 Lab/120 Clinical Hours)

This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching-learning principles, documentation, physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse's role in promoting health and wellness are explored. Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment.

*Prerequisite(s): Successful completion of AHP 215, PNR 104 with a grade of "C+" or better*

**PNR108 GERONTOLOGICAL NURSING\*\***

5.0 Credits

90 Clock Hours (30 Lecture/60 Clinical Hours)

This course explores the role of the nurse in helping individuals to maximize health and wellness during the natural and healthy process of aging. The student will learn normal physiologic, psychological, and social changes as well as common health alterations associated with aging. Specific health conditions discussed include altered sensory input, menopause, osteoporosis, malnutrition, depression, Alzheimer's and dementia, COPD, and

CHF. End of life issues are also discussed. Actual and simulated clinical experiences provide students with opportunities to practice the delivery of nursing care to selected client situations.

*Prerequisites: Successful completion of AHP215, PNR 104; PNR 105 with a grade of "C+" or better*

**PNR200 MENTAL HEALTH NURSING**

5.0 Credits

90 Clock Hours (30 Lecture/ 60 Clinical Hours)

This course introduces the student to the use of self within the context of relationships to promote and maximize the health and wellness of clients in diverse settings. The student will explore foundational concepts of mental health such as stress, coping, developmental stage risks, anxiety, depression, common psychiatric disorders, and the interaction between physical and mental health. Emphasis is placed on communication and teaching-learning processes.

*Prerequisite(s): Successful completion of AHP 215 PNR104 with a grade of "C+" or better*

**PNR201 MEDICAL-SURGICAL NURSING I**

9.0 Credits

190 Clock Hours (40 Lecture/150 Clinical Hours)

This course explores the role of the licensed practical nurse in the promotion of health and wellness in individuals within a structured health care setting. The nursing process forms the framework for applying critical thinking and problem-solving skills to client centered nursing care involving common health problems. This holistic approach to client-centered care focuses on adults in diverse settings with primary pathology in the cardiovascular, respiratory, special senses, and integumentary systems. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in the delivery of nursing care in selected client situations.

*Prerequisite(s): Successful completion of AHP215 PNR104; PNR 105; PNR 106 with a grade of "C+" or better*

**PNR203 MATERNAL-NEWBORN NURSING\*\***

5.0 Credits

90 Clock Hours (30 Lecture/60 Clinical Hours)

This course focuses on the provision of nursing care to childbearing mothers and newborns utilizing the nursing process and critical thinking skills. Care of the woman and infant during the prenatal, intrapartum, neonatal, and postpartum periods are also explored. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competence in caring for mothers and infants.

*Prerequisite(s): Successful completion of PNR105, PNR106 with a grade of "C+" or better*

**PNR204 PEDIATRIC NURSING\*\***

5.0 Credits

90 Clock Hours (30 Lecture/60 Clinical Hours)

This course introduces the student to the role of the nurse in promoting health and wellness in children. Growth and development, anticipatory guidance, and common health problems of children from infancy through adolescence are emphasized. Actual and simulated clinical experiences provide the student with opportunities to apply concepts and skills related to nursing children.

*Prerequisite(s): Successful completion of PNR106 with a grade of "C+" or better*

**PNR205 CONCEPTS OF LEADERSHIP AND COLLABORATION**

3.0 Credits

30 Clock Hours (30 Lecture Hours)

This course introduces the student to the concepts related to collaboratively prioritizing, delivering, and coordinating care within the context of the healthcare team. Concepts of leadership, delegation, supervision, and the management of care for multiple clients within the scope of the licensed practical / vocational nurse. Development of team leadership and followership skills, including communication, collaboration with other members of the health care team and delegation to unlicensed personnel is highlighted.

*Prerequisite(s): Successful completion of PNR108; PNR 200; PNR 204; PNR 206 with a grade of "C+" or better*

### **PNR206 MEDICAL-SURGICAL NURSING II**

9.0 Credits

170 Clock Hours (50 Theory/120 Clinical Hours)

This course builds upon prior learning to further develop clinical decision-making skills and use clinical evidence to plan care for individuals of diverse backgrounds within a structured environment.

The nursing process forms the framework for prioritizing care and making basic delegation decisions. A holistic approach focuses on caring for individuals experiencing common health care problems with primary pathology in the endocrine, gastro-intestinal, genitourinary, musculo-skeletal, and neurologic systems. Actual and simulated clinical experiences provide students with opportunities to demonstrate competency in the delivery of nursing care in selected client situations.

*Prerequisite(s): Successful completion of PNR 201, PNR 203 with a grade of "C+" or better*

### **PNR207 TRANSITION TO PN PRACTICE – CAPSTONE**

11.0 Credits

210 Clock Hours (60 Theory/ 150 Clinical Hours)

This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Role responsibilities as well as licensure application procedures are discussed relative to meeting state licensing requirements for the practical nurse. Emphasis is placed on seminars dedicated to NCLEX-PN preparation using multiple learning methods.

*Prerequisite(s): PNR200 and PNR205 are co-requisites Completion of ALL other nursing courses with a grade of "C+" or better*

### **PNR208 CONCEPTS OF COMMUNITY-BASED NURSING**

2.0 Credits

20 Clock Hours (20 Theory Hours)

This course provides the student with an introduction to promoting health and wellness with individuals in diverse community based settings. Key concepts covered in this course include: wellness promotion, independence and interdependence, discharge planning, chronic illness, HIV, and health care delivery environments such as outpatient clinics, homes, and diagnosis-based care centers. A community project provides an opportunity to examine population groups along the age continuum in the community.

*Prerequisite(s): Successful completion of nursing courses with a grade of "C+" or better*

### **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 oneself and others.

*Prerequisite(s): None*

### **PSY278 HUMAN GROWTH AND DEVELOPMENT (PN)**

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 (PN)**

3.0 Credits

30 Clock Hours (30 Lecture)



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 Disease, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutrition needs is determined. Variables affecting nutrition such as culture, religion, physiology and medical regimens are studied.

### **SCI118 CHEMISTRY I (DH)**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab)

This course provides instruction in the Introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.

*Prerequisite(s): None*

### **SCI119 MICROBIOLOGY (DH)**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab)

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

*Prerequisite(s): None*

### **SCI120 BIOCHEMISTRY (DH)**

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course provides instruction in the Introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.

*Prerequisite(s): None*

### **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*

### **SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS**

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

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

*Prerequisite(s): None*

## STAFF AND FACULTY

*This section has been revised. See addendum 8.*

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### **ADMINISTRATIVE STAFF**

Campus President	Susan Lynch
Registrar	Arthur Bobbouine
Administrative Assistant	Theresa Maximov

### **ADMISSIONS**

Director of Admissions	Tomicka Yahawahdah
Admissions Advisor	Briana Hermanowski
Admissions Advisor	Joseph Maldonato
Admissions Advisor	Tarr Saah

### **CAREER SERVICES**

Director of Career Services	Kirsten Smith
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### **FINANCIAL AID**

Director of Financial Aid	Stacie Taroli
Financial Aid Advisor	Leydi Basilio Montero

### **LIBRARY**

Learning Resource Center Manager Christopher Jones

### **ACADEMIC LEADERSHIP**

Director of Education	Christopher Jones
Dean of Nursing	Dr. Katrina Maurer
CDL Program Director	Frank Tunis
Dental Program Director	Anita Bendowski
HVAC Program Director	Daniel Berry
Medical Assisting Program Director	Barbara Miller

### **FACULTY**

#### **CDL Programs**

Leonard Bilwin  
Deborah Courtney-Nazario  
Ralph Nardone  
Neil Pollock  
William Walters

#### **Dental Programs**

Karen DeGroat  
Dr. Anthony Flak  
Melissa Flynn  
Dr. John Handley  
Kelly Laskowski

Terie Oelke  
Dr. Doreen Santos  
Melissa Slavinski  
Dr. Willam Yeomans  
HVAC Program

Daniel Berry

Medical Assisting Program

Elaine Blessing  
Angela Mazza  
Kristin Patuk  
Jennifer Zabloutney

Practical Nursing Program

Kelly Castellino  
Mary Holmes  
Evelyne McMullen  
Sheila Moreira

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024 -2025 Catalog, 2/26/2024, Volume 1, Version 2

Effective date: 3/6/2024

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

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### GRIEVANCE PROCEDURE

The title and address of the state licensing authority is:

Pennsylvania Department of Education  
State Board of Private Licensed Schools  
607 South Drive, Floor 3E  
Harrisburg, PA 17120

The title and address of the degree granting body is:

Pennsylvania Department of Education  
State Board for Private Licensed Schools  
607 South Drive, Floor 3E  
Harrisburg, PA 17120

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 catalog, 2/26/2024 Volume 1 Version 3

Effective date: 04/15/2024

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

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### ACADEMIC POLICIES

*The below information is effective April 1, 2024.*

#### **COUNSELING/ADVISEMENT, PAGE 44**

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

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

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

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 catalog, 2/26/2024 Volume 1 Version 4

Effective date: 04/18/2024

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

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### HISTORY AND OWNERSHIP

#### **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE11**

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

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

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

Vice President, Academic Affairs  
[vpaa@edaff.com](mailto:vpaa@edaff.com)  
5026D Campbell Blvd.  
Baltimore, Maryland 21236  
443-678-2143 (voice)  
410-633-1844 (fax)

Vice President of Nursing PhD, MSN, RN  
[vpaa@edaff.com](mailto:vpaa@edaff.com)  
5026D Campbell Blvd.  
Baltimore, Maryland 21236  
269-208-5098 (voice)

## ADMISSIONS INFORMATION

### MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS, PAGE 14

Hardware (Windows or Mac)

- 2.2 GHz CPU or greater with minimum of 8 GB RAM (16 GB Recommended)
- Broadband Connection: Cable or DSL preferred
- Web Cam with functional microphone
- Speakers or headphones

Software

- Windows Operating System: Windows ® 11 or higher
- Apple Mac Operating System: Mac OSX or higher
- Microsoft Office 365

Browsers

- Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)

Plugins (most recent versions)

- Java™ Runtime Environment
- Adobe Reader

Note that Chromebooks are not compatible with online class technology.

## HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS

### HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR THE DENTAL ASSISTING AND MEDICAL ASSISTING PROGRAMS, PAGE 22 AND 25

As a part of contractual agreements with externship agencies, students may be required to fulfill the following requirements. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program or prior to starting the externship based on specific program requirements. It is important to note that the contracted externship agency agreements are not negotiable in their requirements. Subject to externship site 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 externship site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the 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 an externship experience, or while performing other campus/program related activities during enrollment in the program.

#### 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 program. The Institute 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 externship activities. If the CPR card expires during the program, the student may not participate in any externship activities until the CPR certification is renewed, and the student may be dropped from the program until it is renewed. Students are required to complete 100% of externship hours or will fail the externship course.

#### Student Health Requirements

It is essential that students be able to perform a number of physical and cognitive activities in the classroom, externship and learning laboratory portions of the program. Students are not to enter any externship facility with contagious conditions or injuries. A student must consult with the externship instructor if an illness, medical condition, or injury is present prior to entering the externship facility. The Institute or externship agency reserves the right to request a medical release from a health care 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 an externship area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless of if prescribed by a healthcare provider. The externship instructor and program director will be the final deciding authority as to their perception if the student may practice safely within the externship environment. The externship agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the program director within 24 hours or before entering an externship area (whichever comes first).

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

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

## **ACADEMIC POLICIES**

### **INCOMPLETE GRADE POLICY, PAGE 42**

#### **Online Courses**

Students request an Incomplete by contacting the instructor prior to the last day of the completed academic term. The online instructor will submit the form to online leadership and the online leadership will review and, if appropriate, approve the Incomplete. The student must submit all incomplete work no later than 14 days after the last day of the completed academic term and notify the online instructor when the incomplete work has been completed.

Students in online nursing courses will follow the incomplete policy for Nursing Students.

### **ACADEMIC APPEALS, PAGE 44**

#### **Final Course Grade Appeals**

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

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

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

#### **Dismissal Appeals**

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



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

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

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

### **Nursing Academic Appeals**

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a NUR or PNR course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. After the campus has made their recommendations, their decision will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the Institute. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

## **ATTENDANCE, PAGE 45**

### **Attendance in Online General Education and Allied Health Courses**

Students attend online General Education and Allied Health by completing the following activities in the course:

- Submitting an initial or peer response post to the discussion board (posting to the Course Café *does not* give a student attendance)
- Submitting a paper, project, or other assignment for grading
- Completing a quiz, mid-term, or final

Online General Education and Allied Health courses are asynchronous, meaning there are typically no weekly live lectures for students to attend.

### **Attendance in Online Nursing Courses**

Attendance in online Nursing courses – those that start with an NUR or PNR – occurs when students attend the weekly live lecture. The days and times for live lectures are listed in the student's schedule. Attendance in the weekly live lectures is mandatory. If a student is unable to attend a live session, the student must speak with their online Nursing instructor.

### **CLOCK TO CREDIT HOUR CONVERSION FORMULA, PAGE 49**

### **Out-of-Class Work in Online Courses**

Out-of-Class work in online courses includes quizzes, exams, and written assignments. Due to the nature of online courses, out-of-class work accounts for more than 20% of the final course grade. Each online course syllabus outlines the specific out-of-class work for each course.

### **MAXIMUM CLASS SIZE, PAGE 50**

Course Component	Allied Health Programs	Practical Nursing
Online Courses	25:1	25:1

### **INSTITUTE CLOSURES, PAGE 50**

#### **Institute Closures And Online Courses**

Online courses typically continue to run during weather or other emergencies. Exceptions will be communicated to students by the online faculty or staff.

For nursing students in online nursing courses, zoom lectures will be held as scheduled.

## **STUDENT POLICIES**

### **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975, PAGE 74**

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

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

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

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

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;

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

#### Appeal Process:

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

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

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

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

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

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

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

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

#### Title VI Coordinator

Attention:	Title VI/Age Discrimination Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	<a href="mailto:speters@edaff.com">speters@edaff.com</a>

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog, 2/26/2024 Volume1, Version 5

Effective date: 6/24/2024

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

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### START DATES, PAGE 3

<b><u>CDL Program</u></b>			
05.20.24	08.26.24	12.04.24	03.17.25
06.03.24	09.09.24	12.16.24	03.31.25
06.17.24	09.23.24	01.06.25	04.14.25
07.01.24	10.21.24	01.20.25	04.28.25
07.15.24	11.04.24	02.03.25	05.12.25
07.29.24	11.18.24	02.17.25	05.26.25
08.12.24	12.02.24	03.03.25	06.09.25

### INTRODUCTION AND OVERVIEW

#### **FACILITIES AND EQUIPMENT, PAGE 6**

Fortis Institute occupies three buildings that contain approximately 31,100 square feet and is located at 517 Ash Street Scranton, PA 18509. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines, hospital beds, mannequins, training models, simulation equipment and other medical training equipment. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty.

Fortis Institute also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities. The facility is handicap accessible.

The Commercial Truck Driving Training program and the CDL Class A Preparatory program are taught at our remote/satellite location at 1147 Highway 315, Plains, PA 18702.

### **ACCREDITATION, LICENSES, AND APPROVAL, PAGE 8**

Fortis Institute's Practical Nursing program is licensed ("registered") by the Pennsylvania State Board of Private Licensed Schools: Division of Higher and Career Education, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126, 717-783-8228, <http://www.education.pa.gov/>

### **PRACTICAL NURSING MISSION, GOALS, AND STUDENT LEARNING OBJECTIVE, PAGE 9**

#### **Practical Nursing Program Mission:**

It is the mission of Fortis Institute's nursing programs to serve the needs of society by offering excellent nursing programs that exemplifies the highest standards and educational outcomes. The nursing programs are based upon contemporary educationally sound conceptual frameworks, which include supporting concepts of critical thinking, nursing process, therapeutic interventions, therapeutic communication, and leadership to help students develop and expand their nursing roles. These programs emphasize the values of caring and advocacy, professional accountability, and professional ethics. Both faculty and students reflect these attributes when serving the needs of society in their respective roles.

#### **Program Philosophy:**

The Nursing Department aligns with the mission and philosophy of Education Affiliates, integrating them into its nursing programs' philosophy, outcomes, and curricula. Nursing combines art, science, and human connection for healing. Health involves unity of mind, body, and spirit, including health within illness.

Fortis Institute's practical nursing program is deeply rooted in a set of guiding philosophies aligned with our mission, vision, and trajectory. These principles form the core of our commitment to delivering exceptional education in healthcare.

Our approach is grounded in Clinical Competency, ensuring that learners possess the skills and knowledge needed for effective patient care. Communication and Interpersonal skills are emphasized to create empathetic caregivers who excel in understanding and connecting with patients.

Holistic Patient Care underscores our dedication to treating patients comprehensively, addressing both their physical and emotional well-being. Collaboration and Teamwork are central, recognizing the importance of harmonious interprofessional relationships in modern healthcare.

Ethical and Professional Practice are non-negotiable, instilling in our students the highest standards of integrity.

Additionally, we equip learners with Technological Competence, recognizing the role of innovation in shaping contemporary healthcare.

These philosophies collectively define how we design programs, engage learners, and interact with stakeholders. With these principles, Fortis Institute prepares healthcare professionals to make a meaningful impact, aligning our educational efforts with our greater mission.

#### **Guiding Principles:**

The core foundation of the Practical Nursing philosophy is that Practical Nurses should have both clinical skills and a strong sense of compassion and empathy. Our commitment is to create a learning environment that supports overall growth, encourages critical thinking, and prepares individuals to offer excellent patient-centered care.

#### **The program philosophy is based on the following principles:**

1. Clinical Competency
  - a. Demonstrate proficiency in performing basic nursing skills, including patient assessment, medication administration, wound care, and vital sign monitoring.
  - b. Apply evidence-based practice guidelines and nursing protocols to deliver safe and effective nursing care.

- c. Utilize critical thinking and problem-solving skills to assess patient needs (gather data), prioritize care, and implement appropriate nursing interventions.
  - d. Adapt nursing care to diverse patient populations, taking into consideration cultural, ethnic, and individual variations.
- 2. Communication and Interpersonal Skills
  - a. Establish therapeutic relationships with patients, families, and the healthcare team, promoting effective communication and collaboration.
  - b. Demonstrate effective verbal and written communication skills in documenting patient information, providing/reinforcing patient education, and collaborating with interdisciplinary team members.
  - c. Practice active listening, empathy, and compassion to effectively address patient concerns and support their emotional well-being.
- 3. Holistic Patient Care
  - a. Apply a holistic approach to nursing care, considering the physical, emotional, mental, and spiritual dimensions of patients' health and well-being.
  - b. Perform patient assessments (gather data), incorporating subjective and objective data to develop individualized care plans.
  - c. Advocate for patient rights, dignity, and autonomy while respecting cultural, religious, and personal beliefs.
  - d. Promote health promotion and disease prevention strategies, providing patient education on lifestyle modifications, self-care, and preventive measures.
- 4. Collaboration and Teamwork
  - a. Collaborate effectively with healthcare professionals, demonstrating respect, professionalism, and a commitment to interdisciplinary teamwork.
  - b. Participate in care coordination, interdisciplinary meetings, and handoff communication to ensure continuity of patient care.
  - c. Contribute to a positive and supportive team environment, recognizing and valuing the expertise and contributions of all healthcare team members.
- 5. Ethical and Professional Practice
  - a. Adhere to ethical standards, legal regulations, and professional codes of conduct in all aspects of nursing practice.
  - b. Maintain patient confidentiality and privacy, ensuring the security of electronic health records and sensitive patient information.
  - c. Demonstrate professional behavior, integrity, and accountability in decision-making, communication, and interactions with patients, families, and colleagues.
  - d. Engage in ongoing professional development, seeking opportunities for learning and growth to enhance nursing knowledge and skills.
- 6. Technological Competence
  - a. Utilize healthcare technologies and digital tools effectively and ethically, including electronic health records, medication administration systems, and telehealth platforms.
  - b. Demonstrate proficiency in using nursing informatics to access, manage, and analyze patient data for improved decision-making and patient care outcomes.

## ADMISSIONS INFORMATION

### ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE CDL PROGRAMS, PAGE 9

In addition to the General Admissions Requirements, the following are additional admissions requirements for the CDL programs.

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.
  - Applicants who do not have proof of graduation from high school or an equivalent GED, may qualify for admission into the Class A CDL Preparatory program by demonstrating their ability to achieve an acceptable level of proficiency. This option to demonstrate such ability is to take and pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 11.
  - Applicants who do not achieve a passing score on the first attempt are eligible to immediately retake another version of the SLE.
  - Should the applicant fail to achieve a passing score on the second attempt 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, the third attempt and subsequent administrations requires 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 attempt the entrance test for a fourth and final time should consider remediation in reading and math prior to testing.
  - 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 is applying for re- admission, and previously achieved a passing score on the SLE, the passing test score may be used for re- admission, provided the SLE test was administered and passed within 18 months of the date of re-admission. A different version of the SLE will be used each time the applicant takes the exam.
2. The applicant must complete an Applicant Information Form.
  3. The applicant must submit a valid driver's license and provide school permission to verify validity by obtaining a Motor Vehicle Record.
  4. For students entering the Commercial Truck Driver Training program. The applicant must receive a negative result on a pre-enrollment drug screen ordered by the campus prior to acceptance in the program. If the applicant receives a positive result on the pre-enrollment drug screen ordered by the campus, they may retake the drug screen again after 30 days have passed. If the applicant receives another positive result on the Pre-Enrollment drug screen ordered by the campus, they may take the drug screen again after 365 days have passed. In addition, the applicant must register with the FMCSA Drug and Alcohol Clearinghouse and pass a Department of Transportation (D.O.T.) drug screen ordered by the campus prior to the completion of Course CTD125. All commercial driving students in courses CTD125-CTD155 will be entered into the school's random drug and alcohol testing pool and be subject to random screens.

For students entering the Class A CDL Preparatory program. The applicant must register with the FMCSA Drug and Alcohol Clearinghouse and pass a Department of Transportation (D.O.T.) drug screen ordered by the campus prior to acceptance in the program. All program participants will be entered into the school's random drug and alcohol testing pool and be subject to random screens.

5. The applicant must meet the physical requirements for driver qualifications as defined under Part 391: Qualifications for Drivers in the Federal Bureau of Motor Carrier Safety Regulations. Applicants are required to pass a Department of Transportation (D.O.T.) physical examination with an expiration date no later than:
  - a. Commercial Truck Driver Training – 9 months from the first day of class.
  - b. Class A CDL Preparatory – 3 months from the first day of class.

A CDL Learner's Permit will be required prior to participation in over-the-road training in the Commercial Truck Driver Training program and the Class A CDL Preparatory program.

Students are trained using manual transmissions. If a student elects to take the state licensing examination using an automatic transmission, the student will receive an E-restriction on their license.

Students must be 18 years or older to obtain and CDL license. If a student is under the age of 21, they cannot transport freight across state lines.

## **TRANSFER OF CREDIT**

### **Additional Requirements for Specific Programs**

This policy aims to facilitate the recognition of prior learning and professional experience, ensuring that qualified CNAs receive appropriate academic credit for their education and work experience.

Eligibility Criteria:

To be eligible for transfer credit for PNR110 Introduction to Nursing: Beginning Concepts and PNR111 Introduction to Nursing: Experiential Learning, the applicant must meet the following criteria:

1. CNA Certification: The applicant must be a certified nursing assistant, having successfully passed a state-approved CNA certification exam and holding a current CNA certification.
2. Work Experience: The applicant must have a minimum of 40 hours of work experience as a CNA within the past 12 months.

Required Documentation:

Applicants must submit the following documentation for review:

1. Certification Proof: Proof of current CNA certification.
2. Work Experience Verification: Documentation verifying a minimum of 40 hours of work experience as a CNA within the past 12 months. Acceptable forms of documentation include employer letters, job evaluations, or other official verification from the employer.
3. Individuals seeking reentry into the revised Practical Nursing Program, following dismissal from a Fortis Practical Nursing program, may be eligible for transfer of up to a maximum of 90% of their previously earned credit hours.
4. Students may be granted transfer credit for one or more courses in the PN program.
5. "Extra credits" may be applied when evaluating transfer credits from the current PN program for entry into the revised PN program.

## **ACADEMIC PROGRAMS**

### **DIPLOMA PROGRAMS**

#### **COMMERCIAL TRUCK DRIVER TRAINING**

Length: 480 Contact Hours; 24 Instructional Weeks	Program Quarter Credits: 34
Credential Awarded: Diploma	Mode of Delivery: Residential
Out of Class Work: CTD 400	

### **Program Description**

The Commercial Truck Driver Training Driving program is intended to develop technical knowledge and practical skills required to drive commercial trucks. This diploma program provides comprehensive training to prepare students to take and pass the commercial driver's license tests for the state in which they are licensed. Students learn to operate a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs. or a straight vehicle in excess of 26,001 lbs. The training offered during this program will provide students with advanced range and road skill development, as well as in-depth classroom learning.

### **Graduation Requirements**

Graduates of the Commercial Truck Driver Training program are awarded a diploma. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% on the written final exam in each of the theory courses of the program (CTD100, CTD105, CTD110, CTD115, and CTD120) and a commercial learners permit are required to continue to the range and road courses, beginning with CTD 125. A DOT drug screen will be administered after permit is acquired and a negative result must be on file with the school before a student is permitted to move onto course CTD 130.



Any theory course (CTD100, CTD105, CTD110, CTD115, and CTD120) that a student receives a 60% or less in must be repeated.

A minimum passing grade of proficient in the class is required for successful completion of courses from CTD 125 through CTD 155. Proficient (P) is determined by a 70% or above on the final exam and a 70% or higher on the overall final grade at completion of the course. Any course receiving a Not Proficient (F) will need to be repeated.

2. Successfully pass each course with the grade required, as noted above.
3. Complete all of the scheduled driving skill evaluations.
4. Return any school property, including books and equipment, if applicable.
5. Meet all financial obligations to the school.

*This section has been revised. See addendum version 12.*

Each graduate will be prepared to take the Commercial Driver's License exam. If they pass the exam, they will possess a Commercial Driver's License with all relative endorsements and will be qualified to enter employment as an entry level tractor trailer driver employed in intrastate and/or interstate commerce. Taking into consideration individual differences, the graduate will be capable of operating a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs., or a straight vehicle in excess of 26,001 lbs.

#### Plan Of Study

Course Code	Course Title	Clock Hours	Credit Hours
CTD100	Basic Operations	40	4
CTD105	Vehicle Systems and Maintenance	40	4
CTD110	Defensive Driving and Cargo Documentation	40	4
CTD115	CDL Prep and Career Development	40	4
CTD120	Trip Planning and Hours of Service	40	4
CTD125	Introduction to Vehicle Control	40	2
CTD130	Basic Vehicle Control	40	2
CTD135	Intermediate Vehicle Control	40	2
CTD140	Advanced Vehicle Control	40	2
CTD145	Basic Driving Techniques	40	2
CTD150	Advanced Driving Techniques	40	2
CTD155	CDL Skills/Driving	40	2

#### Training Schedule

Morning Program (24 weeks) 8:00 a.m. - 1:00 p.m. Monday through Thursday

Evening Program (24 weeks) 6:00 p.m. - 11:00 p.m. Monday through Thursday

Each week is scheduled for twenty hours. Time missed due to school closings for weather and/or scheduled holidays, will be re-scheduled at a time other than the regular class schedule.

## CLASS A CDL PREPARATORY

Length: 172 Contact Hours; 4 Instructional Weeks	
Credential Awarded: Diploma	Mode of Delivery: Residential

### Program Description

The course material presented in the Class A CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

The program is primarily designed to allow an entry-level driver to find his or her first job with a large Company doing over the road type driving. These companies have their own in-house training departments that provide additional training to entry-level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

The Training consists of a combination of classroom training, hands on training in a practice yard and hands on training on the road.

### Graduation Requirements

Graduates of the Class A CDL Preparatory program are awarded a diploma. Requirements for graduation include the following:

1. A minimum average/overall grade of 80% in the theory course of the program (Module 1) are required to continue to the road and range. A minimum passing grade of Proficient on the road and range (Module 2 and 3) is required for completion of the course. Proficient (P) is determined by a 70% or above on the final exam. Any course receiving a Not Proficient (F) will need to be repeated.
2. Successfully complete all of the scheduled driving skill evaluations
3. Return any school property, including books and equipment, when applicable.
4. Meet all financial obligations to the school.

## CLASS A CCDL PREPARATORY PROGRAM OUTLINE

**172 Clock Hours** (A clock hour is defined as an actual hour of scheduled attendance.)

### Module 1: CDL Preparatory

- A1.1 Basic Operation
  - 1.1.1 Orientation
  - 1.1.2 Control Systems/Dashboard
  - 1.1.3 Pre- and Post-Trip Inspections
  - 1.1.4 Basic Control
  - 1.1.5 Shifting/Operating Transmissions
  - 1.1.6 Backing and Docking
- A1.2 Safe Operating Procedures
  - 1.2.1 Visual Search
  - 1.2.1 Communication
  - 1.2.3 Distracted Driving
  - 1.2.4 Speed Management
  - 1.2.5 Space Management
  - 1.2.6 Night Operation
  - 1.2.7 Extreme Driving Conditions
- A1.3 Advanced Operating Practices
  - 1.3. Hazard Perception
  - 1.3. Skid Control/Recovery, Jackknifing, and Other Emergencies
  - 1.3. Railroad-Highway Grade Crossings
- A1.4 Identification and Diagnosis of Malfunctions

- 1.4.2 Roadside Inspections
- 1.4.3 Maintenance
- A1.5 Non-Driving Activities
  - 1.5.1 Handling and Documenting Cargo
  - 1.5.2 Environmental Compliance Issues
  - 1.5.3 Hours of Service Requirements

**Module 1 Total Hours – 82 Hours**

**Module 2: Basic Vehicle Control Skills I**

- A2.1 Vehicle Inspection Pre-Trip/Enroute/Post-trip A2.2 Straight Line Backing
- A2.3 Alley Dock Backing (45/90 Degree) A2.4 Off-Set Backing
- A2.5 Parallel Parking Blind Side
- A2.6 Parallel Parking Sight Side

**Module 2 Total Hours – 45 Hours**

**Module 3: Road Skills**

- A3.1 Vehicle Control – left turns, right turns, lane changes, curves at highway speeds, and entry and exit on the interstate or controlled access highways.
- A3.2 Shifting/Transmission
- A3.3 Communications/Signaling A3.4 Visual Search
- A3.5 Speed and Space Management A3.6 Safe Driver Behavior
- A3.7 (HOS) Hours of Service demonstration A3.8 Hazard Perception
- A3.9 Railroad(RR)-Highway Grade Crossing A3.10 Night Operation
- A3.11 Extreme Driving Conditions
- A3.12 Skid Control/Recovery, Jackknifing, and other emergencies

**Module 3 Total Hours – 45 Hours**

**Training Schedule**

Training Schedule may vary from class to class  
Scheduling is at the discretion of the school; Hours are subject to change.

**ASSOCIATE DEGREE PROGRAMS**

**PRACTICAL NURSING, PAGE 38**

Length: 1500 Clock Hours 72 Instructional Weeks	Program Quarter Credits: 99
Total Clock Hours, including Recognized Homework Hours: 2978	
Credential Awarded: Associate in Specialized Technology Degree	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 require Saturdays and/or Sundays.*

**Student Learning Outcomes**

1. Graduates will demonstrate clinical competence by effectively applying essential nursing skills in diverse healthcare scenarios.
2. Graduates will exhibit exceptional communication and interpersonal skills, fostering positive relationships with patients, families, and healthcare teams.

3. Graduates will implement holistic patient care practices, considering physical, emotional, mental, and social aspects to enhance overall well-being.
4. Graduates will collaborate seamlessly within healthcare teams, demonstrating teamwork and adaptability in achieving patient-centered goals.
5. Graduates will uphold ethical and professional standards, integrating integrity and compassion into their nursing practice.
6. Graduates will attain technological competence, efficiently utilizing healthcare technologies to improve patient care and nursing processes.

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

Graduation from the Practical Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

### Progression

A nursing student will be dismissed from the Practical Nursing program:

- If they achieve three failing grades or course withdraws (WF) in any nursing courses (total of three)
- Fail and or withdraw from the same nursing course twice.
- Fail/withdraw from two experiential courses.

Should a student be removed from the Practical Nursing (PN) program due to not meeting the progression requirements and later seek to rejoin, they must enroll in the updated PN program. At that point, an assessment will be made of the courses they have successfully completed to determine which additional classes are required to fulfill the requirements of the new PN curriculum.

### Corequisite Course Requirements

Students are required to simultaneously enroll in and complete the theory and experiential courses. If a student withdraws from a nursing course with a co-requisite course, they will be administratively withdrawn from the corresponding course. Administrative withdrawals do not apply to dismissal guidelines.

Passing both components is mandatory to successfully progress within the program. Failure or withdraw in either the theory or experiential component necessitates retaking and passing the failed component in the next term. Progression to subsequent courses is contingent upon successful completion of both components. A temporary grade of "H" (hold) will be assigned to the passed component, indicating that advancement in the program is paused until the student successfully completes both components.

Students who fail the experiential course but pass the theory course will complete a review of course concepts while repeating the clinical component before progressing to the next term.

Students repeating the theory component, having passed the clinical component, must complete a skills review corresponding to the experiential demands of the repeated course.

An academic hold will be placed on the student's record, preventing progression to the next term, until both components are successfully completed with any required activities and assignments to uphold proficiency in nursing skills and clinical decision-making.

### Plan of Study

*This section has some revisions. See addendum version 11.*

Course Code	Course Title	Credit Hours	Clock Hours
PNR110	Introduction to Nursing: Beginning Concepts	3	30
PNR111	Introduction to Nursing: Experiential Learning	3	60
PNR112	Math for Medical Professionals	3	45
AHP215	Anatomy and Physiology for Nursing	6	80
ENG101	English Composition**	4	40
MAT101	College Mathematics**	4	40
COM205	Effective Communication**	4	40

PSY101	General Psychology**	4	40
PNR120	Fundamentals of Nursing: Novice Concepts	3	30
PNR121	Fundamentals of Nursing: Experiential Learning	4	115
PNR122	Pharmacology and the Nursing Process	3	40
SC115	Fundamentals of Nutrition**	3	30
PSY278	Human Growth and Development**	4	40
PNR130	Medical-Surgical Nursing I: Intermediate Concepts	4	40
PNR131	Medical-Surgical Nursing I: Experiential Learning	4	100
PNR132	Pharmacology Across the Lifespan	3	30
PNR133	Intravenous Therapy	2	50
PNR134	Care of the Older Adult: Intermediate Concepts**	2	20
PNR135	Care of the Older Adult: Experiential Learning	2	65
PNR140	Medical-Surgical Nursing 2: Advanced Concepts	3	30
PNR141	Medical-Surgical Nursing 2: Experiential Learning	3	85
PNR142	Nursing Across the Lifespan: Advanced Concepts **	4	40
PNR143	Nursing Across the Lifespan: Experiential Learning	4	110
CMP106	Introduction to Informatics	3	30
PNR150	Medical-Surgical Nursing 3: Mastery of Concepts	4	40
PNR151	Medical-Surgical Nursing 3: Experiential Learning	3	85
PNR152	Transition to Practice: Mastery of Concepts**	3	30
PNR153	Transition to Practice: Experiential Learning	3	90
PNR154	Developing your Professional Identity	4	40

\*\* Online Delivery

\*\*\*\* Blended Delivery

## ACADEMIC POLICIES

### ACADEMIC ACHIEVEMENT/GRADING, PAGE 40

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit Award to LPN students entering ADN program	Yes	No
H	Hold	No	No

### Practical 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
- Nutrition
- Mathematics (MAT101)

For successful completion of nursing courses, a minimum test composite score of 78% (total average of key graded assessments). The minimum overall course grade of C+ (78%) is also required for Mathematics (MAT 101). The minimum grade of "C- "(70%) is required to pass all other courses (non-nursing and non-required courses) in the program curriculum.

### **PRACTICAL NURSING CLINICAL EVALUATION, PAGE 42**

Clinical and laboratory activities will be evaluated using grading rubrics that identify critical elements that must be judged satisfactory, to assign a letter grade. The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

## **TUITION AND FEES, PAGE 55**

NURSING PROGRAMS	TUITION	ADMIN. & TECH. FEE	REFERENCE BOOKS	STUDENT KIT	COMPUTER	UNIFORMS	EBOOKS/ TEXTBOOKS	IMMUNIZATIONS	BACKGROUND CHECK	DRUG TEST	CERTIFICATION / LICENSURE EXAM	TOTAL COST
Practical Nursing	33,066	390	150	144	515	126	1325/163		60	37	200	36,176

PROGRAM	TUITION	ADMIN. & TECH FEE	PERMIT	STUDENT KIT	LAPTOP	UNIFORMS	TEXTBOOKS / E-BOOKS	MVR	DRUG SCREEN / PHYSICAL	BACKGROUND	DRUG SCREEN	LAB FEE	FUEL SURCHARGE	CREDENTIALING EXAMS	TOTAL COST
<b>DIPLOMA/CERTIFICATE PROGRAMS</b>															
Commercial Truck Driver Training	11,712	100	95	0	0	106	187	25	226	0	0	50	0	0	12,501
Class A CDL Preparatory	5,707	100	included	0	0	100	51	25	50	0	0	0	50	0	6,083

## **COURSE DESCRIPTIONS, PAGE 80**

### **PRACTICAL NURSING**

#### **PNR110: Introduction to Nursing, Beginning Concepts**

3 Credits

30 Contact Hours (30 Lecture)

A foundational course introducing students to nursing concepts. Tailored for those pursuing a healthcare career, it covers communication, caring interventions, documentation, diagnostic tests/specimen collection, infection control, nutrition, elimination, safety, and mobility. Ideal for beginners, it offers a solid foundation for further nursing studies and aims to inspire compassionate, evidence-based nursing care.

Prerequisite: None, Corequisite: PNR111

#### **PNR111: Introduction to Nursing: Experiential Learning**

3 Credits

60 Contact Hours (60 Lab)

This course provides hands-on learning experiences for students aspiring to enter the healthcare field. Through immersive labs, students explore essential nursing concepts, including communication, caring interventions, documentation, diagnostic tests, infection control, nutrition, elimination, safety, and mobility. This experiential course fosters practical skills and a compassionate, evidence-based approach to nursing, making it an ideal starting point for those pursuing a career in healthcare.

Prerequisite: None, Corequisite: PNR110

### **PNR112: Math for Medical Professionals**

3 Credits

45 Contact hours (20 Lecture / 25 Lab)

A foundational course covering basic mathematical foundations. Concepts include addition, subtraction, multiplication, division, ratio and proportion, decimals, percents, systems of measurement, the metric system, and time and temperature. Tailored for aspiring nursing professionals, this course not only equips students with the mathematical know-how required for success in the field but also establishes a robust groundwork for ensuring safe and accurate medication administration.

Prerequisite: None

### **AHP215: Anatomy and Physiology for Nursing**

6 Credits

80 Contact Hours (40 Lecture / 40 Lab)

In this course, students will learn about the structure and function of the human body. Students will develop knowledge about the levels of organization, cells, and tissues. This course also includes an introduction to the following systems: digestive, musculoskeletal, respiratory, cardiovascular, reproductive, urinary, endocrine, gastrointestinal, integumentary, lymphatic, sensory, reproductive, and nervous. The association of each body system to diseases and disorders is discussed.

Prerequisites: None

### **CMP106: Introduction to Informatics**

3 Credits

30 Contact Hours (30 Lecture)

The course will offer a broad coverage of 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 with ethical and legal topics.

Prerequisites: None

### **PNR120: Fundamentals of Nursing: Novice Concepts**

3 Credits

30 Contact Hours (30 Lecture)

This course is a comprehensive introduction to fundamental nursing concepts. Students will gain essential skills in assessing and promoting health, making informed clinical decisions, understanding legal and ethical considerations, and coordinating care effectively. The course also addresses key physiological processes and nursing interventions related to gas exchange, fluids and electrolytes, tissue integrity, and elimination. This foundational knowledge equips students with the essential skills required for safe and compassionate nursing practice.

Prerequisites: PNR110, PNR111, Corequisites: PNR121

### **PNR121: Fundamentals of Nursing: Experiential Learning**

4 Credits

115 Contact Hours (25 Lab / 90 Clinical) *These hours has been revised. See addendum version 11.*

This comprehensive introductory course combines laboratory work, clinical simulations, and real-world experiences to equip students with essential skills for safe and compassionate nursing practice. Students will learn health assessment, clinical decision-making, legal and ethical considerations, effective care coordination, and key nursing interventions. Hands-on learning and clinical exposure under expert guidance bridge theory to practice, making Fundamentals of Nursing Practice the essential cornerstone of nursing education, preparing students for real world application of nursing knowledge.

Prerequisites: PNR110, PNR111, Corequisites: PNR120

### **PNR122: Pharmacology and the Nursing Process**

3 Credits

40 Contact Hours (20 Lecture / 20 Lab)

This comprehensive course is designed to prepare students with the knowledge and practical skills required for safe and effective pharmacology and medication administration. Throughout this course, you will delve into the nursing process, medication orders, medication labels, dosage calculations, and various medication administration techniques. By the end of this course, you will be well-prepared to apply these concepts confidently and competently in real-world healthcare settings.

Prerequisites: None, Corequisite: None

### **PNR130 Medical-Surgical Nursing I: Intermediate Concepts**

4 Credits

40 Contact Hours (40 Lecture)

As the first of three medical-surgical nursing courses, students will become adept at data collection within a wide spectrum of bodily systems, encompassing the integumentary, musculoskeletal, neurological, sensory, respiratory, cardiovascular, urinary, and reproductive systems. This course also introduces students to the surgical process with a focus on the critical phases of surgery and the fundamentals of intravenous fluid therapy for maintaining fluid and electrolyte balance. By seamlessly integrating theoretical knowledge with practical skills, students will cultivate the proficiency required for the delivery of safe and effective patient care.

Prerequisites: PNR120, PNR121 Corequisites: PNR131

### **PNR131 Medical-Surgical Nursing I: Experiential Learning**

4 Credits

100 Contact Hours (55 Lab / 45 hours of Clinical)

This immersive experiential course serves as the entry point into the trilogy of medical-surgical nursing education, combining theory with hands-on application. Students will sharpen their skills in gathering data on a broad range of bodily systems, including integumentary, musculoskeletal, neurological, sensory, respiratory, cardiovascular, urinary, and reproductive systems. Within the course, students are introduced to the intricacies of the surgical process, highlighting preoperative, intraoperative, and postoperative care, and establishes foundational knowledge in intravenous fluid therapy to manage fluid and electrolyte balance. Through a blend of laboratory experiences, simulation exercises, and clinical practice, students will develop the comprehensive skill set necessary for providing high-quality, safe patient care.

Prerequisites: PNR120, PNR121 Corequisites: PNR131

### **PNR132 Pharmacology Across the Lifespan**

3 Credits

30 Contact Hours (30 Lecture)

This course is designed to enhance the student's proficiency in medication management across a spectrum of health conditions. This course focuses on integrating pharmacological theory with practical nursing care, emphasizing patient safety, effective treatment, and holistic patient-centered care. Grasping these concepts is critical, as they form the foundation of exceptional nursing practice, ensuring that patients receive the highest standard of care and that nurses remain indispensable stewards of health in a dynamic clinical environment.

Prerequisites: PNR122, Corequisites: None

### **PNR133 Intravenous Therapy**

2 Credits

50 Contact Hours (20 Lab / 30 Clinical)

This course provides a comprehensive understanding of intravenous therapy, focusing on its legal aspects, clinical application, and practical skills. Students will learn about the legal implications and state regulations of IV therapy, apply relevant anatomical and physiological knowledge, and master various IV techniques. The program covers peripheral IV therapy, central venous access management, and the administration of specialty infusions and blood products. Emphasis is placed on ensuring safe, effective patient care across the lifespan.

Prerequisite: None, Corequisite: None



**PNR134 Care of the Older Adult: Intermediate Concepts**

2 Credits

20 Contact Hours (20 Lecture)

This course provides a comprehensive overview of the unique health challenges and care strategies pertinent to the elderly population. It sharpens assessment skills, promotes empathetic communication, and highlights the importance of safety and preventive care. The course fosters an understanding of the multifaceted needs of aging individuals, encouraging a holistic and interdisciplinary approach to enhance the quality of life for older adults. This course prepares learners to deliver thoughtful, effective care that respects the dignity and complexity of the older adult.

Prerequisites: PNR110, PNR111 Corequisites: PNR135

**PNR135 Care of the Older Adult: Experiential Learning**

2 Credits

65 Contact Hours (65 hours Clinical)

This experiential course offers hands-on exploration of the distinctive health challenges encountered by the older adult. Through practical scenarios and real-world simulations, learners will sharpen their assessment skills, practice empathetic communication, and understand the critical significance of safety and preventive care in real-time situations. The course actively immerses participants in the multifaceted needs of aging individuals, promoting a holistic and interdisciplinary approach that directly enhances the quality of life for older adults. Learners will engage in direct interactions and scenarios, preparing them to provide thoughtful, effective care that honors the dignity and complexity of the older adult population.

Prerequisites: PNR110, PNR111 Corequisites: PNR134

**PNR140 Medical-Surgical Nursing II: Advanced Concepts**

2 Credits

30 Contact Hours (30 Lecture)

As the second of three medical-surgical nursing courses, students will become adept at analyzing collected data and delineating nursing care within a wide spectrum of bodily systems, encompassing the integumentary, musculoskeletal, neurological, respiratory, cardiovascular, hematology, urinary, reproductive, gastrointestinal, endocrine, and immune systems. In this course, students build on the fundamentals of fluid and electrolyte balance and intravenous fluid therapy to analyze causes, symptoms, and treatments of imbalances. By effectively blending theoretical understanding with hands-on expertise, students will develop the competence needed to provide safe and efficient patient care.

Prerequisites: PNR130, PNR131 Corequisites: PNR141

**PNR141 Medical-Surgical Nursing II: Experiential Learning**

3 Credits

85 Contact Hours (25 Lab / 60 Clinical) *These hours has been revised. See addendum version 11.*

This immersive course marks the second chapter in the trilogy of medical-surgical nursing education, seamlessly integrating theoretical concepts with practical, hands-on application. Participants will not only enhance their proficiency in data collection but also refine their nursing care abilities across a diverse spectrum of bodily systems, encompassing integumentary, musculoskeletal, neurological, respiratory, cardiovascular, hematologic, renal, gastrointestinal, reproductive, endocrine, and immune systems. Within this course, students build on their foundational knowledge in fluid and electrolytes, advancing their expertise in intravenous fluid therapy to adeptly manage imbalances. A fusion of engaging laboratory experiences, simulation exercises, and real-world clinical practice ensures that students cultivate a comprehensive skill set indispensable for delivering top-tier, secure patient care.

Prerequisites: PNR130, PNR131 Corequisites: PNR140

**PNR142 Nursing Across the Lifespan: Advanced Concepts**

4 Credits

40 Contact Hours (40 Lecture)

This course is designed to provide students with a comprehensive understanding of nursing care across diverse age groups. This course integrates essential theoretical concepts from Maternal-Child, Pediatrics, and Mental Health specialties, equipping practical nursing students with the knowledge and skills needed for a holistic and patient-centered approach to healthcare.

Prerequisites: PNR130, PNR131 Corequisites: PNR143

**PNR143 Nursing Across the Lifespan: Experiential Learning**

4 Credits

110 Contact Hours (20 Lab / 90 Clinical)

This experiential course is crafted to offer students a comprehensive understanding of nursing care across diverse age groups. Integrating essential theoretical concepts from Maternal-Child, Pediatrics, and Mental Health specialties, this hands-on experience equips practical nursing students with the knowledge and skills necessary for a holistic and patient-centered approach to healthcare.

Prerequisites: PNR130, PNR131 Corequisites: PNR142

**PNR150 Medical-Surgical III: Mastery of Concepts**

4 Credits

40 Contact Hours (40 Lecture)

As the third of three medical-surgical nursing courses, this advanced course deepens the students' understanding and skills in handling rapid health status changes across a wide spectrum of bodily systems. It emphasizes critical skills in clinical reasoning and evidence-based interventions.

Students continue to build on their knowledge of fluid and electrolyte balance and intravenous fluid therapy to analyze causes, symptoms, and treatments of imbalances. This course will prepare students to become adept at providing comprehensive care in various healthcare settings, ensuring their readiness to identify and address changes in patient status with confidence.

Prerequisites: PNR140, PNR141, Corequisites: PNR151

**PNR151 Medical-Surgical III: Experiential Learning**

4 Credits

85 Contact Hours (25 Lab / 60 Clinical) *These hours has been revised. See addendum version 11.*

This immersive course marks the third and final chapter in the trilogy of medical-surgical nursing education, in which students will become experts at analyzing collected data and delineating nursing care within a wide spectrum of bodily systems. In this course, students demonstrate mastery in detecting and treating fluid and electrolyte imbalances. Through a seamless integration of theoretical knowledge and practical skills, students will acquire the competence required to deliver excellent patient care.

Prerequisites: PNR140, PNR141, Corequisites: PNR150

**PNR152 Transition to Practice: Mastery of Concepts**

3 Credits

30 Contact Hours (30 Lecture)

In this course, students will delve into evolving practical nursing, and explore the impact on LPN practice, emphasizing critical thinking and examining decision-making across the nursing process. The course also covers ethical and legal responsibilities, effective communication, and interdisciplinary teamwork, provides insights into healthcare entities, financing, and leadership styles. Lastly, students in this course will explore shared governance principles, decision-making, and evidence-based practices for quality improvement in patient care.

Prerequisites: PNR140, PNR141, Corequisites: PNR153

**PNR 153 Transition to Practice: Experiential Learning**

3 Credits:

90 Contact Hours (90 Clinical)

This course explores the evolving landscape of practical nursing, emphasizing critical thinking skills in assessing its impact on LPN practice. Topics include ethical and legal responsibilities, effective communication strategies, and fostering a safe work environment. The curriculum also covers interdisciplinary healthcare team roles, healthcare financing, and the importance of evidence-based strategies for optimal patient care and organizational processes.

Prerequisites: PNR140, PNR141, Corequisites: PNR153

**PNR154 Developing Your Professional Identity**

4 Credits

40 Contact Hours (40 Lecture)

This comprehensive course is specifically designed for nursing students on the cusp of completing their education and stepping into the professional world as Licensed Practical Nurses (LPNs). The course provides a seamless transition from academic learning

to practical nursing, focusing on three critical areas: preparation for the licensure exam, navigating the licensure application process, and transitioning effectively into the role of a licensed nurse. Throughout the course, students will engage in interactive sessions, case studies, and group discussions to enhance their learning experience. Guest speakers from the nursing field will provide real-world insights and advice. The course aims to equip future LPNs with not only the knowledge to pass their licensure exam but also the practical skills and understanding necessary to thrive in their new roles.

Prerequisites: PNR140, PNR141

### **CLASS A CDL PREPARATORY**

#### **Module 1: CDL Preparatory**

82 Clock Hours

(60 Lecture Hours/22 Lab Hours)

The course material presented in the Class "A" CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver. The Training consists of a combination of classroom training, hands on training in a practice yard and hands on training on the road.

Prerequisite: None

#### **Module 2: Basic Vehicle Control Skills I**

45 Clock Hours

(0 Lecture Hours/45 Lab Hours)

The course material for Module 2: Basic Vehicle Control Skills I presented in the Class "A" CDL Preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The course consists of a combination of classroom training, hands on training in a practice yard and hands-on training on the road. Students will practice Vehicle Inspection, straight line backing, off-set backing, alley dock, sight side parallel parking, and blind side parallel parking. Additionally, students will engage in CDL Skills Preparation. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver.

Prerequisite: Module 1 CDL Preparatory

#### **Module 3: Road Skills**

45 Clock Hours

(0 Lecture Hours/45 Lab Hours)

The course material presented in the Class "A" CDL preparatory program is designed to allow the reasonably diligent student to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver or Straight Truck Driver. In this course, students will begin the "road" portion of their training. In a real time environment, students will be introduced to driving skills such as how to identify road/traffic hazards, how to avoid hazards and to take evasive action when needed. Students will continue to drive on local highways and identify the importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, construction zones and applying Defensive driving skills.

Prerequisite: Module 2: Basic Vehicle Control Skills I

### **COMMERCIAL TRUCK DRIVER TRAINING**

#### **CTD100 Basic Operations**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about the various types of carriers and how they operate within the Department of Transportation regulations. The course will allow the students to gain basic knowledge regarding the control systems of commercial vehicles and know what gauges they should read for safe operation. Also covered is the basic operation of the vehicle, sliding fifth wheel and tandems, coupling and uncoupling, specialized rigs, shifting and the Federal Motor Carriers Safety Administration (FMCSA). Students will also explore "Life Skills Lessons" with an emphasis placed on personal health while driving on the road.

Prerequisite: None

**CTD105 Vehicle Systems And Maintenance**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course introduces students to the components of a commercial vehicle in order to complete a proper pre-trip inspection and vehicle inspection report. Also covered is the importance of preventative maintenance and reporting malfunctions in accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations Part 392.7 through 392.9 Students will also explore "Life Skills Lessons" with an emphasis on driver stress management and the role it plays in driver safety.

Prerequisite: None

**CTD110 Defensive Driving And Cargo Documentation**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course will provide the student with information related to their profession, driving and specifically, defensive driving. The goal of this course is to present and review information on how to improve defensive driving skills – skills that may save lives and help avoid collisions and violations. The importance of avoiding skids and jackknives and theory on best ways of driving in the mountains are taught. Students will understand the best way to leave the road and return, how to avoid a head on collision and why driving through an emergency may be better than trying to stop. Accidents do happen. When they happen, the driver must know what to do and what not to do. This course will teach the student what to do at the scene of an accident, how to fill out an accident report, how to protect the scene of an accident and how to conduct himself/herself professionally.

Prerequisite: None

**CTD115 CDL Prep And Career Development**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course presents material needed for the students to successfully pass the CDL permit exam, which includes: General Knowledge, Combination, and Air Brakes. In addition, an overview of the skills needed to safely operate commercial vehicles is reviewed. The students will prepare to take the CDL learners permit exam in their individual state of residence. Topics such as extreme driving (mountains, snow, ice, etc.) will also be discussed. Students will also explore a "Life Skills Lessons" with an emphasis on employee public relations.

Prerequisite: None

**CTD120 Trip Planning And Hours Of Service**

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

The student will be taught how to plan trips, read an atlas, and recognize different types of computer systems. The course also covers the regulations related to Driver Hours of Service, how to properly fill out a driver's log book and how to avoid Hours of Service violations, allowing the driver to stay on the road, benefiting both driver and employer. Students will also continue exploration of "Life Skills Lessons" with an emphasis on providing the highest quality customer service and the importance of time management.

Prerequisite: None

**CTD125 Introduction To Vehicle Control**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce students to the rules of the driving range, basic movements of the vehicle, and how to properly enter and exit the truck. The students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 142-point vehicle inspection of the vehicle. Students will also explore "Life Skills Lessons" with an emphasis on workplace strategies for a successful career. In addition, students will begin "Transportation Industry Awareness Lessons" with a focus on the airbrake system of a tractor trailer.

Prerequisites: CTD100, CTD110, CTD105, CTD115, CTD120. Must have an 80% overall grade average. Must also have CDL permit.

**CTD130 Basic Vehicle Control**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce students to straight line backing. After properly adjusting their mirrors, students will move the truck back and forth in a straight 100 ft. line, complete controlled stops, and recover if the vehicle drifts to the left/right. Students will also be introduced to pull-ups which will allow the student to realign the vehicle as needed. Students will also explore "Life Skills Lessons" with an emphasis on job search skills and interviewing techniques. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer down a road with a steep downgrade.

Prerequisite: CTD125

### **CTD135 Intermediate Vehicle Control**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce students to the sight side parallel parking maneuver. Using three basic steps, the students will intentionally maneuver the tractor and trailer in reverse from a parked position into the 100 x 12 box on the left side (driver's side or sight side) of the vehicle. The students will further enhance mirror usage skills and develop a professional level of competency in the various set-up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Skills Lessons" with an emphasis on stress and organizational management. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer with hazardous materials over a railroad crossing.

Prerequisite: CTD130

### **CTD140 Advanced Vehicle Control**

2.0 Credits

40 Clock Hours (0 Lecture /40 Lab Hours)

This course will introduce the student to the conventional parallel parking maneuver. Using the four steps to backing, in reverse, the student will learn to intentionally move the tractor and trailer into an area the length of the unit plus 15 feet, from the right (passenger's side) and the left side (sight side) of the truck. The students will be able to choose backing targets to successfully complete this maneuver to further enhance mirror usage skills, develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Life Skills Lessons" with an emphasis on career and life evolutions, such as promotions and/or becoming an owner operator. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the Simulated Emergency Pull-over and placement of warning devices.

Prerequisite: CTD135

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/26/2024 Volume1, Version 6

Effective date: 7/17/2024

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

The following information applies to all students who enroll for start dates **July 08, 2024** and later.

## TUITION AND FEES, PAGE 55

PROGRAM	TUITION	ADMIN. FEE\ TECH. FEE	SCRUBS / UNIFORMS	STUDENT KIT/ COMPUTER	CERTIFICATION / LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUG SCREEN	E-BOOKS TEXTBOOKS	TOTAL COST
<b>DIPLOMA PROGRAMS</b>										
MEDICAL ASSISTING	16,359	100/78	N/A	35/ 432	132	0	0	0	87/ 440	17,663
DENTAL ASSISTING	19,920	100/103	N/A	486/432	540	0	0	0	87/436	22,104
HVAC	19,736	100	N/A	776/432	25	0	0	0	585	21,654
<b>DEGREE PROGRAMS</b>										
DENTAL HYGIENE	51,384	100/250	N/A	3,315/ 432	1715	0	63	37	280/ 2,117	59,693

TRUCK DRIVING	TUITION	ADMIN. \ TECH. FEE	LAB FEE	MVR PERMIT	COMPUTER	UNIFORMS	EBOOKS/ TEXTBOOKS	IMMUNIZATIONS	BACKGROUND CHECK	DRUG TEST/ PHYSICAL	CERTIFICATION / LICENSURE EXAM	TOTAL COST
COMMERCIAL TRUCK DRIVER TRAINING	11,818	100	50	25	N/A	N/A	188	N/A	N/A	226	95	12,502

NURSING PROGRAMS	TUITION	ADMIN. FEE\ TECH. FEE	REFERENCE BOOKS	STUDENT KIT	COMPUTER	UNIFORMS	EBOOKS/ TEXTBOOKS	IMMUNIZATIONS	BACKGROUND CHECK	DRUG TEST	CERTIFICATION / LICENSURE EXAM	TOTAL COST
PRACTICAL NURSING	33,165	100/290	150	125	515	N/A	1305/ 161	0	60	37	200	36,108

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

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/26/2024 Volume 1, Version 7

Effective date: 9/13/2024

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

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### INTRODUCTION AND OVERVIEW

#### **NOTICE OF NON-DISCRIMINATION, PAGE 12**

Fortis College/Institute does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

If you are pregnant and have questions or concerns about modifications you may need, contact the Title IX Coordinator.

Inquiries about Title IX may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is:

#### Title IX Coordinator

Attention: Suzanne Peters  
5026D Campbell Blvd  
Baltimore, MD 21236  
Telephone: 330-805-2819  
Email Address: [speters@edaff.com](mailto:speters@edaff.com)

The Fortis College/Institute nondiscrimination policy and grievance procedures can be located at <https://www.fortis.edu/consumer-information/title-ix.html>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. You may also use the reporting tool at <https://www.edaff.com/title-ix-contact-us.php>.

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/26/2024 Volume 1, Version 8

Effective date: 10/4/2024

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

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## INTRODUCTION AND OVERVIEW

### ACCREDITATION, LICENSES, AND APPROVALS, PAGE 8

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

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

- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212; [www.accsc.org](http://www.accsc.org).
- Fortis Institute is Licensed by the Pennsylvania Department of Education, State Board for Private Licensed Schools, 607 South Drive, Floor 3E, Harrisburg, PA 17120; (717) 783-6860; [www.education.state.pa.us](http://www.education.state.pa.us).
- Fortis Institute's Practical Nursing program is licensed ("registered") by the Pennsylvania State Board of Private Licensed Schools: Division of Higher and Career Education, Pennsylvania Department of Education, 333 Market Street, Harrisburg, PA 17126, 717-783-8228, <http://www.education.pa.gov/>
- Fortis Institute has accreditation by the Pennsylvania State Board of Nursing, 2601 North Third Street, Harrisburg, PA 17110; (717) 783-7142 for Practical Nursing.
- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of without reporting requirement. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <https://coda.ada.org/>Fortis Institute is not required to seek licensure from New Jersey Department of Education Licensure Commission per N.J. Admin. Code § 9A:1-7.5.
- The Host Institution, Fortis College in Centerville, Ohio, is not required to seek licensure from New Jersey Department of Education Licensure Commission per N.J. Admin. Code § 9A:1-7.5

Institute accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Institute's accreditation, licensure, or other approvals by submitting a written request to the 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.

## ADMISSIONS INFORMATION

### ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAM PAGE 16

Applicants to the nursing program will be informed of all the required documentation, and the timeframes for submitting the required documentation, for application to the program. When all nursing program application requirements have been completed and submitted by the applicant, and the applicant has signed the enrollment agreement, the completed application file will be submitted to the Nursing Program Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application file and makes a final determination on admission to the Nursing Program. A candidate for admission may be required to interview with a member of the Nursing Program Admission Committee, or another school official. Once the Nursing Program Admissions Committee makes its final determination in regard to an applicant, the applicant will be notified.



## **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM, PAGE 16**

Applicants to the Practical Nursing program will be informed of all the required documentation, and the timeframes for submitting the required documentation, for application to the program. When all Practical Nursing program application requirements have been completed and submitted by the applicant, and the applicant has signed the enrollment agreement, the completed application file will be submitted to the Practical Nursing Program Admissions Committee for consideration. The Practical Nursing Program Admissions Committee reviews each completed application file and makes a final determination on admission to the Practical Nursing Program. A candidate for admission may be required to interview with a member of the Practical Nursing Program Admission Committee, or another school official. Once the Practical Nursing Program Admissions Committee makes its final determination in regard to an applicant, the applicant will be notified.

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Practical Nursing program.

1. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or prior to being readmitted following a withdrawal period of 90 days, and the results of the CBC must be in the student file prior to starting the program. The conviction for certain criminal offenses may bar an applicant from participating in certain externship/clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. 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.

## **READMISSIONS, PAGE 17**

Former students in the Practical Nursing program who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the Appeal Policy for questions regarding the appeal process. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

## **Practical Nursing Appeal for Re-Entry after Program Dismissal, Page 18**

Former students in the Practical Nursing program who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools, or Denver College of Nursing. All practical nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

## **TRANSFER OF CREDIT**

### **Additional Requirements for Specific Programs, Page 20**

- Nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with a "PNR" prefix). The only exceptions are nursing courses completed at another affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.
- Dental Hygiene courses completed at another postsecondary institution are not eligible for transfer of credit. The only exceptions are dental hygiene courses completed at another Education Affiliates campus.
- ~~• In the Nursing program, students entering with an unencumbered LPN license and proof of completing an approved practical nursing program are awarded Block Credits in Anatomy and Physiology I (AHP216), Fundamentals of Human Nutrition (SCI115), Human Growth and Development (PSY278), and Foundations of Nursing (NUR104). Further credit may also be granted for Introduction to Informatics (CMP105) if there is proof of taking a similarly titled course on the official practical nursing transcripts.~~

## **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS**

### **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE PRACTICAL NURSING PROGRAM, PAGE 26**

As a part of contractual agreements with clinical agencies, all Practical 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 clinical 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.

Proof of immunizations are mandatory for every Practical 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).

## ACADEMIC POLICIES

### ACADEMIC ACHIEVEMENT/GRADING, PAGE 40

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

### INCOMPLETE GRADE POLICY

#### Online Courses, Page 42

Students request an Incomplete by contacting the instructor prior to the last day of the completed academic term. The online instructor will submit the form to online leadership and the online leadership will review and, if appropriate, approve the Incomplete. The student must submit all incomplete work no later than 14 days after the last day of the completed academic term and notify the online instructor when the incomplete work has been completed.

Students in online Practical Nursing courses will follow the incomplete policy for Practical Nursing Students.

#### Nursing Students, Page 42

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 receive 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 Practical Nursing student progress to the next term with a grade of "Incomplete." Each student in the Practical Nursing program is required to successfully complete the capstone course (PNR 207 that includes a comprehensive competency exam. The capstone course is taken in the final term of the program. Successful completion of the capstone course requires the student to achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

### COURSE REPEAT POLICY, PAGE 43

#### Practical Nursing Students

A Practical Nursing student will be dismissed from the program after earning a third failing grade in a nursing course, (refer to the syllabus for the definition of failing grade). Practical Nursing courses are those with PNR course code prefix.

### ACADEMIC APPEALS, PAGE 45

#### Academic Appeals – Practical Nursing

If a Practical Nursing student wishes to appeal a dismissal from the program due to a third failure in a PNR course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses.

**MAXIMUM CLASS SIZE, PAGE 50**

Course Component	Allied Health Programs	Practical Nursing	CDL Programs	Med. Tech. Programs (Dental Hygiene)	Trades (HVACR)
Lecture	35:1	30:1	30:1	20:1	30:1
Lab	20:1	16:1	12:1	14:1	25:1
Simulation**	N/A	8:1	NA	NA	NA
Clinical/Externship Rotation	N/A	10:1	NA	5:1	NA
Computer	30:1	N/A	NA	25:1	

**TUITION AND FEES****REFUND DETERMINATION POLICY**

If an applicant/student cancels, withdraws, or is terminated by Fortis Institute for any reason, refunds will be made according to Fortis Institute's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis Institute determines that the student has withdrawn, using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the date on which there has been 14 days of non-attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis Institute from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

**TUITION REFUND POLICY, PAGE 55**

In the event that a Student withdraws or is dismissed from the School, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items that have been consumed. If a refund is due, it within 30 days of the withdrawal date.

**FINANCIAL ASSISTANCE PROGRAMS****SATISFACTORY ACADEMIC PROGRESS****SAP Tables****Practical Nursing and Dental Hygiene Programs (Quarter Credit Programs), Page 63**

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

**GRIEVANCE PROCEDURE****GRIEVANCE POLICY FOR NEW JERSEY RESIDENTS, PAGE 79**

For all types of complaints concerning colleges and universities in New Jersey, the first course of action must be to try to resolve the complaint directly with the administration of the school involved. New Jersey residents may file a complaint by completing a complaint form found at: <http://www.state.nj.us/highereducation/documents/pdf/OSHEComplaintForm.pdf>.

More information about exceptional complaint cases and which departments to contact can be found on the website:  
<http://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml>.

## COURSE DESCRIPTIONS

### EXPLANATION OF COURSE NUMBERING SYSTEM, PAGE 80

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

ATT .....	Advanced Tractor Trailer
AHP .....	Allied Health Professions
CMP.....	Computer
COM.....	Communications
CTD.....	Advanced Tractor Trailer
DAS.....	Dental Assisting
DHG.....	Dental Hygiene
ENG.....	English
HVR .....	Heating, Ventilation, Air Conditioning and Refrigeration
MAS.....	Medical Assisting
MAT.....	Mathematics
MOA.....	Medical Office Administration
PDC.....	Professional Development
PNR .....	Practical Nursing
PSY.....	Psychology
SCI.....	Science
SOC .....	Sociology

### NUR204 LEADERSHIP AND MANAGEMENT

~~2.0 Credits 20 Clock Hours (20 Lecture Hours) This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery College Catalog 2024-2025 Page 93 systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology. Prerequisite(s): NUR201~~

### NUR206 COMMUNITY NURSING CONCEPTS

~~2.0 Credits 20 Clock Hours (20 Lecture Hours) This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary, and tertiary prevention activities are emphasized as they relate to individuals, families, groups, and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored. Prerequisite(s): NUR201~~

### AHP206 ETHICS AND JURISPRUDENCE (DH)

4.0 Credits 40 Clock Hours (40 Lecture Hours)

This course prepares the allied health student to manage the moral and legal challenges encountered in clinical and non-clinical settings. Principles and standards of conduct are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model. Prerequisite(s): None

### MED110 HUMAN ANATOMY & PHYSIOLOGY (DH)

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 HUMAN ANATOMY & PHYSIOLOGY II (DH)

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 experience is included in the course. Prerequisite(s): MED110

### DHG100 NUTRITION

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

This course is a basic orientation to the principles of nutrition. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. The role of the dental hygienist in nutritional assessment and counseling are highlighted. Prerequisite(s): SCI118

### **DHG105 INTRODUCTION DENTAL HYGIENE LAB II**

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

This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, and oral infection control, fluoride therapies and disease prevention are highlighted. In preparation for advancing patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Blood Born Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Prerequisite(s): DHG104

### **DHG110 ANATOMY, HISTOLOGY & EMBRYOLOGY I**

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

Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc.) development and growth of the jaws and the origin and stages of tooth and root formation and development. Prerequisite(s): MED110, MED115

### **ANATOMY, HISTOLOGY & EMBRYOLOGY II**

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

This course is a continuation of Anatomy, Histology and Embryology of Facial Structures I. This is a continuation of Anatomy, Histology and Embryology of Facial Structures I and presents an in-depth coverage of the anatomy of the teeth and surrounding soft tissues. In addition, eruption sequences and occlusion are highlighted. Prerequisite(s): MED110, MED115, DHG110

### **DHG197 DENTAL HYGIENE CLINIC I**

4.0 Credits 120 Clock Hours (120 Clinic Hours)

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level. Prerequisite(s): DHG105

### **DHG198 DENTAL HYGIENE CLINIC II**

4.0 Credits 120 Clock Hours (120 Clinic Hours)

This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level. Prerequisite(s): DHG197

### **DHG199 DENTAL HYGIENE CLINIC III**

4.0 Credits 120 Clock Hours (120 Clinic Hours)

In this course, the dental hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process. Prerequisite(s): DHG198

### **DHG297 ADVANCED DENTAL HYGIENE CLINIC I**

4.5 Credits 144 Clock Hours (144 Clinic Hours)

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course. Prerequisite(s): DHG199

### **DHG298 ADVANCED DENTAL HYGIENE CLINIC II**

4.5 Credits 144 Clock Hours (144 Clinic Hours)

This course is a continuation of DHG 297 and is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. Prerequisite(s): DHG297

### **DHG299 ADVANCED DENTAL HYGIENE CLINIC III**

4.5 Credits 144 Clock Hours (144 Clinic Hours)

This is a companion course with DHG 298 is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin

to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course. Prerequisite(s): DHG 298

### **DHG213 PROCESS OF CARE III**

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

This capstone course is intended to furnish the upper-level dental hygiene student with an opportunity to demonstrate competency in the process of care for diverse patient populations. Utilizing case studies, students assess findings, formulate a dental hygiene diagnosis, plan, implement and evaluate intervention strategies for a variety of diverse communities. Selected projects provide opportunities for proficiency in critical thinking skills and evidence-based decision making. Students will take a simulation of the written Dental Hygiene National Board Examination. Prerequisite(s): None

### **DHG214 RADIOLOGY II**

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

This course is a continuation of DAS114. Advanced topics will include digital radiography, intro oral photography, interpretation of films, extra oral radiography, advanced exposure techniques and the clinical management of patients with clinical or systemic issues. Prerequisite(s): DAS114

### **DHG220 PERIODONTOLOGY I**

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

The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatics and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology. Prerequisite(s): DHG105, DHG111

### **DHG230 HEALTH PROMOTION**

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

This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource person. The knowledge and experiences will assist the dental hygiene student in developing and enhancing interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities. An introduction to cultural diversity and competency as it relates to patient management is presented. A participatory segment of this course explores the various methods used in health promotion and disease prevention programs (e.g., educational strategies, group and individual processes, community approaches). These education methods are tailored for diverse settings and populations. Topics include community efforts in tobacco cessation counseling programs, nutritional counseling programs and pit and fissure sealant placement programs. In addition, students will develop educational aids for individualized oral hygiene instructions. Prerequisite(s): None

### **DHG235 COMMUNITY ORAL HEALTH**

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

This course introduces the history and principles of community dental health and health care delivery systems. Topics include the prevention of oral disease, development of public policy, and implementation of community efforts to enlighten the public. Issues surrounding access to care, managed care, private practice, independent practice, as well as trends in dental insurance reimbursement are presented. In addition, students will gain insight into research design and statistical methods and evaluation by participating in a table clinic or poster research project. Selected current topics in international healthcare are presented. The student will participate in a community-based program from the planning stage through to evaluation. Prerequisite(s): DHG230

### **DHG240 GENERAL & ORAL PATHOLOGY**

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

This course presents processes of inflammation, wound healing, repair, regeneration and immunological responses. Topics include oral manifestations of systemic diseases, genetics, and developmental anomalies of the oral cavity. In addition, commonly encountered diseases and disorders of the head and neck will be covered. Emphasis will be placed on recognizing the differences between the pathological and normal tissues. Prerequisite(s): DHG111

### **DHG250 PHARMACOLOGY & PAIN CONTROL**

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

This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on dental hygiene practice. The pharmacology of pain control is presented in detail. Prerequisite(s): None

## STAFF AND FACULTY, PAGE 97-98

### **ADMINISTRATIVE STAFF**

Campus President	Susan Lynch
Registrar	Melissa Jones
Administrative Assistant	Theresa Maximov

### **ADMISSIONS**

Director of Admissions	Tomicka Yahawahdah
Admissions Advisor	Brittney Barrek
Admissions Advisor	Jessica Dubrotsky
Admissions Advisor	Joseph Maldonato

### **CAREER SERVICES**

Director of Career Services	Kirsten Smith
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### **FINANCIAL AID**

Director of Financial Aid	Stacie Taroli
Financial Aid Advisor	Crystal Doblado
Financial Aid Advisor	Heidi Pfleckl

### **LIBRARY**

Learning Resource Center Manager Christopher Jones

### **ACADEMIC LEADERSHIP**

Director of Education	Christopher Jones
Director of Nursing	Dr. Katrina Maurer
CDL Program Director	Frank Tunis
Dental Program Director	Anita Bendowski
HVAC Program Director	Daniel Berry
Medical Assisting Program Director	Barbara Miller

### **FACULTY**

#### **CDL Programs:**

Leonard Bilwin  
Deborah Courtney-Nazario  
Ralph Nardone  
Neil Pollock  
William Walters

#### **Dental Programs:**

Karen DeGroat  
Dr. Anthony Flak  
Melissa Flynn  
Shannon Grippi  
Dr. John Handley  
Kelly Laskowski  
Terie Oelke  
Brittini Orner  
Dr. Doreen Santos  
Carolyn Wahl  
Dr. William Yeomans

#### **HVAC Program:**

Daniel Berry  
Chad Schwartz  
Robert Wisneski

#### **Medical Assisting Program:**

Elaine Blessing

Sarah Kocher  
Angela Mazza  
Emily Robacker  
Jennifer Zabloutney

**Practical Nursing Program:**

Kelly Castellino  
Charles Densovich  
Mary Holmes  
Lori Mehne  
Sheila Moreira



## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/26/2024 Volume 1, Version 9

Effective date: 11/22/2024

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### CALENDARS, PAGE 5

#### HOLIDAY/BREAKS

##### Allied Health and Trade Programs

12/21/24 – 12/29/24	Holiday Break
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### COURSE DESCRIPTIONS, PAGE 80

#### **PNR122: Pharmacology and the Nursing Process**

3 Credits

40 Contact Hours (20 Lecture / 20 Lab)

This comprehensive course is designed to prepare students with the knowledge and practical skills required for safe and effective pharmacology and medication administration. Throughout this course, you will delve into the nursing process, medication orders, medication labels, dosage calculations, and various medication administration techniques. By the end of this course, you will be well-prepared to apply these concepts confidently and competently in real-world healthcare settings.

Prerequisite: PNR 112

#### **PNR131 Medical-Surgical Nursing I: Experiential Learning**

4 Credits

100 Contact Hours (40 Lab / 60 hours of Clinical)

This immersive experiential course serves as the entry point into the trilogy of medical-surgical nursing education, combining theory with hands-on application. Students will sharpen their skills in gathering data on a broad range of bodily systems, including integumentary, musculoskeletal, neurological, sensory, respiratory, cardiovascular, urinary, and reproductive systems. Within the course, students are introduced to the intricacies of the surgical process, highlighting preoperative, intraoperative, and postoperative care, and establishes foundational knowledge in intravenous fluid therapy to manage fluid and electrolyte balance. Through a blend of laboratory experiences, simulation exercises, and clinical practice, students will develop the comprehensive skill set necessary for providing high-quality, safe patient care.

Prerequisites: PNR120, PNR121 Corequisite: PNR130

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/26/2024 Volume 1, Version 10

Effective date: 12/5/2024

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

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### ACADEMIC PROGRAMS, PAGE 31

#### PRACTICAL NURSING

##### Progression, Addendum 5

A nursing student will be dismissed from the Practical Nursing program:

- If they achieve three failing grades or course withdraws (WF) in any nursing courses (total of three)
- Fail and or withdraw (WF) from the same nursing course twice.
- Fail/withdraw (WF) from two experiential courses.

Should a student be removed from the Practical Nursing (PN) program they started prior to July 2024 term, due to not meeting the progression requirements and later seek to rejoin, they must enroll in the updated PN program. At that point, an assessment will be made of the courses they have successfully completed to determine which additional classes are required to fulfill the requirements of the new PN curriculum.

### COURSE DESCRIPTIONS, PAGE 80

#### PNR120: Fundamentals of Nursing: Novice Concepts

3 Credits

30 Contact Hours (30 Lecture)

This course is a comprehensive introduction to fundamental nursing concepts. Students will gain essential skills in assessing and promoting health, making informed clinical decisions, understanding legal and ethical considerations, and coordinating care effectively. The course also addresses key physiological processes and nursing interventions related to gas exchange, fluids and electrolytes, tissue integrity, and elimination. This foundational knowledge equips students with the essential skills required for safe and compassionate nursing practice.

Prerequisites: PNR110, PNR111, PNR112, Corequisites: PNR121

#### PNR121: Fundamentals of Nursing: Experiential Learning

4 Credits

115 Contact Hours (25 Lab / 90 Clinical)

This comprehensive introductory course combines laboratory work, clinical simulations, and real-world experiences to equip students with essential skills for safe and compassionate nursing practice. Students will learn health assessment, clinical decision-making, legal and ethical considerations, effective care coordination, and key nursing interventions. Hands-on learning and clinical exposure under expert guidance bridge theory to practice, making Fundamentals of Nursing Practice the essential cornerstone of nursing education, preparing students for real world application of nursing knowledge.

Prerequisites: PNR110, PNR111, PNR112, Corequisites: PNR120

## CATALOG ADDENDUM

Addendum to catalog: 2024-2024, Volume1, 02/26/2024, Version 11

Effective date: 5/30/2025

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## TUITION AND FEES, PAGE 55

The following tuition and fees applies to all students who enroll for start dates **July 01, 2025** and later.

TRUCK DRIVING	TUITION	ADMIN. \ TECH. FEE	LAB FEE	MVR PERMIT	COMPUTER	UNIFORMS	EBOOKS/ TEXTBOOKS	IMMUNIZATIONS	BACKGROUND CHECK	DRUG TEST/ PHYSICAL	CERTIFICATION / LICENSURE EXAM	TOTAL COST
COMMERCIAL TRUCK DRIVER TRAINING	11,818	100	50	25	N/A	N/A	188	N/A	N/A	326	95	12,602

PROGRAM	TUITION	ADMIN. FEE\ TECH. FEE	SCRUBS / UNIFORMS	STUDENT KIT/ COMPUTER	CERTIFICATION / LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUG SCREEN	E-BOOKS TEXTBOOKS	TOTAL COST
DIPLOMA PROGRAMS										
MEDICAL ASSISTING	16,686	100/78	N/A	35/ 475	136	0	0	0	77/ 447	18,034
DENTAL ASSISTING	20,320	100/103	N/A	532/475	540	0	0	0	77/451	22,598
HVAC	20,524	100	N/A	835/475	25	0	0	0	661	22,620
DEGREE PROGRAMS										
DENTAL HYGIENE	52,365	100/250	N/A	2968/ 475	1718	0	60	46	280/ 2,053	60,315

NURSING PROGRAMS	TUITION	ADMIN. FEE\ TECH. FEE	REFERENCE BOOKS	STUDENT KIT	COMPUTER	UNIFORMS	EBOOKS/ TEXTBOOKS	IMMUNIZATIONS	BACKGROUND CHECK	DRUG TEST	CERTIFICATION / LICENSURE EXAM	TOTAL COST
PRACTICAL NURSING	34,452	100/290	229	126	546	N/A	1263/ 161	0	60	46	365	37,638

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

## ACADEMIC POLICIES

### COUNSELING/ADVISEMENT, PAGE 44

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

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

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

### EMERGENCY PREPAREDNESS PLAN

#### Purpose

The purpose of the Emergency Preparedness Plan (EPP) is to ensure the safety of students, faculty, staff, and visitors to Fortis Institute in the event of an emergency.

The plan describes emergency communication, response, and evacuation procedures.

The goals are to:

- Protect lives.
- Prevent injury.
- Protect property.
- Preserve the sustainability of the organization throughout the emergency.
- Prepare for dealing with emergencies and mitigate their negative consequences.
- Continuity of instruction.

Copies of the Emergency Preparedness Plan are maintained with the Campus President and administrative personnel.

#### Distribution of Plan and Training

- A copy of the Emergency Preparedness Plan is distributed to all faculty and staff during the new hire on-boarding process.
- Faculty and staff receive the Emergency Preparedness Plan at regular in-service training and updates.
- Students are trained on the Emergency Preparedness Plan during the New Student Orientation.
- A copy of the Emergency Preparedness Plan is posted on the Fortis Institute, 'Ignite to Learn' site.

## STUDENT POLICIES

### TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA), PAGE 73

Fortis Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis Institute will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found on page 72 and the Termination or Expulsion Policy can be found at page 72 of this Catalog. Fortis Institute will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of the Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis Institute or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the

Title IX Coordinator or the local police. Retaliation against an individual who reports a crime, brings a complaint, pursues legal action, participates in an investigation, or is a witness in any proceeding is prohibited and will not be tolerated by Fortis Institute. Should a victim of sexual violence request confidentiality, Fortis Institute will honor the request to the extent possible and allowed by law. Fortis Institute will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim. Pregnant students who have questions or concerns about possible modifications may contact the Title IX Coordinator. The school's Lactation Policy can be obtained from the Campus President.

#### Title IX Coordinator

Attention: Title IX Coordinator Suzanne Peters Esq., M.Ed.

Address: 5026D Campbell Blvd.

Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

## ACADEMIC PROGRAMS

### PRACTICAL NURSING

#### PLAN OF STUDY

##### PAGE 10 OF ADDENDUM VERSION 5

PNR121 Fundamentals of Nursing: Experiential Learning - **110** Hours

PNR141 Medical-Surgical Nursing 2: Experiential Learning - **80** Hours

PNR151 Medical-Surgical Nursing 3: Experiential Learning - **80** Hours

## COURSE DESCRIPTIONS

##### PAGE 12, 14, 15 OF ADDENDUM VERSION 5

PNR121: Fundamentals of Nursing: Experiential Learning **110** Contact Hours (**20 Lab** / 90 Clinical)

PNR141 Medical-Surgical Nursing 2: Experiential Learning - **80** Contact Hours

PNR151 Medical-Surgical Nursing 3: Experiential Learning - **80** Contact Hours

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 2/26/2024 Volume 1, Version 12

Effective date: 6/24/2025

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### COMMERCIAL TRUCK DRIVER TRAINING

Length: 480 Contact Hours; 24 Instructional Weeks	Program Quarter Credits: 34
Out-of-Class Work Hours: 120	
Credential Awarded: Diploma	Mode of Delivery: Residential

#### Description

The Commercial Truck Driver Training program is intended to develop usable skills and technical knowledge leading to employment as a Tractor Trailer Driver. The training offered during this program will provide the students with advanced range and road skill development and in-depth classroom material. This skill and knowledge enhancement will enable the graduate, upon obtaining entry-level employment, to further develop his or her career as a Tractor Trailer Driver.

#### Graduation Requirements

Graduates of the Commercial Truck Driver Training program are awarded a diploma. Requirements for graduation include the following:

1. Achieve an overall grade average of 80% or higher
2. Successfully pass each course with a 60%, or higher
3. Complete all the scheduled driving skill evaluations
4. Meet all financial obligations to the school.

Upon meeting the graduation requirements & successfully passing the Commercial Driver's License test, the reasonably diligent student will be qualified to enter employment as a tractor trailer driver employed in intrastate and/or interstate commerce. Taking into consideration individual differences, the graduate will be capable of operating a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,000 lbs. or a straight vehicle in excess of 26,000 lbs.

United States Department of Transportation Federal Motor Carrier Safety Administration regulations require that all Commercial Driver License holders must be able to read and speak English sufficiently to converse with the public, understand highway traffic signs and signals, respond to official inquiries, and complete necessary reports.

## CATALOG ADDENDUM

Addendum to catalog: 2024-2025 02/26/2024 Volume1, Version 13

Effective date: 7/16/2025

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**ACADEMIC PROGRAMS****DENTAL HYGIENE PLAN OF STUDY, PAGE 37**

*Changing SCI119 Microbiology to BIO205 Microbiology and PDC200 Career Development to PDC201 Career Development*

Course Code	Course Title	Clock Hours	Credit Hours
AHP206^	ETHICS	40	4
MED110^	ANATOMY & PHYSIOLOGY I	60	4
MED115^	ANATOMY & PHYSIOLOGY II	60	4
COM205*	EFFECTIVE COMMUNICATION **	40	4
DAS114	RADIOLOGY	60	4
DHG100	NUTRITION	60	4
DHG104	INTRO. DENTAL HYGIENE LAB I	60	4
DHG105	INTRO. DENTAL HYGIENE LAB II	60	4
DHG110	ANAT. HISTOLOGY & EMBRYOLOGY I	60	4
DHG111	ANAT. HISTOLOGY & EMBRYOLOGY II	60	4
DHG112	PROCESS OF CARE I	60	4
DHG197	DENTAL HYGIENE CLINIC I	120	4
DHG198	DENTAL HYGIENE CLINIC II	120	4
DHG199	DENTAL HYGIENE CLINIC III	120	4
DHG200	DENTAL MATERIALS	60	4
DHG212	PROCESS OF CARE II	60	4
DHG220	PERIODONTOLOGY	60	4
DHG230	HEALTH PROMOTION	60	4
DHG240	GENERAL & ORAL PATHOLOGY	60	4
DHG250	PHARMACOLOGY & PAIN CONTROL	60	4
DHG297	ADVANCED DENTAL HYGIENE CLINIC I	144	4.5
DHG298	ADVANCED DENTAL HYGIENE CLINIC II	144	4.5
DHG299	ADVANCED DENTAL HYGIENE CLINIC III	144	4.5
DHG213	PROCESS OF CARE III	60	4
DHG214	RADIOLOGY II	60	4
DHG225	PERIODONTOLOGY II	60	4
DHG235	COMMUNITY ORAL HEALTH	60	4
ENG101*	ENGLISH COMPOSITION**	40	4

MAT101*	COLLEGE MATHEMATICS **	40	4
<b>PDC200^</b>	<b>CAREER DEVELOPMENT</b>	<b>60</b>	<b>4</b>
PSY101*	GENERAL PSYCHOLOGY* *	40	4
SCI 118*	CHEMISTRY I	60	4
<b>BIO205*</b>	<b>MICROBIOLOGY</b>	<b>60</b>	<b>4</b>
SCI120*	BIOCHEMISTRY	60	4
SOC101*	SOCIOLOGY**	40	4

*\*General Education*

*^Related courses*

*\*\*Online delivery*





A background image of two smiling graduates, a man and a woman, wearing black graduation caps and gowns. The man is in the foreground, slightly to the right, and the woman is behind him to the left. The image has a blue tint.

**YOUR LIFE**  
POWERED BY LEARNING

A stylized yellow flame icon.

***FORTIS***  
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