2017 Catalog
Volume 1, Version 9 - Effective Date 7/10/2017

FORTIS Institute
1025 HWY. 111, Cookeville, TN 38501
Phone: 931-526-3660 / Fax: 931-372-2603
For consumer info visit www.fortis.edu

YOUR LIFE
POWERED BY LEARNING
INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis Institute, Cookeville, Tennessee, 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. Education Affiliates’ schools and colleges are located in 17 states: Alabama, Arizona, Colorado, Florida, Georgia, Indiana, Louisiana, Maryland, New Jersey, New York, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Utah, and Virginia. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

The Cookeville Campus of MedVance Institute, originally known as Cumberland School of Medical Technology, was established in June 1970 in Cookeville, Tennessee, with a program of study for Medical Laboratory Technicians. The school was founded to provide career opportunities in the allied health professions. Graduates of the school are employed throughout the region and across the country in hospital laboratories, reference laboratories, medical businesses and industry.

In 1970, the school was approved by the Tennessee Department of Public Health, Laboratory Licensing Service to operate a school for Medical Laboratory Technicians. This department approves the curriculum and each hospital laboratory participating in the school’s training program.

The school was accredited in 1971 by the Committee on Allied Health Education and Accreditation (CAHEA) for its Medical Laboratory Technician Program on the recommendation of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the Review Committee sponsored by the American Society of Clinical Pathologists (ASCP), the American Society for Medical Technology (ASMT), and the American Medical Technologists (AMT).

In 1988, the school was accredited by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools (SACS/COEI) and the school changed its name from Cumberland School of Medical Technology to Cumberland School of Technology. In the 1992-93 school years, the Tennessee Higher Education Commission approved the credential of Associate of Applied Science Degree awarded for the Medical Laboratory Technology program.

In May 2000, KIMC Investments, L.P., acquired both campuses of Cumberland School of Technology. The school name was changed to MedVance Institute in July 2000 and two new programs, Medical Assistant and Medical Coding Specialist, were added to the curriculum. In 2001, the school began offering the Radiologic Technology program, where students were awarded the credential of Associate of Applied Science upon graduation. In 2002, the school began offering two new diploma programs for Pharmacy Technician and Surgical Technology.

In December 2009 MedVance Institute was purchased by
Education Affiliates, Inc. based in Baltimore, Maryland. The company worked to expand the occupational programs offered by adding the trades programs.

In November 2012, the school began expanding the scope of the programs offered to include the trades’ occupations at the Cookeville Campus by adding the Heating, Ventilation, Air Conditioning and Refrigeration program.

In July 2013 the school changed its name to Fortis Institute.

In November 2014, the school added the Advanced Tractor Trailer Driving program and in February 2017 added the Class A CDL Driving program.

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, 1025 Hwy. 111, Cookeville, Tennessee, 38501.

ACCREDITATION, LICENSES, AND APPROVALS

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

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

- Fortis Institute in Cookeville, Tennessee, is nationally accredited by the Council on Occupational Education (COE), 7840 Roswell Drive, Building 30, Suite 325, Atlanta, Georgia 30350.
- Fortis Institute in Cookeville, Tennessee, is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, Tennessee 37243.
- The Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128, has authorized Fortis Institute, Cookeville, Tennessee, to offer the Associate of Applied Science degree for Medical Laboratory Technology.
- Programmatic Accreditation: Medical Laboratory Technology Program at Fortis Institute, Cookeville Campus, is programmatically accredited through the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, 847-939-3597, www.naacls.org
- Programmatic Accreditation: Pharmacy Technician Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the American Society of Health-System Pharmacists (ASHP), in collaboration with the Accreditation Council for Pharmacy Education (ACPE), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, www.ashp.org; www.acpe-accredit.org.
The Institute’s accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Institute’s accreditation, licensure, or other approvals by submitting a written request to the 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.

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MISSION AND PURPOSES

Fortis Institute provides postsecondary career education to both traditional and nontraditional students through a variety of diploma, and associate of applied science 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 believes 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 certificate, diploma, and associate of applied science programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

MEDICAL LABORATORY TECHNOLOGY AND RADILOGIC TECHNOLOGY PROGRAMS MISSIONS, GOALS, AND STUDENT LEARNING OBJECTIVES

Medical Laboratory Technology Code of Ethics

Being fully cognizant of my responsibilities in the practice of medical technology, I affirm my willingness to discharge my duties with accuracy, thoughtfulness and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold in-volate the confidence placed in me by patients and physicians. Recognizing that my integrity and that my profession must be pledged to the absolute reliability of my work, I will conduct myself in a manner appropriate to the dignity of my profession.

Radiologic Technology Program Mission Statement

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

Radiologic Technology Program Goals and Student Learning Outcomes

Goal 1: Students will be clinically competent.

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

Goal 2: Students will communicate effectively.

Student Learning Outcomes:
- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

Goal 3: Students will use critical thinking skills.

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

Goal 4: Students will model professionalism.

Student Learning Outcomes:
- Students will demonstrate professionalism in the clinical setting.

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 the Institute’s accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

**Dean of Education and/or Program Directors**: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer

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

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

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

**Registrar**: programmatic scheduling and student registration, admission and academic records, attendance records, education verifications, diploma processing and transcript requests, My CampusLink coordinator

**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.

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

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 characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education, at 443-461-1680 (voice)/410-633-1844 (fax).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

**NON-DISCRIMINATION STATEMENT**

Fortis Institute does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to Institute or treatment in its programs, activities, advertising, training, placement, or employment. The Campus President is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Campus President, James Williamson, at 1025 Hwy. 111, Cookeville, Tennessee, 38501, telephone (931) 526-3660, or by email at James.Williamson@FortisInstitute.edu.

The Institute’s Consumer Information Guide contains more detailed information about the Institute’s Title IX grievance procedures. The Consumer Information Guide is available online at: http://www.fortisedu.info/.

The Campus President must act equitably and promptly to resolve complaints and should provide a response within seven working days.
ADMISSIONS REQUIREMENTS AND PROCEDURES

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

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

GENERAL ADMISSION REQUIREMENTS

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The institution shall have on file an official copy of the high school transcript, or the equivalency certificate with scores which meet the state’s minimum for passing. If the applicant attended a postsecondary institution in the USA, which at the time was accredited by an accreditation agency recognized by the U.S. Department of Education or CHEA, and the applicant’s official transcript from that postsecondary institution lists that the applicant graduated from a US State or Territory licensed or approved secondary school, the Institute may accept this transcript as evidence that the applicant is a high school graduate. Alternatively, if the applicant attended a postsecondary institution in the USA, which at the time was accredited by an accreditation agency recognized by the U.S. Department of Education or CHEA, and the applicant’s official transcript from the postsecondary institution lists that the applicant graduated from a US State or Territory licensed or approved secondary school, the Institute may accept this transcript as evidence that the applicant is a high school graduate. All education credentials from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by an accredited foreign credential evaluation service.

2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study; with exception being the Tractor Trailer Driving programs, which requires the student be twenty-one years of age. The Associate Degree and diploma programs that entail an externship component require a student be eighteen at the time he or she starts the clinical/externship portion of the program.

3. The applicant must complete an applicant information form.

4. The applicant must interview with an admissions representative and/or other administrative staff or appropriate program director.

5. 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.

6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

The SLE minimum entrance requirements by program are as follows:

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<tr>
<th>Associate Degree Programs</th>
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<tr>
<td>Medical Laboratory Technology</td>
<td>17</td>
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<tr>
<td>Radiologic Technology</td>
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</tbody>
</table>

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 pay the enrollment fee and complete all tuition payment requirements.

8. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

9. Acceptance or denial letters will be mailed to the applicants. An applicant who is not accepted for the start of a class may re-apply for a future class.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL LABORATORY TECHNOLOGY, PHARMACY TECHNICIAN, RADIOLOGIC TECHNOLOGY AND SURGICAL TECHNOLOGY PROGRAMS
In addition to the General Admissions Requirements, the following are additional admissions requirements:

Applicants to the Medical Technology programs must submit to and pass a cleared criminal background check. Applicants must submit a valid form of identification with a picture, name and address. A valid and current driver’s license, United States Passport, or Permanent resident Card are also acceptable.

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE TRACTOR TRAILER DRIVING PROGRAMS**

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Tractor Trailer Driving Programs:

1. Possess a valid driver’s license. A CDL Learner’s Permit will be required prior to participation in on-the-road training.

2. Have an acceptable driving record and background check.

3. Meet the physical requirements for driver qualifications as defined under Part 391: Qualifications for Drivers in the Federal Bureau of Motor Carrier Safety Regulations.

4. All applicants are required to pass a Department of Transportation (D.O.T.) physical examination with a minimum of one year certification prior to acceptance into the program.

5. All applicants are required to pass a D.O.T. drug screen prior to acceptance, which must be paid for by the candidate prior to acceptance into the program, and which is non-refundable. Applicants must pay the enrollment fee and complete all tuition payment requirements.

**AVAILABILITY OF GED TESTING**

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

**READMISSION**

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

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is a 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 Institute’s SAP policy. If approved for re-admission, the student will re-enter the Institute in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter. A student who fails to meet SAP after the first quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may qualify for student financial assistance.

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

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

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

Additional Requirements for Medical Technology Programs After Program Acceptance

The requirements listed below are not considered during the admission process but must be completed prior to the completion of the first term of enrollment in a Med Tech program:

- Applicants for the Medical Laboratory Technology (MLT), Radiologic Technology (RAD) and Surgical Technology programs must complete a 300-word essay explaining why he or she wants to enter into the specific occupational field and how he or she plans to succeed in achieving this educational goal. This essay must be handwritten on-site and submitted to the program director or designee. The program director or designee (when needed) will review the essay and provide appropriate advising when necessary.

- Applicants must sign the physical or technical statement specific to the chosen program.

- The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.

- Since some externship sites may require that student have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.

- TB skin results must be submitted prior to completing the first term. Of the results are positive, the applicant must submit negative chest X-ray results.

- Since some externship sites may be farther than 5-mile from the campus; applicants must sign a statement of understanding of the travel requirements.

Health and Immunization Requirements for the Medical Assisting and Pharmacy Technician Programs

Students in the Medical Assisting and Pharmacy Technician programs 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.

Students in the Pharmacy Technician program must submit to and pass a drug screen in the term prior to starting externship. Any student whose test results turn out to be inconclusive (such as diluted sample or insufficient sample) will be required to be retested at his or her own expense. Acceptable test results must be documented prior to the student being assigned to an externship site.

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

Medical Laboratory Technology, Radiologic Technology and Surgical Technology Program Health and Clinical Requirements

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

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

1. Cleared Background Check

The applicant must submit to and pass a criminal background check and be cleared per Fortis Institute’s policy as well as appropriate State Board or accrediting bodies rules and regulations. Students must maintain a clear criminal background while enrolled in the medical technology program. Students must report to the Campus President/Dean of Education 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 medical technology program.

2. Negative Drug Screen

The applicant must submit to and pass a drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a Fortis 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 medical technology 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 school’s 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 medical technology programs. 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 their 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.


Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that these 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 their 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 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 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 Education or Program Director 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. Immunizations

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 medical technology 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 medical technology program. Students may be responsible for the cost of any additional requirements.

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

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<tr>
<th>Vaccination/Screening</th>
<th>Requirements in Brief</th>
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<tbody>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>Serologic proof of immunity is required.</td>
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<tr>
<td></td>
<td>Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</td>
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<tr>
<td></td>
<td>Obtain serologic testing 2 months after dose #3.</td>
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<tr>
<td><strong>MMR</strong></td>
<td>Serologic evidence of immunity or laboratory confirmation of disease is required.</td>
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<td></td>
<td>If no evidence of immunity or equivocal serology results is reported, two doses of MMR at least 28 days apart required.</td>
</tr>
<tr>
<td><strong>Varicella</strong></td>
<td>Serologic proof of immunity or laboratory confirmation of disease required.</td>
</tr>
<tr>
<td></td>
<td>If no evidence of immunity or equivocal serology results is reported, two doses of Varicella vaccine at least 28 days apart required.</td>
</tr>
<tr>
<td><strong>Tetanus, Diphtheria, Pertussis</strong></td>
<td>One-time dose of Tdap is required.</td>
</tr>
<tr>
<td></td>
<td>Td boosters every 10 years thereafter.</td>
</tr>
<tr>
<td><strong>Influenza</strong></td>
<td>Required annually.</td>
</tr>
<tr>
<td><strong>Tuberculin Skin Test (TST)</strong></td>
<td>For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</td>
</tr>
<tr>
<td></td>
<td>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. 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.</td>
</tr>
</tbody>
</table>
6. 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 HB 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 an exposure.

Measles, Mumps, and Rubella (MMR)

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

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

If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the 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)

All students are required to undergo initial and annual tuberculosis screening while enrolled in the medical technology program. Students must provide documented evidence that one dose of tuberculosis vaccine is required. A one-time dose of Tdap is required for all respondents 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 an exposure.

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.

6. 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 medical technology 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 place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the Institute’s quarter in which the student initially enrolls in the medical 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.

7. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The 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 medical technology 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.

8. Student Health Requirements

It is essential that medical technology 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 if prescribed by a healthcare provider. The clinical instructor and medical technology 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 Education 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 safety at risk may not be eligible for admission or continuation in the medical program. Risk assessment is at the discretion of the Dean of Education in consultation with the Regional Dean of Education and Program Director.

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

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university, and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis 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 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).

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

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

- Courses in general must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.

- Mathematics and prerequisite science courses in 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.

- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student’s Fortis Institute program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows: AP scores of 4 or higher, CLEP scaled scores of 60 or higher, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

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

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

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

Additional Requirements for Specific Programs

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

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

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

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

Fortis Institute must receive and evaluate official transcripts from all postsecondary school(s) previously attended by a Veteran and the Veteran’s military transcripts before enrollment can be certified. It is the Veteran’s responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).
FIRST DAY OF CLASS

Advanced Tractor Trailer Driving Program
07.10.17
07.24.17
08.07.17
08.21.17
09.05.17
09.18.17
10.02.17
10.16.17
10.30.17
11.13.17
11.27.17
12.11.17

Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assisting, Pharmacy Technician Programs
07.24.17
09.05.17
10.16.17
11.27.17

Medical Laboratory Technology Programs
07.24.17
10.16.17

Surgical Technology and Radiologic Technology Programs
10.16.17

Note: Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change. Class A CDL Driving program start dates are subject to change based on enrollment need.
CERTIFICATE/DIPLOMA PROGRAMS

CLASS A CDL DRIVING

Length: 172 Clock Hours
Credential Awarded: Certificate
Mode of Delivery: Residential

OBJECTIVE
The objective of the Class A CDL Driving program is to provide quality career education and introduce students to the procedures and skills found in the truck driving industry. Students will not only be prepared to obtain a commercial driver’s license, but learn how to operate a commercial vehicle safely while developing essential life skills to gain academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement.

DESCRIPTION
The course material presented in the Class A CDL Driving program is intended to prepare students 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. 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 driving. These companies typically have their own in-house training departments that can provide additional training to entry level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

CREDENTIALING EXAMS
Each graduate will sit for and obtain a Commercial Driver’s License with all relative endorsements. This license allows the graduate 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.

CAREER OPPORTUNITIES
Upon successful passing of the CDL exam, graduates of the program are prepared to seek entry-level employment and further career development as a commercial vehicle operator.

PLAN OF STUDY

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>Clock Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>CLA101</td>
<td>Basic Operations</td>
<td>70</td>
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<tr>
<td>CLA110</td>
<td>Vehicle Control Systems</td>
<td>102</td>
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ADVANCED TRACTOR TRAILER DRIVING

Length: 480 Clock Hours; 24 Instructional Weeks

ACADEMIC PROGRAMS

Program Quarter Credits: 34
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE
The objective of the Advanced Tractor Trailer Driving Program is to provide quality career education and introduce students to the procedures and skills found in the truck driving industry. Students will not only be prepared to obtain a commercial driver’s license, but learn how to operate a commercial vehicle safely while developing essential life skills to gain academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement.

DESCRIPTION
The Advanced Tractor Trailer Driving program is intended to develop usable skills and technical knowledge leading to employment as a Tractor Trailer Driver. This diploma program provides comprehensive training to prepare students to take and pass the commercial driver's license test for the state in which they are licensed. 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. The training offered during this program will provide students with advanced range and road skill development, as well as in-depth classroom material. This skill and knowledge enhancement will enable the graduate, upon obtaining entry-level employment, to further develop their career as a Tractor Trailer Driver.

CREDENTIALING EXAMS
Each graduate will sit for and obtain a Commercial Driver’s License with all relative endorsements. This license allows the graduate 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.

CAREER OPPORTUNITIES
Upon successful passing of the CDL exam, graduates of the program are prepared to seek entry-level employment and further career development as a commercial vehicle operator.

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<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
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<td>Introduction to Vehicle Control</td>
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<td>ATT012</td>
<td>CDL Skills/Driving</td>
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</table>
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 960 Clock Hours; 48 Instructional Weeks
Program Quarter Credits: 64
Credential Awarded: Diploma
Mode of Delivery: Residential

OBJECTIVE

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

DESCRIPTION

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

CREDENTIALING EXAMS

Graduates are eligible to take the EPA Universal Certification Exam.

CAREER OPPORTUNITIES

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

PLAN OF STUDY

<table>
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<tr>
<th>COURSE CODE</th>
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MEDICAL ASSISTING

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

OBJECTIVE

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

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a healthcare setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually “generalists,” handling both administrative and clinical duties. They report directly to an office manager, physician, or 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**

**Pharmacy Technician**

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

**Objective**

In today’s healthcare field, the role of the pharmacist has been expanded to provide not only patient care and education but also advice to health care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the pharmacy technician has evolved from simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assist the pharmacist in direct patient care.

**Description**

The Pharmacy Technician diploma program provides students with a solid foundation of pharmacy fundamentals and terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

**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 pharmacy 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.

**Credentialed Exams**

Graduates are eligible to take the Pharmacy Technician Certification exam (PTCB).

**Career Opportunities**

Graduates of this program are prepared to seek entry-level employment in positions such as Pharmacy Technician and Pharmaceutical Care Associate. Upon successful passing of certification exams and where applicable, graduates could also seek employment opportunities such as Certified Pharmacy Technician (CPhT) and IV Certified Pharmacy Technician.

**Surgical Technology**

Length: 1550 Clock Hours; 18 months 72 Instructional Weeks Program Quarter Credits: 89
Credentialed Awarded: Diploma
Mode of Delivery: Residential

**Objective**

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

**Program Description**

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

ACADEMIC PROGRESSION

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

CREDENTIALING EXAMS

Graduates of the Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) are eligible to sit for the Certified Surgical Technologist (CST) certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Tennessee requires the graduate to be certified (CST) to work in the state of Tennessee. The granting of the diploma is not contingent upon the passing of any external certification examination.

CAREER OPPORTUNITIES

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

<table>
<thead>
<tr>
<th>PLAN OF STUDY</th>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHP200</td>
<td>Communications for Health Professionals</td>
<td>60</td>
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<tr>
<td>BIO205</td>
<td>Microbiology*</td>
<td>60</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>MED110</td>
<td>Anatomy and Physiology I</td>
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<td>Anatomy and Physiology II</td>
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<tr>
<td>SGT101</td>
<td>Introduction to Surgical Technology</td>
<td>60</td>
<td>4</td>
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</tr>
<tr>
<td>SGT105</td>
<td>Asepsis and Sterile Technique</td>
<td>60</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SGT110</td>
<td>Instrumentation and Surgical Applications</td>
<td>60</td>
<td>4</td>
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</tr>
<tr>
<td>SGT115</td>
<td>Surgical Case Management</td>
<td>60</td>
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</tr>
<tr>
<td>SGT120</td>
<td>Diagnostic, General, Obstetric and Gynecological Surgery</td>
<td>60</td>
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<tr>
<td>SGT125</td>
<td>Ophthalmic, Otolaryngology, Maxillofacial and Pediatric Surgery</td>
<td>60</td>
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<tr>
<td>SGT130</td>
<td>Plastic, Genitourinary and Orthopedic Surgery</td>
<td>60</td>
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<tr>
<td>SGT135</td>
<td>Cardiothoracic, Vascular and Neurology Surgery</td>
<td>60</td>
<td>4</td>
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</tr>
<tr>
<td>SGT205</td>
<td>Pharmacology and Anesthesia</td>
<td>60</td>
<td>4</td>
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<tr>
<td>SGT210</td>
<td>Simulation: Diagnostic, Endoscopy, General Genitourinary, Obstetric and Gynecological Procedures</td>
<td>60</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>SGT215</td>
<td>Simulation: Ophthalmic, Otolaryngology, Oral, Maxillofacial and Plastic Surgery</td>
<td>60</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

SGT220 Simulation: Orthopedic, Cardiothoracic, Vascular and Neurosurgery | 60 | 4 |
SGT225 ST Capstone and Certification Review | 40 | 4 |
SGT230 ST Capstone and Certification Development | 40 | 4 |
SGT280 OR Externship Rotation | 270 | 9 |
SGT290 OR Externship Rotation | 240 | 8 |

* Indicates a General Education course.
ASSOCIATE OF APPLIED SCIENCE
DEGREE PROGRAMS

MEDICAL LABORATORY TECHNOLOGY
Length: 2000 Clock Hours; 96 Instructional Weeks
Program Quarter Credits: 115
Credential Awarded: Associate of Applied Science Degree
Mode of Delivery: Residential

PROGRAM MISSION STATEMENT
The Medical Laboratory Technology program provides students with a quality education in clinical laboratory science. The program meets the educational requirements set forth by the Clinical Laboratory Improvement Act (CLIA) for Medical Laboratory Technicians. The program is accredited by the National Accrediting Agency of Clinical Laboratory Sciences.

The objective of this program is to prepare the graduate for a career in the medical laboratories of hospitals, reference laboratories, physician offices and in other related medical laboratory fields. Students develop the knowledge and skills for clinical laboratory tests that are needed to assist physicians in the diagnosis and treatment of patients.

Graduates are eligible to sit for National Registry examinations including the ASCP and AMT. Individuals with a criminal conviction may be ineligible to take the credentialing examination required for employment in this occupation (see admissions policy and procedures).

PROGRAM GOALS
1. To provide a strong curriculum based on current needs.
2. To maintain quality of instruction in clinical laboratory science courses by including instruction in the latest technological advances.
3. To develop in students professional attitudes required of clinical laboratory technicians.
4. To educate students in the benefits and merits of continuing professional development.
5. To provide competent entry-level clinical laboratory technicians to the region served by the programs.

ESSENTIAL FUNCTIONS
1. Ability to read, understand and apply instructions in English.
2. Interpersonal skills: Communicate orally in a clear and understandable manner.
3. Analytical skills: Interpret and analyze test results.
5. Visual acuity: Able to see a computer screen, keyboard and panel of instruments.
6. Ability to closely examine specimens, images or printed output created by diagnostic equipment.
7. Ability to lift and carry objects weighing up to 10 pounds.
8. Ability to stoop, bend, reach and grab with arms and hands.
9. Ability to work independently.

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

MEDICAL LABORATORY TECHNOLOGY CODE OF ETHICS
Being fully cognizant of my responsibilities in the practice of medical technology, I affirm my willingness to discharge my duties with accuracy, thoughtfulness and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patients and physicians. Recognizing that my integrity and that my profession must be pledged to the absolute reliability of my work, I will conduct myself in a manner appropriate to the dignity of my profession.

CREDENTIALING EXAMS
Upon completion of the Medical Laboratory Technology program, graduates may be certified as medical laboratory technicians by testing with the following agencies: American Medical Technologists (AMT), 10700 W. Higgins, Suite 150, Rosemont, Illinois 60018, 847-823-5169; or American Society for Clinical Pathology (ASCO), 33 West Monroe, Suite 1600, Chicago, Illinois 60603, 312-541-4999. After receiving the ASCP or the AMT credential, the graduate may need to make application to the state licensing board: Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128.

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CLOCK</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO205</td>
<td>Microbiology*</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>COM205</td>
<td>Effective Communication*</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>English Composition*</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MAT101</td>
<td>College Mathematics*</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>MED110</td>
<td>Anatomy and Physiology I</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MED115</td>
<td>Anatomy and Physiology II</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MLT101</td>
<td>Introduction to Clinical Laboratory Science</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MLT105</td>
<td>Urine and Body Fluids Analysis</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MLT110</td>
<td>Immunology and Serology</td>
<td>60</td>
<td>4</td>
</tr>
<tr>
<td>MLT115</td>
<td>General Chemistry</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>MLT120</td>
<td>Clinical Chemistry 60 4</td>
<td></td>
<td></td>
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<tr>
<td>MLT125</td>
<td>Clinical Immunohematology and Toxicology</td>
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<td>MLT130</td>
<td>Diagnostic Microbiology</td>
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<td>4</td>
</tr>
<tr>
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<td>Microbiology Laboratory</td>
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<td>4</td>
</tr>
<tr>
<td>MLT140</td>
<td>Hematology</td>
<td>60</td>
<td>4</td>
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<tr>
<td>MLT145</td>
<td>Hematology and Hemostasis</td>
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<tr>
<td>MLT150</td>
<td>Immunohematology</td>
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</tr>
<tr>
<td>MLT200</td>
<td>Transfusion Medicine and Component Therapy</td>
<td>60</td>
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</tr>
<tr>
<td>MLT205</td>
<td>Parasitology and Mycology</td>
<td>60</td>
<td>4</td>
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<tr>
<td>MLT210</td>
<td>Capstone and Certification Review</td>
<td>40</td>
<td>4</td>
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<tr>
<td>MLT215</td>
<td>Simulations I</td>
<td>120</td>
<td>4</td>
</tr>
<tr>
<td>MLT220</td>
<td>Simulations II</td>
<td>120</td>
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</tr>
<tr>
<td>MLT230</td>
<td>Simulations III</td>
<td>150</td>
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</tbody>
</table>
RADIOLOGIC TECHNOLOGY

Length: 2210 Clock Hours; 96 Instructional Weeks
Program Quarter Credits: 126
Credential Awarded: Associate of Applied Science Degree
Mode of Delivery: Residential

OBJECTIVE

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

DESCRIPTION

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

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent. 

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

Goal 2: Students will communicate effectively.

Student Learning Outcomes:
- Students will demonstrate written communication skills.
- Students will demonstrate oral communication skills.

Goal 3: Students will use critical thinking skills.

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

Goal 4: Students will model professionalism.

Student Learning Outcomes:
- Students will demonstrate professionalism in the clinical setting. Students will understand the value of professional ethics.

EXTERNSHIP

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

ACADEMIC PROGRESSION

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

CREDENTIALING EXAMS

Upon completion from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT), 1255 Northland Drive, St. Paul, Minnesota 55120, 651-687-0048, to become a Registered Technologist (Radiographer) using the credentials RT(R). This credential, or equivalent (i.e., unrestricted state license for the state in which the program is located), is necessary to work as a radiologic technologist. The school provides assistance for the completion of the application to the ARRT. Candidates for the RT program should be aware that any background findings may prevent eligibility to take the ARRT certification exam. Therefore, these candidates are advised to submit a pre-application to the ARRT Ethics Review Committee for review prior to enrolling in the program. The application and associated fee can be found at the following Web address: https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf

CAREER OPPORTUNITIES

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

PLAN OF STUDY

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>BIO205</td>
<td>Microbiology*</td>
<td>60</td>
<td>4</td>
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<tr>
<td>COM205</td>
<td>Effective Communication*</td>
<td>40</td>
<td>4</td>
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* Indicates a General Education course
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
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<tr>
<td>ENG101</td>
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<tr>
<td>MAT101</td>
<td>College Mathematics*</td>
<td>40</td>
<td>4</td>
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<td>MED110</td>
<td>Anatomy and Physiology I</td>
<td>60</td>
<td>4</td>
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<tr>
<td>MED115</td>
<td>Anatomy and Physiology II</td>
<td>60</td>
<td>4</td>
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<tr>
<td>PSY101</td>
<td>General Psychology*</td>
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<tr>
<td>RAD101</td>
<td>Introduction to Radiography</td>
<td>50</td>
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<tr>
<td>RAD105</td>
<td>Introduction to Patient Care</td>
<td>60</td>
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</tr>
<tr>
<td>RAD110</td>
<td>Radiation Biology and Protection</td>
<td>40</td>
<td>4</td>
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<tr>
<td>RAD115</td>
<td>Positioning - Chest, Abdomen and Upper Extremities</td>
<td>60</td>
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<tr>
<td>RAD120</td>
<td>Radiographic Image Production</td>
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<td>4</td>
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<tr>
<td>RAD125</td>
<td>Positioning - Lower Extremities and Pelvis</td>
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<tr>
<td>RAD130</td>
<td>Digital Radiographic Image Production</td>
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<td>RAD135</td>
<td>Radiation Physics</td>
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<tr>
<td>RAD140</td>
<td>Positioning - Spine and Bony Thorax</td>
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<td>RAD150</td>
<td>Radiographic Physics</td>
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<td>RAD205</td>
<td>Positioning - Contrast Procedures</td>
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<tr>
<td>RAD210</td>
<td>Positioning - Skull and Facial Bones</td>
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<td>RAD215</td>
<td>Radiographic Pathology</td>
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<td>RAD220</td>
<td>Pharmacology for Radiography</td>
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<td>RAD245</td>
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<tr>
<td>SOC101</td>
<td>Sociology*</td>
<td>40</td>
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</tbody>
</table>

* Indicates a General Education Course.
ACADEMIC ACHIEVEMENT/GRADING

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

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

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

Other letter grades used by the Institute include:

I  Incomplete
L  Leave of Absence
P  Proficient in the course
W  Withdrawn
WF Withdrawn Failing
TR Transfer Credit

*Medical Laboratory Technology, Radiologic Technology and Surgical Technology Students. The minimum passing grade for the Medical Laboratory Technology program, Radiologic Technology program and Surgical Technology program 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, the designated minimum passing grade may be higher. Students 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 grade point average between 3.0 and 3.69 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.
INCOMPLETE GRADE POLICY

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

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

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

COURSE REPEAT POLICY

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

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

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

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. Likewise a student who withdraws from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

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 Dean of Education. Because of space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

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

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (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 Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

TRANSCRIPT OF GRADES

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

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students must have

- Accumulated, with passing grades, the required number of credit hours within the student's program of study.
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
- Completed the program within 1.5 times the program’s length as published in the Standards of Academic Progress policy in this catalog.
- Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services.
- Returned any school property, including books and equipment.
- Must currently be in good financial standing.
- The Medical Laboratory Technology and the Radiologic Technology programs culminate in an Associate of Applied Science Degree in Tennessee. The degree is not contingent upon a student passing any type of certification, licensure examination. In Tennessee, the Medical Laboratory Technology program has licensing laws that require graduates...
of the program to obtain a state license prior to employment. To do so, a graduate must pass one of the national certifying examinations for the Medical Laboratory profession. Information and applications for state license and the national certifying agencies are available from the program director and instructors, also the certifying agencies website.

**Licensure, Certification, and Registration**

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

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

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

**Radiologic Technology Program**

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

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

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

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

The application and associated fee can be found at the following web address: www.arrt.org/pdfs/Etichs-Review-Pre-Application.pdf

**Surgical Technology Program**

The Certified Surgical Technologist (CST) examination will be administered on-campus to each eligible candidate on a pre-scheduled date established by the program director, National Board of Surgical Technology and Surgical Assisting (NBSTSA), and Applied Measurement Professional (AMP) as close to the cohort’s graduation date as possible.

Approved candidates must have graduated from an accredited surgical technology program as recognized by the NBSTSA. Recognized surgical technology programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), www.caahep.org, or the Accrediting Bureau of Health Education Schools (ABHES), www.abhes.org.

Candidates who are ineligible to sit for the examination on the pre-determined date due to academic, attendance, financial, or other conflict will be required to schedule an examination appointment off campus. The following procedure will be followed:

- Once the candidate has received an Authorization to Test letter, the candidate may schedule an examination appointment online any time by using AMP’s online scheduling service at www.goAMP.com.

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retains the sole authority to establish eligibility requirements and make all final decision regarding eligibility. Before testing, individuals must first establish eligibility by submitting the appropriate examination application form, along with the correct fees. The testing fee is paid one time by the school.

NBSTSA does not refund processing fees for ineligible candidates. Once approved, NBSTSA provides candidates with an Authorization to Test number, and both the phone number and web address to contact the testing agency to schedule the test

**Student Handbooks**

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

**Counseling/Advisement**

Academic advising is available throughout the student’s enrollment at the 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’s 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 for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

**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 Dean 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 Dean 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**

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean 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 if the issue is grade related and the Campus President. This meeting will be held within seven calendar days of the Campus President/Dean of Education receiving the student’s written appeal. The student will be notified in writing via mail and email of the Academic Review Board’s decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy, the student will remain withdrawn from the school until the appeal is successful. See SAP Appeals & Financial Aid Probation of the Satisfactory Academic Progress section of this catalog for more information if the student is appealing termination due to failure to maintain satisfactory academic progress.

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

**Attendance**

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

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

Students with chronic absenteeism 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 College/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 Dean 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 Dean’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.

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

For the Class A CDL program, 90% of all clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class in excess of 10% of the hours 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 absences occur. 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. If absences at any time during the program exceed more than 30 hours (one week), the student will be placed on a mandatory prescribed school schedule which
may include Saturday school attendance. Special circumstances will be managed by the Program Director with the approval of the Dean of Education/campus President.

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.

MAKE-UP WORK

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

TARDINESS/EARLY DEPARTURE

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

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

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

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

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

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 Institute 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, preferably in writing.

Should students be considering withdrawing from a course or from the Institute, they should meet with the Dean of Education, 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 a withdrawal, the student must provide notification to the Campus President and the Registrar, preferably in writing, and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

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

Withdrawals as a Result of 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 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 school of the scheduled clinical or externship hours within the assigned grading period.

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’s standards of satisfactory academic progress, in which case the appeal process is to be followed.

Student Responsibility

Whenever their schedule changes, 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 accounted 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/clock hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary continuously throughout the program.

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

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

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

CLOCK HOUR OF INSTRUCTION

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

CLOCK TO CREDIT HOUR CONVERSION FORMULA

Definition of a Credit Hour

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

One quarter credit hour is defined as:

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

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

Out-of-Class Work

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

Types of Out-of-Class Work

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

Assignment of Out-of-Class Work

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

MAXIMUM CLASS SIZE

Maximum class capacity is 40 students per lecture class and 20 students in the student laboratory. In the Medical Laboratory Technology program there is a ratio of 30 students to each instructor in lecture class and 10 students for each instructor for student laboratory. For the Radiologic Technology program there is one instructor to every 12 students in the laboratory. For the Surgical Technology program there is one instructor to every 10 students in the laboratory.

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 7:00 a.m. and 11:00 p.m., Monday through Friday, and 7:00 a.m. and 5:00 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**

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

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

** COURSE ADD/DROP**

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

**CLINICAL EXTERNSHIPS**

1. Nature of policies in this section of the Catalog
   a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.

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

3. Requirements that must be met prior to release to externship
   a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
   b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.

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 which 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. Some externship sites may be farther than 50 miles from the campus. Additional information can be found in the
programmatic 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.

iii. In accordance with JRCERT Standards, students enrolled in the Radiologic Technology program will not be scheduled to spend more than 10 hours per day or 40 hours in any one week in school/clinical. Students will receive a schedule prior to each term/module. Clinical education hours for the Radiologic Technology program may vary (may range from 5 AM - 7 PM for day shift or 7 PM - 5AM for evening rotations and any shift on weekends). Clinical/externship rotations for the Radiologic Technology program will be scheduled based on the hours of operation and discretion of each clinical site and the Clinical Coordinator or Clinical Representative.

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.

h. 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. Is the student’s supervisor is a member of the site's staff, a member of the Institute’s staff will visit that site at least once during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.

b. Sign-off on attendance

i. The student’s supervisor must sign off on time reported back to the Institute. It is the student’s responsibility to get the supervisor’s signature on his or her timecard.

9. Safety, confidentiality, professionalism

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 coordinator 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, students’ 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 fingerprinting or conducting a background check.

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

**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 assists the Institute in making changes and modifications to improve the quality of programs, instruction, and student services.

**LEARNING RESOURCE ROOM**

The Learning Resource Room (LRR) is an area serving a number of academic programs. The Room is located in a defined learning space within the Institute. The Learning Resource Room houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of data bases and web-based resources that are accessible on computers in the LRR or at any location in the Institute. The LRR provides a quiet environment for study or research.

**CAREER SERVICES**

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the
students by promoting the 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 ongoing 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 employed 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’s 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._
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’s catalog. The content and schedule for the programs and academic terms are described in this catalog. With the exception of the enrollment fee, which is a one-time charge, all other tuition and fees are charged each quarter. A returned payment fee of $25.00 may be charged for each returned check or rejected payment.

Refund and Cancellation Policies

If an applicant/student cancels, withdraws, or is terminated by the Institute for any reason, refunds will be made according to the Institute’s Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or the Institute determines that the student has withdrawn. All refunds will be calculated using the student’s last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student’s last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis 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

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

<table>
<thead>
<tr>
<th>Proportion of Term or Module Taught</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% or Less</td>
<td>90%</td>
</tr>
<tr>
<td>10.01% up to and including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
<td>70%</td>
</tr>
<tr>
<td>30.01% up to and including 40%</td>
<td>60%</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>No Tuition Refund</td>
</tr>
</tbody>
</table>
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, by mailing a written notice to Fortis Institute, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant's Enrollment Agreement with the Institute was signed by the student and a representative of the Institute. The applicant may use a copy of his or her Enrollment agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis Institute, 1025 Hwy. 111, Cookeville, Tennessee, 38501. If the applicant for admission cancels his or her enrollment as noted above more than seven calendar days after signing the agreement, and after making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the $100 Enrollment Fee to be paid within 30 days.

CANCELLATION/REJECTION POLICY

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

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

**FEDERAL PELL GRANT**

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the 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 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 student is available, a qualified student is notified of their acceptance into the FWSP program. If a position is not available, the application process begins at a later date once a position opens. If an applicant for FWSP does not qualify for the FWSP program, the application process continues.

**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.

**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 website 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.

- Vocational Rehabilitation

Vocational Rehabilitation is a federal and state-funded program providing services to help individuals with disabilities enter or to return to employment. It is a one-stop career program providing services to help individuals with disabilities development program that offers individuals with disabilities a wide range of services designed to provide them with the skills, resources, attitudes, and expectations needed to compete in the interview process, get the job, keep the job, and develop a lifetime career. You can find more information by contacting the Vocational Rehabilitation office in person, by US postal service, or by telephone.

Vocational Rehabilitation Services
Citizens Plaza State Office Building
2nd Floor, 400 Deadrick Street
Nashville, Tennessee 37243-1403
Phone: (615) 313 – 4891, Fax: (615) 741 – 6508

- Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act is designed to assist students who have been affected by the downturn in the economy to reenter 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 counties that award funding for that specific county. 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. You can contact your county’s local LWIOA office in person, by US postal service, or by telephone.

Tennessee Department of Labor & Workforce Development
220 French Landing Drive
4th Floor, Building A
Nashville, TN 37243
(615)741-6642

Verification

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

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

RETURN OF TITLE IV FUNDS POLICY

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

Credit Hour Programs:

No. of Days Completed in the Payment Period through Withdraw Date
Total Number of Days in the Payment Period

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on a Brief Period of Non-Enrollment 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
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.fortisedu.info/  
- Loan Repayment and Counseling
- Terms and Conditions for Federal Loan Deferments
- Student Lending Code of Conduct
- Private Education Loans
- EA Institutional Loans
- Preferred Private Education Loan Lender List

**SATISFACTORY ACADEMIC PROGRESS**

The 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 students’ program of study. The SAP standards are used primarily to determine a student’s eligibility to receive federal financial aid under Title IV of the Higher Education Act, however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

**SAP Evaluation Periods**

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

**Maximum Time Frame**

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

**Quantitative Requirement Credit Completion**

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a “W”, “WF”, or “F.” All courses for which a student receives a grade, whether passing or failing, a withdrawn (“W”), a withdrawn failing (“WF”), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student’s program 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**

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

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

**Programs of Study of Less Than One Academic Year**

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

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

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

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

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 to 32</td>
<td>50%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>32.5 to 48</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>48.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

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

“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 students program of study.

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

**SAP Appeals & Financial Aid Probation**

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

The Financial Aid Committee may grant one additional quarter as a Financial Aid Probationary period, approve an “Academic Improvement Plan,” which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an additional quarter as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the Institute’s satisfactory academic progress standards by the end of that quarter.

The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student’s circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the Institute. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

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

Transfer and Readmitted Students/Students Changing Majors

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

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

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

Remedial Courses

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

Termination

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

Students accepted into an academic program of study at the 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:

**STUDENT POLICIES**

- 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 atake 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’s documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
• Hazing, on or off Institute’s 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’s 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’s property or at an Institute’s 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

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’s 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.fortisedu.info/

VIDEO-RECORDING OR AUDIO-RECORDING POLICY

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

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 licencing 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 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 time.
- When participating in any form of social media, students are
  encouraged not to misrepresent themselves, and to make
  postings that are both meaningful and respectful without any
  kind of slanderous or offensive language that may be aimed at
  any member or group of the college community.
- The use of any social media sites to harass, intimidate or bully
  a fellow student, faculty, member of the college and/or affiliate
  is strictly prohibited and will not be tolerated. (See Policy on
  Cyberbullying.)
- When posting on social media sites, students must be mindful
  of all copyright and intellectual property rights, especially those
  reserved by the school.
- The use of the school logo, image, or iconography on personal
  social media sites to endorse a 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 Dean of Education or his/her designee
immediately.
DRESS CODE

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

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

- 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 medical technology and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

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

Accessories

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

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or earstretcher 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 medical technology programs and two uniform shirts for trade programs.

The following standards apply to allied health programs:

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

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

Students who violate the dress code policy may be prohibited from attending school or campus-related activities. Those who disregard the dress code will be warned. If the problem persists, students may be dismissed from Fortis Institute.

DRUG AND ALCOHOL POLICY

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

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

In regards to the Drug Free Institute Policy and Program, the Institute reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free 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.fortisedu.info/

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’s 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 expelled from the Institute.

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

TERMINATION OR EXPULSION POLICY

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

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

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

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

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

Students dismissed for conduct violations will not be readmitted.

STUDENT APPEAL PROCESS

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

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

CRIME AWARENESS AND CAMPUS SECURITY ACT

The 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 Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistics’ 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.fortisedu.info/ 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 Representative.

VIOLENCE AGAINST WOMEN ACT

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 40 and the Termination or Expulsion Policy can be found on Page 40. 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 Deputy Title IX Coordinator, James Williamson, Campus President. 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 Deputy 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.

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 Dean 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 purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only 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, telephone number, birth date, program undertaken, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institute requires students to present such a request in writing at the time of enrollment. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

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 is 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 Dean 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 extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

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

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

**Student Activities**

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

**Field Trips**

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

**Housing Assistance**

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

**Pregnancy**

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

Note: For policy information regarding declared pregnant students in the Radiologic Technology program, please refer to the program handbook.

**Leave of Absence**

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

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

- The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave Request Form.
- The applicant for a LOA must be able to confirm that the applicant understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated and that his or her federal student loan(s) will have
entered their federal loan “grace period” as of the applicant’s actual last day of class attendance. Further, repayment of the student’s loans will begin six months after his or her last day of class attendance.

• For students enrolled in a credit hour program, an LOA should be requested prior to the first scheduled class day of a term or module. However, in certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of in-term LOA request, the student will receive a grade of “L” for each course attempted in the term. The “L” grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student’s progression through the program. If the institution grants this type of in-term LOA, all tuition charges associated with the courses in the term or module started but not completed will be removed. Tuition payments from all sources associated with the courses in the term or module started but not completed will be refunded to the source of the payment. The only exception to this procedure to remove charges for a term started but not completed would be books, uniforms, laptop computer or similar charges where the item charged was provided and used by the student, and not returned or not eligible return for credit.

• A student, who is granted an LOA in a credit hour program, may only return in at the beginning of a term or module.

The applicant for a Leave of Absence will be notified by the Dean of Education or the Campus President if his or her application for a Leave of Absence has been approved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student.
A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

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

A student has the right to appeal all matters with respect to

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

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

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

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education.

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

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

   A response from the Appeals Committee must be provided to the student within seven calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student’s mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committee’s decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student’s mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President’s decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student’s mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority 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:
   
   Tennessee Higher Education Commission 404 James Robertson Parkway, Suite 1900
   Nashville, Tennessee 37243
   (615) 741-3605
   www.tn.gov/thec

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The title and address of the accrediting commission is:

The Council on Occupational Education,
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
(800) 917-2081
www.council.org

For the Medical Laboratory Technology program, the title and contact information of the programmatic accrediting agency is:

National Accrediting Agency for Clinical Laboratory Science
5600 North River Road, Suite 720
Rosemont, IL 60018
Phone: (847) 939-3597
Fax: (773) 714-8886
www.naacls.org

For the Radiologic Technology program, the title and contact information of the programmatic accrediting agency is:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60603-3181
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

For the Surgical Technology program, the title and contact information of the programmatic accrediting agencies are:

Accreditation Review Council on Education
6 West Dry Creek Circle, Suite 110
Littleton, CO 80120
Phone: (303) 694-9262
Fax: (303) 741-3655
www.arcsta.org

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: (727) 210-2350
Fax: (727) 210-2354
www.caahep.org

**ARBITRATION**

Pursuant to a student’s Enrollment Agreement, any disputes, claims, or controversies between a student and Fortis Institute matter how described, pleaded or styled, arising out of or relating to his or her Enrollment Agreement, their recruitment, enrollment, or attendance at Fortis Institute, the education provided by Fortis Institute, Fortis Institute’s billing, financial aid, disbursement of funds, career service assistance, or any other claim relating in any manner to the student’s relationship with Fortis Institute that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. A student should refer to his or her Enrollment Agreement for further information. If a student cannot find his or her Enrollment Agreement, he or she should ask the Campus President for a copy.
EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, RAD represents courses in the Radiologic Technology program.

AHP..................................................General Education
ATT..................................................Advanced Tractor Trailer
Driving BIO....................................Biology
CA, CMP, CST.................................Computer Technology
CLA............................................Class A CDL Driving
CHE.............................................Chemistry
COM...........................................Communications
ELC.............................................Electricity
HVR........................................HVC
ENG............................................English
PSY..............................................Psychology
RAD............................................Radiologic Technology
SOC............................................Sociology
ST...............................................Surgical Technology

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

AHC102 CAREER READINESS
1.0 Credit
12 Clock Hours (12 Lecture)
This course prepares students for their job search experience. Skills developed include researching potential employers, performing self-assessment evaluations, composing effective resumes, and techniques for successful interviews. Radiologic Technology and Surgical Technology programs.
Prerequisite(s): None

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 health profession students must understand the structure of medical language, including prefixes, suffixes, root words and medical abbreviations.

curso descriptio

Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.
Prerequisite(s): None

AHP106 MEDICAL ANATOMY AND PHYSIOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.
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

ATT001 BASIC OPERATIONS
40 Clock Hours (40 Lecture Hours)
This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about various types of carriers and how they operate within the Department of Transportation regulations. Students will recognize the control systems of commercial vehicles and identify 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 “Skills Lessons” with an emphasis placed on personal health while driving on the road and the “Road Athlete” system.
Prerequisite(s): None
ATT002 VEHICLE SYSTEMS & MAINTENANCE
40 Clock Hours (40 Lecture 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 392.7 through 392.9. Students will also explore “Skills Lessons” with an emphasis on driver stress management and the role it plays in driver safety.
Prerequisite(s): None

ATT003 CARGO DOCUMENTATION / PERSONAL SAFETY
40 Clock Hours (40 Lecture Hours)
The course presents and reviews information on how to improve defensive driving skills. Topics include: proper cargo handling for appropriate weight distribution, driving with hazardous materials, and the importance of avoiding skids and jackknife situations. The Five Keys of the Smith System focuses on the core safe driving fundamentals of space, visibility, and time. This course will cover information on best practices for Railroad Crossing in accordance with Federal and State regulations. Other topics include: 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 professional conduct.
Prerequisite(s): None

ATT004 SMITH SYSTEM & CDL PREPARATION
40 Clock Hours (40 Lecture Hours)
This course presents material needed for students to successfully pass the written portion of the general knowledge, combination, and air brake system of a tractor trailer. 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, and students will explore “Skills Lessons” with an emphasis on employee public relations.
Prerequisite(s): None

ATT005 HOURS OF SERVICE AND TRIP PLANNING
40 Clock Hours (40 Lecture Hours)
The student will demonstrate how to plan trips, read an atlas, and recognize different types of computer systems such as Qualcomm. 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 maximize drive time and avoid hours-of-service violations—a benefit to both driver and employer. Students will also continue exploration of “Skills Lessons” with an emphasis on providing the highest quality customer service.
Prerequisite(s): None

ATT006 INTRODUCTION TO VEHICLE CONTROL
40 Clock Hours (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. Students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 42-point vehicle inspection of the vehicle. Students will also explore “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 air brake system of a tractor trailer.
Prerequisite(s): None

ATT007 BASIC VEHICLE CONTROL
40 Clock Hours (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 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(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006

ATT008 INTERMEDIATE VEHICLE CONTROL
40 Clock Hours (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 side view) 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(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007

ATT009 ADVANCED VEHICLE CONTROL
40 Clock Hours (40 Lab Hours)
This course will introduce students to the blind side parallel parking maneuver. In reverse, the student will learn to intentionally move the tractor and trailer into a 100 x 12 foot box area on the right (passenger’s side or blind side) of the truck. The students will be able to choose backing targets to successfully complete this maneuver to further enhance mirror usage skills and develop 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 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 various shifting patterns of the tractor trailer.
Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008

ATT010 BASIC DRIVING TECHNIQUES
40 Clock Hours (40 Lab Hours)
This course will introduce students to the alley dock maneuver. In reverse, the student will learn to intentionally move the tractor and trailer from a 45 degree angle across a 70 foot diagonal line and place the rear of the trailer into a 20 x 12 foot box area. Once the students have completed the basic maneuver, the truck will be
positioned at various angles to challenge the student further.

Students will continue skills developed in previous classes and be able to choose backing targets, enhance mirror usage skills, and develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). 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 how to take evasive action when needed. Students will also explore “Skills Lessons” with an emphasis on conflict and negotiation. In addition, students will continue “Transportation Industry Awareness Lessons” with a focus on the practical application of accident procedures.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008, ATT009

ATT011 ADVANCED DRIVING TECHNIQUES
40 Clock Hours (40 Lab Hours)
This course will allow students to review the backing maneuvers completed in previous courses (straight line backing, sight side parallel parking, blind side parallel parking, and alley docking) alongside of actual tractors and trailers. 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 zone, and applying the Smith System. Students will also explore “Skills Lessons” with an emphasis on human resources and business communication. In addition, students will continue “Transportation Industry Awareness Lessons” with a focus on the Federal Motor Carrier Safety Administration’s Compliance, Safety and Accountability (CSA) 2010 and Transportation Worker Identification Credential (TWIC) Card.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008, ATT009, ATT010

ATT012 CDL SKILLS / DRIVING
40 Clock Hours (40 Lab Hours)
In this course students continue to build on their previously learned skills and enhance their ability to react to the ever-changing driving situation in a busy and unpredictable environment. Students’ driving skill levels in residential, shopping, and city environments will be assessed and students will be prepared for the CDL A test and entry-level employment as a Class A driver. Students will be able to spot potential hazards and stationary objects, practice safe operations, understand the importance of maintaining a professional attitude, demonstrate an understanding of professional conduct among other drivers, understand traffic controls, stop lines, crosswalks, truck routes and bus corridors, and demonstrate parking safely to make an emergency stop. Students will also explore “Skills Lessons” with an emphasis on personal financial management. In addition, students will continue “Transportation Industry Awareness Lessons” with a focus on load securement of trailer.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008, ATT009, ATT010

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

Prerequisite(s): None

CLA101 BASIC OPERATIONS
70 Clock Hours (45 Lecture/25 Lab Hours)
This module is designed to inform students on the general information needed for obtaining their CDL Class “A” license including but not limited to: safety securing and hauling cargo, air brakes, combination vehicles and procedures of handling hazardous materials. Students will learn necessary information needed for inspecting double and triple trailers and driving a “tank vehicle” that carries liquid or gaseous materials. Students will be informed of the hours of service allowed on the road, how to carefully plan their trips, route selection, keeping records, Federal length and weight limits, State limits and penalties that can apply when not in compliance.

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

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 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students become familiar with the principles and
time 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 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 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students gain a basic understanding of the principles and
time 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,
electromechanically, 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
there characteristics.
Prerequisite(s): None

HVR120 CONTROLS, MOTORS AND MOTOR CONTROLS
4.0 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): HVR105

HVR125 REFRIGERANTS
4.0 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): HVR105

HVR130 RESIDENTIAL AIR CONDITIONING
4.0 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): HVR125

HVR135 COMMERCIAL AIR CONDITIONING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on the installation, start-up, and operation of
commercial air-conditioning equipment. High-pressure, low-
pressure, absorption chilled water systems, cooling towers and
pumps, operation, maintenance, and a troubleshooting of chilled
water air conditioning systems, commercial packaged rooftop
equipment, economizers, variable air volume, variable refrigerant
flow and variable air flow system will be covered. Upon
completion of this course students will be able recognize components and types of commercial air conditioning systems.
Prerequisite(s): HVR125

HVR140 COMMERCIAL REFRIGERATION CONCEPTS
4.0 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

HVR145 INDUSTRIAL REFRIGERATION
4.0 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 transport refrigeration and in large-scale industrial
facilities. Topics include methods of refrigerated transport, and the
components, processes and troubleshooting of chillers, cooling
towers and chilled water air conditioning systems. At the end of
this course, students will be able to define, describe and identify the
concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems.
Prerequisite(s): HVR125

HVR150 ELECTRIC HEAT AND HEAT PUMPS
4.0 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 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): HVR105

HVR160 OIL HEATING SYSTEMS
4.0 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 HVAC SYSTEM PERFORMANCE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides the student with the basic principles for the design and installation of HVAC 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 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 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides the student with the basic principles for troubleshooting HVAC equipment. The methods for repairing problems identified in HVAC equipment are practiced. The focus is on HVAC 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 HVAC equipment.

Prerequisite(s): HVR105

HVR180 EPA CERTIFICATION PREPARATION
4.0 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 place 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

MAS110 CLINICAL PROCEDURES AND TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

Prerequisite(s): None

MAS115 LABORATORY PROCEDURES AND TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

Prerequisite(s): MAS110

MAS120 HUMAN DISEASES AND PHARMACOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.
Prerequisite(s): None

**MAS125 INVASIVE CLINICAL PROCEDURES**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant’s role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant’s role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.
Prerequisite(s): MAS110

**MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national Certified Medical Assistant examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.
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 gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid. Prerequisite(s): All program courses

**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 AND PHYSIOLOGY I**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.
Prerequisite(s): None

**MED115 ANATOMY AND PHYSIOLOGY II**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body’s internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and Immunities, digestive and nutrition, respiratory, urinary and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.
Prerequisite(s): MED110

**MLT101 INTRODUCTION TO CLINICAL LABORATORY SCIENCE**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This is an introductory course, where the student will gain a foundation of theory and skills for understanding, and applying learned techniques when performing routine laboratory tests. The major areas of theory, skill, and techniques studied briefly during this course are: basic hematology, hemostasis, immunology and immunochemistry, urinalysis, clinical chemistry, clinical microbiology, and parasitology. The student is introduced to pipetting, the metric system, Beer’s Law, specimen processing, and microscopy.
Prerequisite(s): None

**MLT105 URINE AND BODY FLUIDS ANALYSIS**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides to the student the basic, hands-on instruction in the process of urinalysis. All aspects of urinalysis are covered, including specimen collection, physical observations, chemical and microscopic analysis, including quality control. Also covered are the physiological functions of the kidney, use of lyophilized controls, calculating specific gravity, use of confirmatory tests and comparisons of types of microscopy. Other analyses will include fecal, seminal, amniotic, cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids.
Prerequisite(s): None

**MLT110 IMMUNOLOGY AND SEROLOGY**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course encompasses the theory, practice, and clinical applications in the field of immunology and serology. The student will gain a foundation of basic concepts of immunology, to elucidate the underlying theory of procedures performed in immunology and serology. The major areas explored during this course are: basic immunologic mechanisms, theory of immunologic and serologic procedures, immunologic manifestations of infectious diseases, and immunologically and serologically related disorders, and the students’ application of procedures and techniques of each area.
Prerequisite(s): None

**MLT115 GENERAL CHEMISTRY**
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
This course is a basic course in inorganic chemistry emphasizing equations, atomic theory, the periodic table, molecular structure, emphasizing the chemistry of human blood plasma and the theory of solutions, metrics, and statistics used in laboratory quality control. 
Prerequisite(s): MAT101

MLT120 CLINICAL CHEMISTRY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis as well as the pathophysiologic changes that occur in disease and which affect testing outcomes. Clinical chemistry explores the various basic principles and practice of analytical chemistry of human plasma and serum along with patient correlations and analytic procedures. This course will explore the chemical assessment of the organ system functions and address basic theoretical concepts of photometric measurements used in clinical chemistry. 
Prerequisite(s): MLT115, MED115

MLT125 CLINICAL IMMUNOCHEMISTRY and TOXICOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis using specialized EIA, immunofluorescence, ELISA, particle fluorescence, and antigen-antibody measurement methodologies. All body systems are studied. Also studied and explored are molecular diagnostics, toxicology, clinical enzymology, therapeutic drug monitoring, and the examination of urine. Specialty areas will include the geriatric and pediatric patients. The student uses available analytical equipment and spectrophotometers to perform analyses with human specimens. 
Prerequisite(s): MLT115, MED115

MLT130 DIAGNOSTIC MICROBIOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on the essentials of modern diagnostic microbiology. Information is presented in diagnostic format in the classroom environment, progressing from basic principles and concepts to the systematic and theoretical identification of etiologic agents of infectious diseases to the development of the process of flowchart identification of pathogens. The course explains basic principles and concepts to setup a firm foundation in medical microbiology. 
Prerequisite(s): MAT101, MED115

MLT135 MICROBIOLOGY LABORATORY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on performing actual cultivation of microorganisms, their identification, and antibiotic sensitivity. Information is presented in an easy-to-use format in a hands-on environment, progressing from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases to the development of problem-solving skills. Microbiology lab exposes the student to actual culture techniques using an organ system approach to perform the laboratory diagnosis of infectious diseases, with a primary focus on the most medically significant and commonly encountered organisms. 
Prerequisite(s): MAT101, MED115

MLT140 HEMATOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis as well as the pathophysiologic changes that occur in disease and which affect testing outcomes. Clinical chemistry explores the various basic principles and practice of analytical chemistry of human plasma and serum along with patient correlations and analytic procedures. This course will explore the chemical assessment of the organ system functions and address basic theoretical concepts of photometric measurements used in clinical chemistry. 
Prerequisite(s): MLT115, MED115

MLT145 HEMATOLOGY and HEMOSTASIS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces the student to actual clinical hematologic testing techniques found in the hematologic section. Leukocyte and erythrocytic disorders are examined, with areas of study including cytochemistry, molecular genetics, manual cell counts, and WBC differentials. The course includes a study of hemostasis with its disorders and syndromes. Mature lymphocytic malignancies are discussed, diseases of the bone marrow, as well as pediatric and geriatric hematology. The major lines of automated cell counters are examined, as is other collateral hematological testing such as reticulocytes, ESR, and staining techniques. 
Prerequisite(s): MLT115, MED115

MLT150 IMMUNOHEMATOLOGY
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides a comprehensive overview and study of modern transfusion practice, donor collection processes, hemapheresis, component preparation/storage/transportation, genetics and immunology as applied to transfusion medicine, antiglobulin testing and applicability to pretransfusion testing, human red cell groups. The course addressed the ABO and Rh systems, lesser known blood groups systems, compatibility testing, transfusion practices (applied DAT/IAT, Antibody ID, and case studies), a broad review of transfusion practices, and patient age considerations. 
Prerequisite(s): MLT115, MED115

MLT200 TRANSFUSION MEDICINE and COMPONENT THERAPY
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course presents the student with clinical conditions associated with transfusion medicine (with case studies), GVHD, transfusion reactions, cell-mediated all immunization, and the investigation of patient reactions to transfusion. These topics are followed by transfusion-transmitted diseases, infections, parasitic infections, followed by hemolytic diseases of the newborn, all fetomaternal considerations and pathogenesis. The final section of the course introduce the autoimmune hemolytic anemias and drug-induced hemolytic anemias including warm autoantibody, cold agglutinin syndrome, and PCH. The final topics deal with quality assurance, and regulatory issues, biosafety, irradiation, and introduce the various agencies, (i.e. AABB, FDA, BOB) whose standards regulate the blood banking industry. 
Prerequisite(s): MLT115, MED115

MLT205 PARASITOLOGY and MYCOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents basic descriptions of parasites and fungi commonly found to cause human disease. Students will learn the pathogenesis of parasite infections and be able to diagnose these
infections in the laboratory. Students will explore the reality of global approaches to diagnosis of—exotic diseases, not commonly seen in the United States in years past. Students will apply microscopic methods, and discuss non-traditional methods of parasite detection, using immunological and molecular techniques.  

Prerequisite(s): MLT115, MED115

**MLT210 CAPSTONE AND CERTIFICATION**  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This is a review course for the MLT certification examination. All MLT concepts are covered throughout this course, along with demonstration of practical applications of various techniques for each medical laboratory discipline and its corresponding instrumentation. The structure of the ASCP and AMT exams are also delineated. This course is designed to ensure that the student has the knowledge and information necessary to pass the MLT certification.  

Prerequisite(s): MLT110 - MLT150

**MLT215 SIMULATIONS I**  
4.0 Credits  
120 Clock Hours (120 Externship Hours)  
This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.  

Prerequisite(s): MLT120, MLT140

**MLT220 SIMULATIONS II**  
4.0 Credits  
120 Clock Hours (120 Externship Hours)  
This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.  

Prerequisite(s): MLT130, MLT150

**MLT230 SIMULATIONS III**  
5.0 Credits  
150 Clock Hours (150 Externship Hours)  
This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.  

Prerequisite(s): MLT220

**MLT240 EXTERNSHIP I**  
7.0 Credits  
210 Clock Hours (210 Externship Hours)  
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.  

Prerequisite(s): MLT230

**MLT250 EXTERNSHIP II**  
7.0 Credits  
210 Clock Hours (210 Externship Hours)  
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.  

Prerequisite(s): MLT240

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

Prerequisite(s): None

**PHT110 FUNDAMENTALS OF PHARMACY**  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office procedures and effective customer service will prepare the student for the technicians' role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.  

Prerequisite(s): None

**PHT115 MATHEMATICS FOR PHARMACY TECHNICIANS**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.

Prerequisite(s): None

PHT120 DRUG CLASSIFICATION SYSTEMS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.

Prerequisite(s): None

PHT125 PHARMACY PRACTICE AND PRINCIPLES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.

Prerequisite(s): PHT110

PHT130 PHARMACOLOGY FOR PHARMACY TECHNICIANS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.

Prerequisite(s): PHT110

PHT135 INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNDING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, non-sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.

Prerequisite(s): PHT110, PHT115

PHT140 CERTIFICATION PREPARATION AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will prepare for the national certification through the Pharmacy Technician Certification Board’s Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation, and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.

Prerequisite(s): PHT110

PHT190 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 preforms 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 program courses

PHT190 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 preforms 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 program courses

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

RAD101 INTRODUCTION TO RADIOPHGRAPHY
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content also provides a foundation in ethics and law
related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.
Prerequisite(s): None

RAD105 INTRODUCTION TO PATIENT CARE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides an overview of the principles of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.
Prerequisite(s): None

RAD110 RADIATION BIOLOGY AND PROTECTION
4.0 Credits
40 Clock Hours (40 Lecture Hours)
Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.
Prerequisite(s): MED115, RAD101

RAD115 POSITIONING - CHEST, ABDOMEN AND UPPER EXTREMITIES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform standard imaging procedures of the chest, abdomen, and upper extremities. Consideration is given to the evaluation of optimal diagnostic images.
Prerequisite(s): MED115, RAD101

RAD120 RADIOGRAPHIC IMAGE PRODUCTION
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
This course is designed to establish a knowledge base in factors that govern the image production process. Guidelines for calculating and selecting exposure factors, proper use of accessory devices, and the factors affecting imaging quality are also presented.
Prerequisite(s): None

RAD125 POSITIONING - LOWER EXTREMITIES AND PELVIS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform standard imaging procedures of the lower extremities and pelvis. Consideration is given to the evaluation of optimal diagnostic images.
Prerequisite(s): RAD115

RAD130 DIGITAL RADIOGRAPHIC IMAGE PRODUCTION
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed.
Prerequisite(s): RAD120

RAD135 RADIATION PHYSICS
4.0 Credits
40 Clock Hours (40 Lecture Hours)
Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.
Prerequisite(s): MAT101, RAD120

RAD140 POSITIONING - SPINE AND BONY THORAX
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform standard imaging procedures of the spine and bony thorax. Consideration is given to the evaluation of optimal diagnostic images.
Prerequisite(s): RAD125

RAD145 RADIOGRAPHY I
4.0 Credits
120 Clock Hours (120 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD105, RAD110, RAD115, RAD120

RAD150 RADIOGRAPHIC PHYSICS
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of quality control. Content is also designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of a computed tomography (CT) device and other imaging modalities. Content is not intended to result in clinical competency.
Prerequisite(s): MAT101, RAD130

RAD155 RADIOGRAPHY II
4.0 Credits
120 Clock Hours (120 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD125, RAD145

RAD205 POSITIONING - CONTRAST PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform imaging procedures utilizing contrast media. Consideration is given to the
evaluation of optimal diagnostic images.
Prerequisite(s): RAD140

RAD210 POSITIONING - SKULL AND FACIAL BONES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform imaging procedures of the cranium and mandible. Consideration is given to the evaluation of optimal diagnostic images.
Prerequisite(s): RAD205

RAD215 RADIOGRAPHIC PATHOLOGY
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.
Prerequisite(s): MEd115

RAD220 PHARMACOLOGY FOR RADIOGRAPHY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.
Prerequisite(s): MAT101, MEd115

RAD225 RADIOGRAPHY III
4.0 Credits
120 Clock Hours (120 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD140, RAD155

RAD230 RADIOGRAPHY IV
7.0 Credits
210 Clock Hours (210 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD205, RAD225

RAD235 RADIOGRAPHY V
7.0 Credits
210 Clock Hours (210 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of

the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD210, RAD230

RAD240 RADIOGRAPHY VI
8.0 Credits
240 Clock Hours (240 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD235

RAD245 RADIOGRAPHIC REGISTRY REVIEW
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the American Registry of Radiologic Technologists certification exam.
Prerequisite(s): All preceding program core courses

SGT101 INTRODUCTION TO SURGICAL TECHNOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is designed to introduce the student to the field of surgical technology. Topics will include the history of surgery and surgical technology, the surgical patient, death and dying, laws and ethics, health care facilities, communication and teamwork. The knowledge gained during this course will provide the students with the necessary foundations to progress to the next level of courses.
Prerequisite(s): None

SGT105 ASEPSIS AND STERILE TECHNIQUE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
A variety of topics pertaining to surgical asepsis and aseptic technique, including decontamination, sterilization, and disinfection will be introduced in this course. The students will be exposed to implementing aseptic technique in the operating room, wearing proper attire, how to perform a proper hand washing, surgical hand scrub, and donning and removal of surgical gown and gloves for the operating room (OR). Environmental hazards and risk factors associated with the hospital and OR environment are reviewed.
Prerequisite(s): None

SGT110 INSTRUMENTATION AND SURGICAL APPLICATIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn the different types of sutures, needles and staplers used during surgery as well as the steps in wound healing and complications. Additional topics will include; biomechanics and computer technology as well as the different types of energy sources students will encounter in surgery. Finally, students will be introduced to the common categories of surgical instruments and their functions.
Prerequisite(s): None

SGT115 SURGICAL CASE MANAGEMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn the steps of surgical case management to include preoperative, intraoperative, and postoperative patient care, creation and maintenance of the sterile field, patient positioning, draping procedures, and surgical procedure progression. Lab instruction will be included to apply theory to practice. The knowledge gained during this course will provide the students with the necessary skills needed to progress to the next level of training.
Prerequisite(s): SGT101, SGT105

SGT120 DIAGNOSTIC, GENERAL, OBSTETRIC AND GYNECOLOGICAL SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn several diagnostic procedures as well the benefits and challenges of endoscopic surgery to include robotic-assisted surgery. The students will learn the concepts that are integral to both general obstetric and gynecologic surgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.
Prerequisite(s): SGT105, SGT110

SGT125 OPHTHALMIC, OTORHINOLARYNGOLOGY, MAXILLOFACIAL AND PEDIATRIC SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn the concepts that are integral to ophthalmic, otorhinolaryngology, maxillofacial, and pediatric surgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.
Prerequisite(s): SGT105, SGT110

SGT130 PLASTIC, GENITOURINARY AND ORTHOPEDIC SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
The students will learn the concepts that are integral to plastics, genitourinary, and orthopedic surgery. Topics will include patient positioning, skin preparation, draping incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.
Prerequisite(s): SGT105, SGT110

SGT135 CARDIOTHORACIC, VASCULAR AND NEUROLOGY SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students will learn the concepts that are integral to cardiothoracic, peripheral vascular, and neurosurgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.
Prerequisite(s): SGT105, SGT110

SGT205 PHARMACOLOGY AND ANESTHESIA

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

This course will provide an introduction to surgical pharmacology, the common types of medications, agents and drugs used for surgical procedures. Students will be exposed to properties, actions, and routes of administration, risks, and dosage calculations. The course will introduce students learning the appropriate procedures for handling drugs in the surgical setting, he functions of anesthesia care intraoperatively and postoperatively, the medications and drugs used to provide general, regional and local anesthesia, patient monitoring, and the role of the surgical technologist in monitoring such drugs. Students will also learn about emergency situations and the function of the surgical technologist during emergencies.
Prerequisite(s): SGT105

SGT210 SIMULATION: DIAGNOSTIC, ENDOSCOPY, GENERAL, GENITOURINARY, OBSTETRIC AND GYNECOLOGICAL PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course places the student into a laboratory environment in which students will develop and reinforce the practices and principles of the surgical technologist in a simulated operating room environment. Students will be participating in a variety of simulated surgical procedures including diagnostic, endoscopic, general, genitourinary, and obstetric and gynecological surgery designed to simulate an actual working operating room complete with equipment, instrumentation and simulated patients. The students will learn and perform the different roles of the sterile and non-sterile team members with a large concentration focused on the STSR position.
Prerequisite(s): SGT115

SGT215 SIMULATION: OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL, MAXILLOFACIAL AND PLASTIC SURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will continue the surgical simulation while building team skills and experience. The students will be assigned increasing complex surgical procedures in ophthalmic, ENT, oral, maxillofacial, plastic, and Genitourinary surgery. Students will be required to perform the pre-operative, intra-operative, and post-operative duties of care of the surgical patient performing the roles of all sterile and non-sterile team members. An emphasis will be placed on aseptic and sterile technique while building speed and skills necessary to function in the operating room.
Prerequisite(s): SGT115

SGT220 SIMULATION: ORTHOPEDIC, CARDIOTHORACIC, VASCULAR AND NEUROSURGERY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will continue the surgical simulation while building team skills and experience. The students will be assigned increasing complex surgical procedures in orthopedic, cardiothoracic, vascular, and neurosurgery and will be required to perform the pre-operative, intra-operative, and post-operative patient care of all sterile and non-sterile team members. A comprehensive skills assessment will be performed on students throughout this course to evaluate the student’s ability to provide safe and effective patient care prior to placement in the clinical setting.
Prerequisite(s): SGT115

SGT225 ST CAPSTONE AND CERTIFICATION REVIEW
4.0 Credits
40 Clock Hours (40 Lecture)
This course is a review of the core surgical technology curriculum. The lecture and activities are designed to reinforce and review the program content from inception to completion with a focus on student performance, comprehension, and group information sessions. The students will sit for and be required to pass a practice certification exam as a precursor to the NBSTSA Certification Exam. A practice certification exam is the final exam for the course.

Prerequisite(s): SGT220

**SGT230 ST CAPSTONE AND CAREER DEVELOPMENT**
4.0 Credits
40 Clock Hours (40 Lecture /00 Lab Hours)

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

Prerequisite(s): SGT220

**SGT280 EXTERNSHIP ROTATION**
9.0 Credits
270 Clock Hours

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student 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.

Prerequisite(s): SGT220

**SGT290 OR EXTERNSHIP ROTATION**
8.0 Credits
240 Clock Hours

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student 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.

Prerequisite(s): All preceding program core courses.

**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
STAFF & FACULTY

ADMINISTRATIVE STAFF

Campus President: James Williamson
Business Office Manager: Melissa Lewis
Registrar: Wendy Bandy

ADMISSIONS

Director of Admissions: Solomon Williams
Associate Admissions Representative: Emma Burchett
Associate Admissions Representative: Lisa Strout

FINANCIAL AID

Director of Financial Aid: Lisa Walling
Financial Aid Officer: Athena Randolph

CAREER SERVICES

Director of Career Services: Cynthia Garrison

STAFF MEMBERS

Custodial Services: Kay Hickey
Receptionist: Ami Hepburn

ACADEMIC LEADERSHIP

DEAN OF EDUCATION
James Williamson, BA, MA
Master of Arts, Education, Tusculum College, Greenville, TN
Bachelor of Arts, Psychology, University of Tennessee, Knoxville, TN

DIRECTOR OF THE TRACTOR TRAILER DRIVING PROGRAMS
Shannon Copeland (FT)
Class A CDL State of Tennessee
Certified Third Party Examiner, State of Tennessee

DIRECTOR OF THE HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION PROGRAM
Alan Carpenter (FT)
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Universal Refrigeration License, EPA Section 608 Certificate

DIRECTOR OF THE MEDICAL ASSISTING PROGRAM
Cheri Taylor, BS, EMTP, CPhT, CMA (FT)
Bachelor of Science, Business Management, Tennessee Technological University, Cookeville, TN
Emergency Medical Technician/Paramedic, Tennessee Technological University, Cookeville, TN
Certified Pharmacy Technician, Pharmacy Technician Certification Board
Certified Medical Assistant, National Allied Health

DIRECTOR OF THE MEDICAL LABORATORY TECHNOLOGY PROGRAM
Thomas Burchfield, MS, MLS (ASCP) CM, MT (AMT) (FT)
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Bachelor of Science, Clinical Laboratory Science, University of Louisiana, Monroe, LA
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Sarah Hope Elizabeth Ballard Presley, BS, CPhT, KCST, CSI (FT)
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Pharmacy Technician Diploma, MedVance Institute, Cookeville, TN
Certified Pharmacy Technician, Pharmacy Technician Certification Board
Kentucky Certified Sterilization Technician, Bowling Green Medical Center, Bowling Green, KY
Chemotherapy Synthesis Infuser, ONS/BGMC, Oncology Nursing Society, and Bowling Green Medical Center, Bowling Green, KY

DIRECTOR OF THE RADIOLOGIC TECHNOLOGY PROGRAM
William H. May, M.Ed., R.T. (R), FASRT (FT)
Master of Education, Electronic Education, Jones University, Centennial, CO
Bachelor of Science, Radiologic Science, Midwestern State University, Wichita Falls, TX
Associate of Science, Radiologic Technology, Indiana University Northwest, Gary, IN
ARRT Certification, American Registry of Radiologic Technologists

DIRECTOR OF THE SURGICAL TECHNOLOGY PROGRAM
John Mays, CST (FT)
Certified Surgical Technologist, Lindsey Hopkins Technical Education Center, Miami, FL

FACULTY

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION TRADES
Ronald Moyer, (PT)
Limited License Electrician, State of Tennessee
Limited License Plumber, State of Tennessee
Universal EPA Certificate
NATE Certificate
MEDICAL ASSISTING

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Medical Assisting Instructor
Diploma, Medical Assistant, MedVance Institute, Cookeville, TN
Certified Medical Assistant, Certified Medical Office Assistant, Certified Postsecondary Instructor, National Center for Competency Testing
Certified EKG Technician, Certified Phlebotomy Technician, National Healthcareer Association

Nakisha Buck, LPN
Medical Assisting Instructor
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Licensed Practical Nurse, State of Tennessee

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Medical Laboratory Scientist, American Society of Clinical Pathology
Medical Laboratory Professional, State of Tennessee

Christy Carlson, AAS, MLT (FT)
Medical Laboratory Technology Clinical Coordinator
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Certified Pharmacy Technician, Pharmacy Technician Certification Board

RADIOLOGIC TECHNOLOGY

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James Keith Slatten, BS, AS, R.T. (R), (CT), (FT)
Radiologic Technology Clinical Coordinator
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Associate of Applied Science, Radiologic Technology, MedVance Institute, Cookeville, TN
ARRT Certification, American Registry of Radiologic Technologists

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TRACTOR TRAILER DRIVING PROGRAM

Jesse Butler, (PT)
Class A CDL State of Tennessee

John Campbell, (PT)
Class A CDL State of Tennessee

Lindsey Kuykendall, (PT)
Class A CDL State of Tennessee
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Addendum to catalog: Volume I, Version 2, Effective Date 7/10/2017

Effective date: 07/19/17

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.

ADVANCED TRACTOR TRAILER DRIVING, PAGE 13

Length: 480 Clock Hours; 24 Instructional Weeks
Program Quarter Credits: 34
Credential Awarded: Diploma
Mode of Delivery: Residential

PLAN OF STUDY

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<th>Course Code</th>
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<td>Basic Operation</td>
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<td>Cargo Documentation &amp; Personal Safety</td>
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<td>Smith System &amp; CDL Preparation</td>
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<td>ATT005</td>
<td>Hours of Service and Trip Planning</td>
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<td>ATT006</td>
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Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2017 Catalog 7/10/2017 Volume 1, Version 3

Effective date: 10/10/17

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.

NON-DISCRIMINATION STATEMENT, PAGE 4

Fortis Institute does not discriminate on the basis of sex, sexual orientation, age, disability, race, creed, color, national origin, or religion in its admission to the Institute or treatment in its programs, activities, advertising, training, placement, or employment. Melissa Lewis, Business Manager at Fortis Institute in Cookeville, Tennessee, is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination, sexual harassment or sexual violence provisions of Title IX should be directed to the Title IX Coordinator at 1025 Hwy. 111, Cookeville, Tennessee 38501, (931) 526-3660, or by email at Melissa.Lewis@FortisInstitute.edu. The Institute’s Consumer Information Guide contains more detailed information about the Institute’s Title IX grievance procedures. The Consumer Information Guide is available online at:

http://www.fortisedu.info/

The TITLE IX COORDINATOR must act equitably and promptly to resolve complaints and should provide a response within seven working days.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA), PAGES 41-42

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 at Page 41 and the Termination or Expulsion Policy can be found at Page 41 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, Melissa Lewis, Business Manager. 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.
Addendum to catalog: 2017 Catalog, 7/10/2017, Volume I, Version 4

Effective date: 12/15/2017

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.

INTRODUCTION & OVERVIEW, PAGE 1

HOLIDAY/BREAK CALENDAR

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ADMISSIONS INFORMATION, PAGES 5-12

FIRST DAY OF CLASS

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Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assisting, Pharmacy Technician Programs

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Radiologic Technology and Surgical Technology Programs

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Note: Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change. Class A CDL Driving program start dates are subject to change based on enrollment need. See the Registrar’s office for more information.
COURSE DESCRIPTIONS, PAGES 47-59

CLA110   Vehicle Control Skills       102 Lab Hours
This course is designed to teach the students various control skills that are needed by working CDL drivers. Students judgment and decision making skills will become enhanced with behind-the-wheel lab sessions and on the road training in the following areas: Vehicle Control, Driving Techniques, and CDL Skills Driving. These sessions will develop the skills and abilities the students will need in the career as a professional CDL driver.
Prerequisite(s): CLA101

STAFF & FACULTY, PAGES 60-61

ADMISSIONS
Director of Admissions David Haney

FACULTY

MEDICAL ASSISTING

Brandy Lewis, RMA, RPT, (PT)
Medical Assisting Instructor
   Diploma, Medical Assistant, MedVance Institute, Cookeville, TN
   Registered Medical Assistant, Registered Phlebotomy Assistant, American Medical Technologists

Jessica Palsgrove, AS, RMA, (PT)
Medical Assisting Instructor
   Associate Degree, Occupational Studies- X-Ray/Med Tech, Heritage College, Kansas City, MO
   Certified Registered Medical Assistant, American Medical Technologists
Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2017 Catalog, 7/10/2017 Volume 1, Version 5

Effective date: 08/01/2018

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.

HISTORY AND OWNERSHIP, PAGE 1

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

Fortis Institute is located at 1025 Hwy. 111, Cookeville, Tennessee, 38501, with an extended campus located at 4550 South Jefferson Avenue, Cookeville, Tennessee, 38506.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE 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 characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

GENERAL ADMISSION REQUIREMENTS, PAGE 5

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The institution shall have on file an official copy of the high school transcript, or the equivalency certificate that meets the state’s minimum for passing. If the applicant attended a postsecondary institution in the USA, which at the time was accredited by an accreditation agency recognized by the U.S. Department or Education or CHEA, and the applicant’s official transcript from that postsecondary institution lists that the applicant graduated from a US state or Territory licensed or approved secondary school, the Institute may accept this transcript as evidence that the applicant is a high school graduate. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of Institute.

8. Applicants must meet all financial obligations.

ADDITIONAL ADMISSION REQUIREMENTS FOR PHARMACY TECHNICIAN PROGRAM, PAGES 5-6

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

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

Students must report to the Dean of Education 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.

TRANSFER OF CREDIT, PAGE 10

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).

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 Medical Technology programs must have been completed within the past three years (36 months).
- Mathematics and prerequisite science courses in 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.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student’s Fortis Institute program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows: AP scores of 4 or higher, CLEP scaled scores of 60 or higher, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

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

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

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

ACADEMIC ACHIEVEMENT/GRADING, PAGE 20

*Medical Laboratory Technology, Radiologic Technology and Surgical Technology Students. The minimum passing grade for Radiologic Technology 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.

COURSE AUDIT, PAGE 21

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student’s required course schedule. Arrangements to audit a class must be made with the Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.
A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

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

TRANSCRIPT OF GRADES, PAGE 21

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost $5.00. All requests for student transcripts must be made in writing to the Registrar’s Office. The institution reserves the right to withhold an official transcript if the student’s financial obligations to the Institute or state or federal loan agencies are not current.

GRADUATION REQUIREMENTS, PAGES 21-22

Upon successful completion of all requirements of their chosen program of study, students will be awarded the certificate, 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 Dean of Education, Registrar, Financial Aid, and Career Services
5) Returned any school property, including books and equipment
6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.

ACADEMIC APPEALS, PAGE 23

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean 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 if the issue is grade related and the Registrar. The student may attend, if desired, but without representation. This meeting will be held within fourteen calendar days of the Dean receiving the student’s written appeal. The student will be notified in writing via mail and email of the Academic Review Board’s decision. The notification will be sent no later than the end of the seventh business day after the Academic Review Board meeting.

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

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

ACADEMIC LEAVE OF ABSENCE, PAGE 43

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) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the 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 Institute prior to the student’s initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

**Traditional Leave of Absence, Page 43**

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) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be turned into the Institute 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.

4) 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 an 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), Page 24**

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

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

1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.

2) The student must otherwise be in good academic and financial standing with the School and sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.

3) The student must be able to return to the same payment period, or term for which the SPN is granted.

4) The Campus President and Financial Aid Director must approve the SPN request.

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

Fortis Institute Catalog Addendum Page 4
EDUCATIONAL DELIVERY SYSTEMS, PAGE 25

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.

EFFECTIVE DATE OF WITHDRAWAL, PAGES 24-25

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

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

TUITION AND FEES, EFFECTIVE (07/01/18), PAGE 30

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<td>RADILOGIC TECHNOLOGY</td>
<td>$43,344</td>
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<td>$43</td>
<td>$38</td>
<td>$200</td>
<td>$90</td>
<td>$45,764</td>
</tr>
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</table>

REFUND AND CANCELLATION POLICIES, PAGE 30

If an applicant/student cancels, withdraws, or is dismissed by the Institute for any reason, refunds will be made according to the 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 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.

CANCELLATION / REJECTION POLICY, PAGE 31

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

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:

<table>
<thead>
<tr>
<th>Proportion of Term Taught</th>
<th>Refund Percentage</th>
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</thead>
<tbody>
<tr>
<td>10% or Less</td>
<td>90%</td>
</tr>
<tr>
<td>10.01% up to and including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
<td>70%</td>
</tr>
<tr>
<td>30.01% up to and including 40%</td>
<td>60%</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>More than 50%</td>
<td>No Tuition Refund</td>
</tr>
</tbody>
</table>

RIGHT TO CANCEL, PAGE 31

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, 1025 Hwy. 111, Cookeville, Tennessee, 38501, 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, minus the applicable Enrollment Fee, to be paid within 30 days.

OTHER CHARGES, PAGE 31

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 screenings are required, this amount will not be charged to the student. There is no graduation fee.

SATISFACTORY ACADEMIC PROGRESS, PAGE 35

SAP Tables

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

Programs of Study of Less Than One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 &amp; Higher</td>
<td>66.67%</td>
<td>2.00</td>
</tr>
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</table>

Programs of Study of One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
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<tr>
<td>2</td>
<td>16.5 to 32</td>
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<td>2.00</td>
</tr>
<tr>
<td>Evaluation Levels</td>
<td>Cumulative Credits Attempted (including transfer credits)</td>
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<tr>
<td>-------------------</td>
<td>---------------------------------------------------------</td>
<td>-------------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>3</td>
<td>32.5 &amp; Higher</td>
<td>66.67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Programs of Study of More than One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 to 32</td>
<td>50%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>32.5 to 48</td>
<td>66.67%</td>
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</tr>
<tr>
<td>4</td>
<td>48.5 &amp; Higher</td>
<td>66.67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Programs of Study of Two Academic Years or Longer

STANDARDS OF STUDENT PROFESSIONAL CONDUCT – GENERAL CONDUCT, PAGES 37-38

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’s documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off Institute’s 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’s 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.)

DRESS CODE, PAGE 40

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), PAGE 42
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.

**ARBITRATION, PAGE 46**

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

**COURSE DESCRIPTIONS, PAGE 47**

**HVR120 CONTROLS, MOTORS AND MOTOR CONTROLS**
4.0 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

**MOA120 ELECTRONIC HEALTH RECORDS**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on the various aspects of electronic health records and practice management systems including standards, setup, administration, patient charts, office visits, clinical tools, templates and administrative financial functions. Other topics covered include tests, procedures, and diagnosis codes, and administrative utilities. Students will gain invaluable real-world experience through the use of EHR/PM software. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records and practice management. Prerequisite(s): None

**RAD110 RADIATION BIOLOGY AND PROTECTION**
4.0 Credits
40 Clock Hours (20 Lecture Hours)
Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated. Prerequisite(s): MAT101, MED115, RAD101

**RAD120 RADIOGRAPHIC IMAGE PRODUCTION**
4.0 Credits
50 Clock Hours (30 Lecture /20 Lab Hours)
This course is designed to establish a knowledge base in factors that govern the image production process. Guidelines for calculating and selecting exposure factors, proper use of accessory devices, and the factors affecting imaging quality are also presented. Prerequisite(s): MAT101

**STAFF AND FACULTY, PAGE 60**

**FINANCIAL AID**
Financial Aid Officer         Melissa Jones

**MEDICAL ASSISTING**
Yvonnda Roller, MDXL, (PT)  
Medical Assisting Instructor
Diploma, Limited X-Ray, 
MedVance Institute, 
Cookeville, Tennessee

RADIOLOGIC TECHNOLOGY

Tamara Daniels, MS, R.T. (R) (CT), (PT) 
Radiologic Technology Instructor 
Master of Science, Integrated Healthcare Management, 
Western Governors University, Salt Lake City, Utah 
Bachelor of Science, Diagnostic Imaging, 
University of Wisconsin, Milwaukee, WI 
Associate of Applied Science, Radiologic Technology, 
MedVance Institute, Cookeville, TN 
ARRT Certification, American Registry of Radiologic Technologists

Kristin Lockhart, BS, AS, R.T. (R) (CT), (FT) 
Radiologic Technology Clinical Coordinator 
Bachelor of Science, Business Management, 
Western Governors University, Salt Lake City, Utah 
Associate of Applied Science, Radiologic Technology, 
Chattanooga State Community College, Chattanooga, Tennessee 
ARRT Certification, American Registry of Radiologic Technologists

TRACTOR TRAILER DRIVING PROGRAM

Jesse Butler, (FT) 
Class A CDL State of Tennessee

Jackson Sherrell, (FT) 
Class A CDL State of Tennessee
Addendum to catalog: 2017 Catalog, 7/10/2017 Volume 1 Version 6

Effective date: 08/07/2018

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.

COURSE DESCRIPTIONS, PAGE 47

HVRC25 REFRIGERANTS
4.0 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

ACADEMIC LEADERSHIP, PAGE 60

DIRECTOR OF THE TRACTOR TRAILER DRIVING PROGRAMS

Jesse Butler (FT)
Class A CDL State of Tennessee

STAFF AND FACULTY, PAGE 61

TRACTOR TRAILER DRIVING PROGRAM

Rodger Robinson, (FT)
Class A CDL State of Tennessee
Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2017 Catalog, 7/10/2017 Volume 1 Version 7

Effective date: 08/28/18

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.

ACCREDITATION, LICENSES, AND APPROVALS, Pages 2-3

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2017 Catalog, 7/10/2017 Volume I Version 8

Effective date: 10/1/18

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.

NON-DISCRIMINATION STATEMENT, PAGE 4

Fortis Institute does not discriminate on the basis of sex, sexual orientation, age, disability, race, creed, color, national origin, or religion in its admission to Institute or treatment in its programs, activities, advertising, training, placement, or employment. Peggy Aschelman, the Registrar at Fortis College in Cuyahoga Falls, Ohio, is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination, sexual harassment or sexual violence provisions of Title IX should be directed to the Deputy Title IX Coordinator, Melissa Lewis, Business Manager, at 1025 Hwy 111, Cookeville, Tennessee, 38501, (931) 526-3660, or by email at Melissa.lewis@fortisinstitute.edu. The Institute’s Consumer Information Guide contains more detailed information about the Institute’s Title IX grievance procedures. The Consumer Information Guide is available online at http://www.fortisedu.info/

The Title IX Coordinator must act equitably and promptly to resolve complaints and should provide a response within seven working days.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA), PAGES 41-42

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 at Page 41 and the Termination or Expulsion Policy can be found at Page 41 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 Deputy Title IX Coordinator, Melissa Lewis, Business Manager. 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 Deputy 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.
Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2017 Catalog, 7/10/2017 Volume I Version 9

Effective date: 10/26/18

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INTRODUCTION & OVERVIEW, PAGE 1

HOLIDAY/BREAK CALENDAR

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</tr>
<tr>
<td>01.21.2019</td>
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</tr>
<tr>
<td>05.27.2019</td>
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<td>07.04.19-07.07.19</td>
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<td>01.01.2020</td>
<td>NEW YEAR'S DAY</td>
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</tbody>
</table>

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL LABORATORY TECHNICIAN PROGRAM, SURGICAL TECHNOLOGY PROGRAM, AND RADIOLOGY TECHNOLOGY PROGRAM (MEDICAL TECHNOLOGY PROGRAMS), PAGES 5-12

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

1. After achieving a score on the SLE, of 15 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a Verbal Skills score of 268 and a quantitative skills score of 241 to be accepted into a Medical Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections are eligible to retake the low scoring section. However, a minimum of seven days must elapse after the first test before the 2nd attempt may be administered.

2. All Medical Technology programs require that the student be 19 years of age at the time he or she starts the clinical/externship portion of the program.

3. The applicant must schedule and complete an interview with the program director of his/her selected program and/or his or her designee. 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. An applicant must score a minimum of a 3 to be eligible for enrollment.

4. 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.

5. The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.

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

7. Applicants must submit to a healthcare student criminal background check prior to starting the program. If the applicant has one or more felony or misdemeanor convictions (not including minor traffic convictions), the applicant will not be eligible for enrollment. 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 which may include denial of program admission.

ADDITIONAL REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS, AFTER PROGRAM ACCEPTANCE

The requirements listed below are not considered during the admission process but must be completed prior to the completion of the first term of enrollment in a Med Tech program:

Fortis Institute  Catalog Addendum  Page 1
Students must read and sign a technical functions statement of understanding.

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

The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.

TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results.

Since some externship sites may be farther than 50 miles from the campus; applicants must sign a statement of understanding of the travel requirements.

**First Day of Class, Page 12**

**Advanced Tractor Trailer Driving Program**

<table>
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<th>End Date</th>
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**Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assisting, Pharmacy Technician Programs**

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**Medical Laboratory Technology Program**

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**Radiologic Technology and Surgical Technology Programs**

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**Note:** Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change. Class A CDL Driving program start dates are subject to change based on enrollment need. See the Registrar’s office for more information.

**Academic Leadership, Page 60**

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