



**MDT College of Health Sciences, Inc.**  
**dba ATS Institute of Technology**  
[www.atsinstitute.edu](http://www.atsinstitute.edu)

**STUDENT HANDBOOK**  
and  
**School Catalogue**

**Fall 2014 – Fall 2015**

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## **FOREWORD**

### **WELCOME TO OUR SCHOOL!**

You have taken the first big step in building a bright future for yourself.

ATS institute of Technology is the best school choice for you to achieve your professional goals. Our school understands the needs of mature students, and we are sensitive to the obligations you have at home or work. To help you fit classes into your already busy life, we have designed a convenient schedule that includes day, evening and weekend classes. We are always open to suggestions and available to answer your questions.

Our system of professional education is proven by many generations of graduates to achieve the highest levels of learning. Our teaching methods provide for a dynamic exchange of information among faculty members and administrators, insuring ongoing enrichment of the curriculum.

We offer to our students specific knowledge and critical professional skills desired by today's employers. Our educational programs are routinely updated to reflect the rapidly changing information and current and future needs of the job market.

**WE CAN PROVIDE YOU WITH A BRIGHTER FUTURE!**

**COME, AND EXPAND YOUR KNOWLEDGE WITH US!**

## ***Letter from the Program Administrator***

Dear Student,

Welcome to ATS Institute of Technology Nursing Programs!

Consistently surveys have reported that the consuming public rated, once again, nursing as the most honest and ethical profession in this country. As nursing students, your job here at ATS is to become the best nurse that you can be to assist us with keeping nursing in the forefront of respected professions. History has shown that nursing was not a respected profession until the influence of Florence Nightingale in the late 1800's. Today nurses are respected and are given more opportunities to engage in unique endeavors than ever before. You are the future of nursing and where this profession goes depends on you. Our challenge to you as students is to become the best nurses possible so that the consuming public continues to see nursing as the most honest and ethical profession in the country.

To assist you in meeting that goal, our facility includes classrooms, a library, computer labs, and a nursing technology laboratory. Textbooks are the newest editions that are available and have valuable tools to assist you to be successful. Nursing students may use computer programs in any of these labs for remediation and/or to fulfill required assignments in nursing courses.

Your nursing faculty will work diligently in helping you achieve your goal of becoming a nurse. In return, we ask for your commitment to prioritize some time daily for study. At least two hours of study is expected for each credit hour you spend with faculty in class. The clinical component of the Nursing Program will provide you with experience in a variety of health care settings. Advisement and tutorial times will be available for you to discuss your progress with faculty or administration personnel. You are encouraged to call for an appointment if you have questions.

Successful completion of the Practical Nurse Program qualifies graduates to take the NCLEX-PN to become licensed for practice in the state.

We are available to assist you with admission, advisement, and progression throughout the program. We wish you much success.

Nursing Programs Administrator

## **General Information**

The primary role of ATS Institute of Technology (“ATS”) as an academic institution is to deliver exceptional education and service to its students. A consistent focus on delivery of quality education supports the mission and requires ATS to plan ahead but also respond to current market demands.

The total enrollment trend shows increase from year to year since programs were established. Current student demographics represent diverse ethnic and racial backgrounds. The majority of students have a non-traditional focus i.e. entering school at an older age, changing their careers, and having family obligations. The educational experience at ATS values and reflects the diverse student population. ATS is striving to build a mature student body and always reinforce its educational methods and policy.

Experienced nurse educators as well as recent clinical professionals represent the faculty at ATS.

ATS has strived to gain a reputable name in the local communities and to continue its excellence.

## **Mission**

The mission of ATS is to create and provide a high quality educational experience to each individual student seeking to establish a successful career. The college is committed to offering health care and business oriented programs designed to satisfy local and regional demands and equip students with a wide range of academic knowledge.

## **Vision**

Through innovation, ATS will be the college that people choose for exceptional education and exemplary graduates’ performance.

## **Core Values**

To pursue our vision within an education environment that promotes integrity, respect, fairness, quality performance, accountability and dedication to education.

The educational experience at ATS is aimed at the full development of the potential each student brings to school. Administrative expertise, a professional faculty, modern equipment, current materials and teaching methods, and an environment designed for learning contribute to the achievement of our mission. Our programs stress practical application and provide hands-on experience necessary for the students to succeed in their professional career.

## **Strategic Initiatives and Goals**

In its five year strategic plan ATS defined the following goals:

- 1) Education Quality
  - Strengthen and develop organizational quality that promote exceptional learning environment;
  - Monitor student success from admission to graduation through teaching, advisement and mentoring;
  - Provide ongoing and systematic programs evaluation focusing on student performance and achievement of program learning outcomes.
- 2) Dedicated Faculty and Staff
  - Create a college-wide culture that embraces high faculty satisfaction and loyalty to ATS;
  - Strengthen the faculty development program and mentoring new faculty.
- 3) Exceptional Service
  - Create a college-wide culture of exceptional student-centered needs services;
  - Facilitate interaction between faculty and students;
  - Build mentor-student relationships;
  - Offer advanced computing facilities with updated software and internet access;
  - Promote using the library as a learning center facility and ensure sufficient resources;
  - Develop continuous improvement strategies with measurable outcomes.
- 4) Growth
  - Strengthen and build relations with community and health care providers in the Cleveland and Chicago areas that will advance the mission of ATS;
  - Develop strong mutually supportive and beneficial relations with clinical affiliates;
  - Increase community involvement through health promotion, wellness initiatives and education.

# ***Philosophy and Organizing Theme of the Nursing Education Programs***

## **Nursing Program Philosophy**

The philosophy of the nursing program reflects the mission of the ATS, which is to create and provide a high quality educational experience to each individual student seeking to establish a successful career.

The basic philosophical concepts of the nursing programs are: person, health, nursing, caring, environment/society, and nursing education.

The **person** is viewed as a holistic being comprised of biophysical, psychosocial, emotional, spiritual, intellectual, and cultural needs or components. The person is also an individual, a family member, and a member of the local, regional, and world community.

**Health** is a dynamic process of adaptation to biophysical, psychological, social, spiritual, and environmental influences, whereby the person is able to function in an optimal state.

**Nursing** is both an art and a science, the goal of which is to care for individuals so that they may achieve optimal health.

**Caring** is the very heart of nursing. Consistent with the philosophy of Jean Watson (1985), caring involves an interpersonal relationship between the person and the nurse. Through holistic health care, the nurse assists in promoting and maintaining the health of the person and family.

**Environment/Society** directly and indirectly affects a person's ability to cope with his or her own needs, as well as those of others.

The **Nursing Programs** at ATS are career-oriented programs that award a diploma in Practical Nursing. The programs provide a high quality education that prepares the nurse to function in a variety of settings and are based on nursing concepts and skills that enable the nurse to contribute to the health and well-being of a diverse population in an ever-changing community/society.

## **Organizing Theme of the Nursing Programs**

The nursing faculty of ATS believes in a nursing curriculum that focuses on caring as the underlying theme. According to Watson (1985/88), caring is the most valuable attribute nursing has to offer. Watson (1985) has identified the following seven assumptions about the science of caring:

- 1) Caring can be effectively demonstrated and practiced only interpersonally.
- 2) Caring consists of "carative" factors that result in the satisfaction of certain human needs.
- 3) Effective caring promotes health and individual or family growth.
- 4) Caring responses accept a person not only as he or she is now but as what he or she may become.
- 5) A caring environment is one that offers the development of potential while allowing the person to choose the best action for him or herself at a given point in time.
- 6) Caring is more "healthogenic" than is curing. The practice of caring integrates biophysical knowledge with knowledge of human behavior to generate or promote health and to provide administrations to those who are ill. A science of caring is therefore complementary to the science of curing.
- 7) The practice of caring is central to nursing (Watson, 1985, pg.8-9).

In addition, Watson lists the following ten carative factors upon which the science of caring is built.

- 1) The formation of a humanistic-altruistic system of values
- 2) The instillation of faith-hope
- 3) The cultivation of sensitivity to one's self and to others
- 4) The development of a helping-trust relationship
- 5) The promotion and acceptance of the expression of positive and negative feelings
- 6) The systematic use of the scientific problem-solving method for decision making
- 7) The promotion of interpersonal teaching-learning



- 8) The provision for a supportive, protective, and (or) corrective mental, physical, sociocultural, and spiritual environment
- 9) Assistance with the gratification of human needs
- 10) The allowance for existential-phenomenological forces (Watson, 1985, pg.9-10)

The role of the nurse is to provide effective care in a variety of settings to diverse individuals and families across the lifespan. This caring role includes being a communicator, a collaborator, an educator, and a manager.

### **References**

- George, J. B., Editor (1995). *Nursing Theories. The Base for Professional Nursing Practice*. Norwalk: Appleton and Lange.
- Watson, J. (1985). Nursing's Scientific Quest. *Nursing Outlook*, 29, 413-416.
- Watson, J. (1985). *Nursing: The Philosophy and Science of Caring*. Boston: Little, Brown.
- Watson, J. (1988). *Nursing: Human Science and Human Care, A Theory of Nursing*. New York: National League for Nursing.

## ***The Facility and Instructional Equipment***

ATS offers a professional college atmosphere that is conducive to learning. The school operates two facilities in the Cleveland area, the Main Campus on the East Side of Cleveland and the Learning Center on the West Side, which was developed to better accommodate students who are interested in learning English as a Second Language. The school operates an additional location in Chicago.

Our facilities are equipped with spacious classrooms, computer labs, nursing tech labs, tutoring centers, administrative offices and a student lounge. Our equipment is well maintained and constantly updated to reflect current standards. There are multiple laboratory areas with ten to fifteen workstations in each and include specialized equipment, materials and facilities devoted to student training. Administration and financial aid functions for the programs are managed at the main Cleveland campus and the Chicago campus for their individual programs. Onsite administrators handle day-to-day issues and provide counseling and student services.

Faculty and students have access to various electronic data system for retrieval of reference material from medical, nursing, and science sources via computer. Nursing software programs are located in the nursing computer lab, and computer labs throughout the school building.

## ***Accreditation, Approvals and Authorizations***

*(Copy for review available upon request from Nursing Administrator's office)*

### **Accreditation**

Accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Associate Degrees, Diplomas and Certificates.

### **Approval**

Approved by the U.S. Department of Education

#### **Cleveland:**

Approved by the Ohio State Board of Career Colleges and Schools. Registration # 97-10-1479T.

#### **Chicago:**

Approved by the Private Business and Vocational Schools Division of the Illinois State Board of Higher Education

### **Program Approvals**

#### **Cleveland:**

Practical Nursing Program approved by the Ohio board of Nursing

#### **Chicago:**

Practical Nursing Program approved by the Illinois State Board of Nursing

### ***Ownership and Control***

ATS is a proprietary school incorporated in the State of Ohio and registered in the State of Illinois. Mark Bykov is the President and owner of the school, Yelena Bykov is the CEO.

### ***Hours of Operation***

#### Cleveland

Classes: Monday – Friday: 8:00 a.m. – 10:00 p.m., Sat 8:00 a.m.-1:00 p.m. (if classes scheduled)

Front Desk: Monday – Friday: 7:30 a.m. – 6:00 p.m.

#### Chicago

Classes: Monday – Friday: 8:30 a.m. – 10:00 p.m., Sat 8:30 a.m.3:30 p.m. (if classes scheduled)

Front Desk: Monday – Friday: 8:00 a.m. – 6:00 p.m.

## Academic Calendar Fall 2014 - Fall 2015\*

Nursing programs are offered on a trimester basis. Each semester (fall, spring, and summer) consists of fifteen (15) weeks of academic work with scheduled breaks between semesters. Students can add classes and may drop classes without penalty during the first two weeks of the semester. Day and evening classes are available.

### PN PROGRAM

September 1, 2014	Fall Semester 2014 classes begin
September 15, 2014	Last day to add/drop classes without penalty
October 13, 2014	Last day to withdraw from classes with a "W"
October 20-24, 2014	Midterm Exams
November 24-29, 2014	Thanksgiving Holiday (NO SCHOOL)
November 24 & 25, 2014	FACULTY DEVELOPMENT DAYS
December 15-19, 2014	Final Exams
December 22, 2014-January 4, 2015	Winter Holiday Break (NO SCHOOL)
January 2, 2015	FACULTY DEVELOPMENT DAYS
January 5, 2015	Spring Semester 2015 Classes begin
January 16, 2015	Last day to add/drop classes without penalty
January 19, 2015	Martin Luther King Holiday (NO SCHOOL)
February 13, 2015	Last day to withdraw from classes with a "W"
February 23-27, 2015	Midterm Exams
April 13-17, 2015	Final Exams
April 20-May 1, 2015	Spring Break (NO SCHOOL)
May 4, 2015	Summer Semester 2015 Classes begin
May 15, 2015	Last day to add/drop classes without penalty
May 25, 2015	Memorial Day (NO SCHOOL)
June 15, 2015	Last day to withdraw from classes with a "W"
June 22-26, 2015	Midterm Exams
July 3, 2015	Independence Day Holiday(NO SCHOOL)
August 11-14, 2015	Final Exams
August 17-28, 2015	Summer Break (NO SCHOOL)
August 31, 2015	Fall Semester 2015 Classes begin
September 7, 2015	Labor Day (NO SCHOOL)
September 14, 2015	Last day to add/drop classes without penalty
October 12, 2015	Last day to withdraw from classes with a "W"
October 12-16, 2015	Midterm Exams
November 23-27, 2015	Thanksgiving Week (NO SCHOOL)
November 23 & 24, 2015	FACULTY DEVELOPMENT DAYS
December 14-18, 2015	Final Exams
December 21, 2015-January 1, 2016	Winter Break (NO SCHOOL)

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

**Start dates for ESL programs are not fixed. Each level consists of 300 clock hours and 15 weeks of instructional time.**

## **Notifying Students of Changes in Policy**

ATS Institute of Technology reserves the right to implement changes to policies. However, changes to policies for student progression, retention and/or program completion will apply only to students in the incoming cohort.

When a change is made to a policy that affects students, they will be notified by email through the Nursing School Student Tracking system (NSST) or Engrade System. In addition, changes in policy will be communicated through postings, monthly convocations and/or announcements.

## ***Admission and Registration***

### ***Admission Requirements for the Practical Nursing Program:***

1. Achievement of the minimum required score on the entrance exam
2. Graduation from High school or GED certificate
3. Background check through ATS is required
4. A cleared record with the Health Care Worker Registry in Illinois or with the Nurse Aide Registry in Ohio (Waivers will be handled on a case by case basis.)
5. A clean record with the National Sex Offender Registry
6. State Issued Photo Identification

### ***General Information for Entrance***

ATS encourages applicants to schedule a personal interview with the admissions department. The interview establishes the level of the program needed by the individual and provides an opportunity for the applicant to ask any questions he or she may have about the school.

Only those applicants who have an informed interest in a program of study and who are dedicated to finding employment in the related field upon completion of the program should consider registering for a program. It is the responsibility of the applicant to ensure that work schedules or other commitments do not conflict with his/her class/clinical hours.

All candidates for admission to ATS are considered on individual merits, without discrimination on the basis of age, creed, national or ethnic origin, race, color, sex, marital status, handicap, political affiliations or beliefs. It is the student's responsibility to make any disability known to the Program Administrator.

### ***High School Requirements***

The policy of the school is to accept students who, as a minimum, have graduated from high school or obtained a GED certificate.

Acceptable documentation of high school graduation or its equivalency may include:

- a copy of an official high school transcript or diploma,
- GED transcript or certificate,
- copy of associate's, bachelor's, master's, or doctorate degree from an accredited college or university or official transcript indicating the same,
- official college transcript indicating the basis of the applicant's admission into the college program as being high school graduation
- for students completing high school in a foreign country, who are unable to produce a copy of their diploma, ATS form " Affidavit of Student's Graduation from a Foreign High School" completed in English
- copy of a fully completed Department of Defense form DD-214 indicating that the applicant completed high school prior to or during his/her armed forces service
- for homeschooled individuals, the superintendent of schools of the district in which the student is homeschooled must certify in writing on official letterhead that the student's program was substantially equivalent to a four-year high school program.
- Effective for the fall 2014 enrollment, graduation from Non-Chartered Non-Tax supported high schools is NOT considered documentation for entrance into programs unless school is recognized or accredited with the respective state's Department of Education at the time of graduation.
- Effective for the fall 2014 enrollment, graduation from an on-line high school is NOT considered documentation for entrance into programs unless school is recognized or accredited with the respective state's Department of Education at the time of graduation.

## ***Entrance Exam***

Prospective students are required to pass the Psychological Services Bureau (PSB) Entrance Exam with the required score determined by ATS faculty and administration in order to proceed with the admissions process.

Benchmarks: Information in the Natural Sciences – 30  
Judgment and Comprehension in Practical Nursing Situations – 33

A maximum of four attempts of this exam are allowed for entrance with a minimum two-week period between first and second attempts and a minimum six-week period between remaining attempts.

Effective fall 2013, test results are valid for a period of two years. In the event that the sections were successfully completed on different dates, the results will expire two years after the earlier test date.

## ***Admission Procedures for Nursing Students***

- 1) Review all admissions requirements for your chosen program including requirements listed on the Application for Admission.
- 2) Confirm with admission department that your high school diploma is accepted by ATS.
- 3) Schedule an entrance exam and pay the testing fee.
- 4) Submit an application for admission.
- 5) Meet with an admissions representative to discuss the results.
- 6) Prospective students who achieved a satisfactory score on the entrance exam must
  - a) Submit an application fee of \$30.00. You will be entitled to a refund if you cancel your application in writing in five (5) business days after paying for the application fee.
  - b) Schedule the placement test to be placed in the proper level of math, English and biology classes. (See: Placement Examinations).
  - c) Submit attestation of high school graduation or its equivalency.
  - d) Order official college transcripts if you plan to transfer college credits, or submit the same, in person, in an envelope sealed by the school officials. The Admissions Department will review credits to determine your eligibility for transfer.

**Documentation of high school graduation or its equivalency and any college transcripts should be sent to the campus to which the student has applied.**

### **Cleveland Campus:**

ATS Institute of Technology  
Attn: Admissions Department  
325 Alpha Park  
Highland Heights, OH 44143

### **Chicago Campus:**

ATS Institute of Technology  
Attn: Admissions Department  
25 East Washington Street, Suite 200  
Chicago, IL 60602

- e) Schedule a background check:

**Cleveland** applicants must schedule a background check through ATS at the time of application. Both BCI and FBI background checks are required.

**Chicago** applicants must complete a background check online through [www.certifiedbackground.com](http://www.certifiedbackground.com), and fingerprinting may be required through random selection by the background check company. (See Background Checks & Convictions.)

The Admissions Department designated staff will contact students with positive results. Depending upon the severity or type of incident, students will be advised that clinical agencies have the right to deny students clinical placement. Students will be eligible for a full refund of their application fee if they disclosed all convictions including pending convictions on their application form.

- f) ATS will perform record search through **Health Care Worker Registry** for **Chicago** applicants. ATS will perform a record search through the **Nurse Aide Registry** for **Cleveland** applicants. Any student whose record displays administrative findings of abuse, neglect, or misappropriations of property must present documentation from current employer or state waiver.

- g) ATS will perform a record search through **National Sex Offender Registry** for applicants. Any student appearing as a sex offender on the registry is automatically terminated from the program.
  - h) Present State Issued Photo Identification
- 7) Once the required documentation is completed and you have been accepted into the program, you will receive an acceptance letter.

Once the applicant has received the acceptance letter, the applicant must:

- 1) Pay \$50 registration fee in order to be registered for classes. Failure to pay the fee may result in the applicant's place being taken by another applicant. This fee is not refundable.
- 2) Attend the mandatory scheduled orientation session.
- 3) Sign an enrollment agreement
- 4) Sign a disclosure form (**Cleveland** only)
- 5) Complete documentation for clinical experience based on your program plan. (see "Clinical Requirement for All Nursing Programs" Policy)

## ***Background Checks and Convictions***

ATS Institute of Technology will terminate a student if he/she meets any one or more of the following criteria:

- I. The individual has been convicted of or pleaded guilty to any crime identified as an automatic bar to licensure by the Ohio Board of Nursing or the individual has been convicted of or pleaded guilty to any crime identified as a considering factor in determining a Refusal to Issue a Nurse License Based on Criminal History Record of the Nurse Practice Act in the Illinois Administrative Code for Chicago students.
- II. The individual is a "Repeat Offender," defined as "a person who has been convicted of or pleaded guilty to offenses including, but not limited to, those listed below in Section III in two or more separate criminal actions. Please note that repeat offenses in any capacity will be reviewed on a case-by-case basis and may prevent admission into the nursing program.
- III. The individual has been convicted of or pleaded guilty to any of the following ten years ago or sooner:
  - a. Any sexually oriented offense
  - b. Failing to provide for a functionally impaired person
  - c. Child endangerment
  - d. Patient abuse or neglect
  - e. Domestic abuse
  - f. Assault
  - g. Carrying concealed weapon
  - h. Improperly discharging firearm
  - i. Possession of or trafficking of drugs
  - j. Illegal manufacture of drugs or cultivation of marijuana
  - k. Placing harmful objects in food or confection
  - l. Any theft related offense, including receiving stolen property

Please note that the State Board of Nursing does not have the authority to make a determination or adjudication until an application has been filed. Further, the State Board of Nursing is unable to advise, speculate, or give informal answers regarding licensure prior to the time that the application is filed.

Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of State Board of Nursing. (See also: Legal Limitations for Nurse Licensure).

Students are required to report any crimes committed while enrolled in the practical nursing program at ATS Institute of Technology. In the event of known noncompliance to this request, students may be immediately dismissed from the program.

## ***Placement Examinations***

To succeed in the programs, it is important for students to have the required level of proficiency in English language, math and science skills. For benchmarks and placement guidelines see Appendix.

Placement testing will be required for all entering students unless they have taken the ACCUPLACER test within the past two years and reached the required benchmarks. ACCUPLACER is required for all prospective students. If a prospective student's score is below the required score on the ACCUPLACER, the student must take developmental courses at ATS.

The ACCUPLACER and Science placement exams may be taken twice. The first attempt is free. Applicants who wish to take the test a second time must pay a fee. The fee is subject to change.

The student's placement into English, math and Science classes is computed using criteria established by ATS faculty and staff. Students who meet the required benchmarks on the Math and English ACCUPLACER and the science placement test will be automatically enrolled in college level courses. (See "Score Determination on Placement Examination")

### **Mathematics ACCUPLACER**

The Mathematics ACCUPLACER exam measures arithmetic skills for students.

If a student does not reach the required benchmark on the arithmetic subtest, he/she will be enrolled in MAT0910 Developmental Math.

### **English ACCUPLACER**

The English ACCUPLACER exam measures reading comprehension, essay writing and sentence skills. All English subtests will be administered consecutively, on the same day.

The English ACCUPLACER testing series starts with the Reading Comprehension subtest. Students who fail the Reading Comprehension subtest are automatically placed in the following developmental courses: ENG0910 Comprehensive Reading and ENG0920 Traditional Grammar. These courses must be taken concurrently.

### **Science Placement**

Should the student score below the required benchmark on the science placement exam, he/she will be enrolled into BIO0910.

### ***Credit Transfer Guidelines***

ATS may grant credit for previous education courses. Students may be eligible to receive credit for prior education in biology if they pass the ACCUPLACER with the required benchmarks. Students must provide official, sealed (unopened) copies of college transcript(s) for all transferable credits prior to the beginning of the first semester.

The Admissions Department processes transfer credits using the following guidelines:

- Courses requested for transfer must be completed with a minimum grade of "B-" to satisfy the competency. Course/credits must be compatible with the course/credits equivalent at ATS
- Development Across the Lifespan will transfer if completed within the last year.
- Biology courses will transfer if all parts of the sequence are completed within five years of admission to ATS.
- Anatomy & Physiology I and Anatomy & Physiology II will be considered for transfer if they were both taken and completed at the same institution.
- Medical Terminology (if required) will transfer if completed within the last year.
- Math classes and Success Strategies classes are not accepted for transfer.

A student who wishes to transfer a class in progress must submit a letter of good standing from the instructor, which includes the current grade and the anticipated end date of the class. Official transcript must be received by ATS within two weeks of the completion date of the course. If not received by the designated date, credit will not be transferred and student will have to take the course. Any courses in progress listed as prerequisite or co-requisite to the next semester courses must be completed before student will be scheduled for the next semester. Additionally, no credit transfer will be accepted for class in progress during the last semester of the program.



The final decision regarding nursing course credit rests with the Nursing Programs Administrator.

**To be admitted as a transfer student from another nursing program, you must in addition to the above:**

1. Meet all the current entrance requirements for the college and the nursing program.
2. Note that nursing course credit may be granted for courses taken in a previous institution provided the last successfully completed nursing course taken is within one year of admission to ATS, and the course/credits are compatible with the course/credits equivalent at ATS.
3. Provide copies of course syllabi for nursing courses successfully completed, if seeking transfer credit from another nursing program.
4. Submit a letter of recommendation from the Nursing Director of the former nursing program and one from the most recent clinical instructor
5. Complete at least 50% of the nursing major at ATS.

**Transferability of credits to another school:**

ATS does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

***Military Education and Skills Training***

Policy for individuals with experience in the armed forces of the United States, or in the National Guard, or in a reserve component

The individual's military education and skills training will be reviewed by the Program Administrator. The entrance exam and application fee will be waived.

The Program Administrator will determine whether any of the military education and skills training is substantially equivalent to the curriculum. The NCSBN Analysis for comparing Military Health Care Occupation Curricula with a Standard Licensed Practical /Vocational Nurse Curriculum will be used as a reference.

If it is determined that the military education and skills training is substantially equivalent to the curriculum:

1. The individual must pass a dosage calculation exam.
2. The Accuplacer exam will be administered to define the individual's reading level. The person will be given individual training if his/her English level is below the acceptable reading level to improve his/her level.
3. Biology courses will be evaluated according to the transfer policy or the individual may take a standardized examination to meet the Anatomy and Physiology requirement.
4. The individual must take the end of course standardized exam for the Fundamentals of Nursing and Pharmacology courses. The individual will be awarded credit if the individual passes the tests.
5. The individual will be tested out of the skills portion for the courses he/she has passed and will be trained on skills not learned prior to entering a higher level course.

***Clinical Requirements***

All of the following documentation requirements must be submitted no later than the sixth week of the first semester if the student is not enrolled in classes with a clinical component. Students with classes requiring clinical experience during the first semester are required to turn in all required documents by no later than the end of the second week of the first semester.

In order to be registered for all mandatory clinical experience, the following is needed for all students:

- Evidence of health insurance or a completed waiver indicating personal responsibility
- 1) Evidence of current CPR Certificate for health care providers
  - a. No online renewals will be accepted and health care provider certificates are accepted from American Heart Association only.
- Physician's Evaluation that is signed and dated by the physician or nurse practitioner within a year of start date of program
- Documentation of current immunizations including: MMR, Td Booster and chicken pox. The documentation of immunizations form must be signed by a health care provider (physician or nurse practitioner). In the event that the student has a childhood history of having had an illness (Measles, Mumps, Rubella, Chicken Pox), then a lab report indicating a positive blood titer as proof of immunity will be required. Should the lab report not prove immunity,

the student will be required to obtain the necessary immunizations and provide proof of having received the immunization(s) in the form of a signed and dated document from the clinic or office where the immunization was obtained.

- Documentation of current TB screening results
  - a. Students are required to submit PPD (1 step) results for initial clinical placement and provide updated results annually thereafter.
  - b. Chest x-ray every 3 years, with a yearly symptom check from doctor - if PPD positive.
- Proof of Hepatitis B series or a signed Hepatitis B Vaccine Immunization release/refusal form (available from admissions) must be signed
- For Chicago students: Proof of receiving flu vaccine or waiver signed by physician with reason of not receiving vaccine. Not needed for summer and developmental semesters.
- Documentation of a negative drug screen. Effective Spring 2013, students are required to have a 9-Panel+MDMA+OXY+OPI4+SVT. The test must be submitted no later than the 2<sup>nd</sup> week of the semester with clinicals. ATS Institute has an agreement with a recommended provider for students to receive drug testing at a reduced rate and results are guaranteed to be submitted to ATS. In addition, drug testing may be requested to be done at random per policy.
  - a. **Cleveland:** Drug testing is required once every semester starting with Nursing Fundamentals Semester. (The test must be submitted no later than the 4<sup>th</sup> week of the Nursing fundamentals semester.)
  - b. **Chicago:** Drug testing is required once every 3 semesters starting with Nursing Fundamentals Semester.

Note: Throughout the nursing curriculum, the student must monitor the PPD/X-Ray, CPR certification, and any other medical document with an expiration date to ensure that they are current and on file in the Nursing Department Office through the end of each semester in order for students to be placed in the clinical setting.

***Students are responsible for all fees related to immunizations and drug testing.***

In addition, failure to submit documents within this time frame will result in a late fee charged in the amount of \$100.00 dollars. Students will not be allowed to attend clinicals until required submissions are received and late charge fee is paid. In addition, if a student misses a clinical, he or she must pay a fee of \$250.00 prior to the scheduled make-up. (See also Clinical Absence policy).

## **Clinical Experience**

Students are expected to attend all clinical days. Pre- and post-conferences will be held on the unit prior to and following patient care delivery. The purpose of the pre-conference will be to review the students' preparation, answer their questions, and provide necessary guidance. At post-conference, informal discussion of students' experiences will take place, necessary clinical content will be taught, and student presentations will be given. Students will be supervised by the clinical faculty and/or teaching assistant in performance of procedures, administration of medications, general patient care, and professional conduct.

The clinical faculty, or teaching assistant under the direction of the faculty, is responsible for planning the students' clinical experiences, supervising those experiences, and evaluating student performance. Clinical faculty will evaluate student performance on the clinical evaluation tool electronically at the completion of the rotation (and midway through the clinical rotation for the Chicago students). In addition, the faculty/teaching assistant will inform a student verbally if unacceptable practice is observed at any time. An unsatisfactory grade can be given at any time during the clinical rotation. Subsequent follow up will be provided including written documentation and appropriate action.

**Students at the beginning of each clinical course will be required to take a medication administration test.**

1. In the classroom setting students will be given a medication test that consists of two parts. The first part will be a calculation test for medications including but not limited to liquids, solids, and IV's. The second part will be a medication administration test that consists of the procedures used in safely passing medication including, but not limited to, proper identification of both the client and the medication.
  - a. The calculation test passing grade is 100%
  - b. The medication administration grade is 100%
2. Failure of either part of this test will result in the student not being able to pass medications in the clinical area until 100% is achieved on both parts.
  - a. Three attempts may be made to meet the goal of 100% on the calculations portion of the medication test within the first two weeks of the class (by the end of the first week of class for ½ semester

- classes). The student must provide proof of remediation to the didactic instructor before the second attempt. The student must attend a minimum of three tutoring sessions and provide documentation by the tutor before the third and final attempt.
- b. Failure of the medication administration portion of the medication test will result in the student having to demonstrate competency in the lab and a lab instructor completing a competency form that is then presented to the clinical instructor. The student will have two attempts to pass the medication administration simulation in lab. The student must provide proof of remediation before the second attempt at the medication administration simulation.
  3. Failure to meet those requirements by the second week of classes (first week for ½ semester courses) will result in the student being failed clinically and requiring the entire course be repeated.
  4. The student is required to submit a five page research paper discussing the proper medication administration methods before permission will be granted to re-take the nursing course during the next semester.

### ***Admission Requirements for ESL Programs (Cleveland only):***

To be admitted to the program student must already possess knowledge, training, or skills in a vocational field and required ESL training to obtain a job.

ESL placement test will be given upon enrollment to determine necessary level of program.

All candidates for admission to our programs are considered on individual merit without discrimination on the basis of age, creed, race, sex, ethnic/national origin, marital status, political affiliations, beliefs or disabilities.

Any student who does not provide documentation of high school equivalency prior to the last day of the first term of study may be subject for withdrawal from the college.

### ***Readmission Guidelines***

Only one readmission may be granted per program.

Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct will not be readmitted.

A student who wishes to apply for readmission **must**:

1. Submit all requested application materials, documentation materials, and payments one (1) month prior to the semester the student is seeking readmission.
2. Meet all entrance requirements for the Nursing Program as outlined by the most current Student Handbook.
3. Present a petition letter that describes the strategies, behaviors or activities that the student will implement in order to enhance his/her success should he/she be granted readmission to the program.
4. Medical documentation: a) Upload/Update all required documentation in accordance with Clinical Requirements Policy via NSST or another approved electronic tool. b) Submit medical documentation clearance from Nursing Department Assistant.
5. Submit a new background check through ATS, if more than one year has lapsed from date of last background check.
6. Submit a drug test in accordance with Clinical Requirements policy
7. Meet with the Registrar to obtain a new program of study.
  - The transfer credits from other institutions will be re-evaluated for transfer in accordance with ATS transfer policy based on readmission date.
  - Students have the option to either retake all ATS courses for which they earned a grade of C or pass a standardized test to prove mastery of the course material (i.e., CLEP for Lifespan, and HESI for all Nursing and BIO courses.) Students may take the standardized test only once and must audit the class if they do not pass the standardized test. All standardized testing **MUST** be completed before a final decision regarding readmission is reached.
  - Student will be enrolled in The HESI Support Seminar or Gateway course concurrently with each nursing course that is audited. Rules of program progression will apply. See also Standardized Testing Policy.

If more than one year has passed since the last day of attendance, all nursing courses will need to be repeated as well as other courses with less than a “B” grade (“B” includes B-). Students are eligible for an academic “clean slate” starting with the first semester after returning to ATS. Grades from previously taken courses are not included in the calculation of the GPA, nor will previously taken courses be applied against the 150% maximum time frame. However, the courses taken prior to readmission will be listed on the student’s transcript.

All readmitted students (including students who had previously withdrawn from school) will be readmitted subject to the curriculum and all the program policies in effect for the student cohort into which they are readmitted. All previously completed classes will be included in the calculation of hours attempted. The readmission will be granted only if the student is able to complete an education program in no more than one and one-half (1.5) times the normal program length to satisfy the Maximum Time Frame Requirements as stated in the Statements of Satisfactory Progress.

### **Students seeking readmission who were dismissed or terminated for academic reasons**

In addition to the above students seeking readmission who were dismissed or terminated for academic reasons will be held accountable for the following:

1. submit a letter of recommendation from the applicant’s most recent primary clinical faculty/teaching assistant. For developmental semester students, submit a letter from the Introduction to Nursing Course instructor.
2. Termination after failing one additional course: A student will be terminated from the program permanently after failing one additional course after readmission.

### ***The Family Educational Rights and Privacy Act (FERPA)***

ATS does not release information from student records unless given written consent by the student. The exceptions to this rule are:

- The parents of a dependent student, who is claimed on the parents’ tax return, may receive information; or
- A legal subpoena.

The school must comply with a subpoena. However, ATS will attempt to notify the student at least 2 days prior to the release of information, and the student may request a copy of the information released in compliance with the subpoena.

The FERPA generally requires institutions to ask for written consent before disclosing a student’s personally identifiable information. However, there are several exceptions that can be made to maintain campus safety. In compliance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics, ATS may be required to publish certain information. Also, in the event of a health emergency, the school has discretion to provide information to the appropriate law enforcement or health officials during the emergency.

### ***Withdrawals***

Any student who wishes to officially withdraw from a course must obtain, complete, and return an official form from the Registrar Office. When withdrawing from the program a withdrawal form must be completed by the student and signed by the student, registrar, and financial aid. **Failure to do so will result in your transcript being marked with “WF” for the enrolled semester.** Courses that receive a “WF” are counted as an attempt and are reflected in the GPA.

Pregnant students may receive a “W” at any time without penalty. See the **refund policy** regarding return of fees.

A student will receive a “W” if he or she withdraws by the end of the sixth week of the session (or by the end of the third week for the half-semester course) regardless of the student’s academic status in the course at the time of the withdrawal.

### **Course Withdrawal**

No more than two withdrawals per course are permitted. Courses, which are marked with a “W”, are not included in calculation of the GPA but are included in the calculation of hours attempted towards meeting the Maximum Time Frame Requirements.

Responsibility for withdrawing from a course belongs solely to the student. A verbal intent to withdraw from a course given to a faculty member or other college personnel is considered **unofficial**. If a course is listed as co-requisite to another course in which the student is enrolled, withdrawing from the co-requisite course requires withdrawal from the concurrent course. After the sixth week (or third week for half semester sessions) the student will receive a grade of “WF” in the course if he or she stops attending class.

### **Program Withdrawal**

A student withdrawing from the program and is currently receiving financial aid is required to complete an exit interview with the Financial Aid Officer.

### ***Leave of Absence***

Students may be granted one Approved Leave of Absence (LOA) that should not to exceed 180 calendar days in a twelve (12) month period. The twelve (12) month period begins on the first day of the student's leave of absence.

Students who attend Nursing Programs must request the LOA prior to the beginning of the semester in question. Nursing students, who are unable to complete the term (after the term has already begun), will need to officially withdraw from the program. On the return student can start only at the beginning of the term.

Students in ESL program may require LOA at any point. On the return they will be permitted to complete the course work that he/she began prior to the leave of absence. Therefore, when a student returns from a leave of absence, the student will be continuing his/her education where he/she left off.

All requests for LOA must be submitted in writing. LOA form may be obtained from the Registrar's Office. All LOA forms must be signed and dated. The LOA may be denied if there is no reasonable expectation that the student will return to the college after the LOA period. Requesting an LOA does not guarantee it will be accepted and the student will be informed in writing about the decision to grant the LOA. It is the student's responsibility to notify the school regarding their intention to return and complete an Unofficial Plan of Study (UPS) reflecting their new graduation date. Students returning from a leave of absence will be held to all policies and program requirements as outlined in the Student Handbook in effect for the cohort they are readmitted into. See also Readmission Guidelines.

If a student does not return to the institution at the expiration of an approved leave of absence, the student's withdrawal date will be the last day of academic attendance as determined by the attendance records on file. In addition, the grace period of loan repayment is also determined by this date. In some instances, depending on the length of the leave of absence, the student will have exhausted the grace period and the repayment of the Title IV loan may begin immediately.

### **Emergency Situation within a Semester**

If a verifiable emergency occurs within the semester, a student may withdraw from all courses up to two weeks before the end of the semester, without academic penalty. A letter must be submitted to the Program Administrator or designee describing the emergency with documentation and indicating intent to return. Examples of verifiable emergency circumstances may be: accidents, illness that required hospitalization, death of an immediate family member, or other circumstances beyond the control of the student. Assurance of readmission to the college and re-enrollment into those course(s) withdrawn from will be on a space-available basis.

## ***Registration***

### ***Holds that Prevent Registration***

Students in the following situations will have a "hold" placed on their records with the college. Such holds prevent registration for classes, issuance of transcripts, diplomas, and letters of recommendation or student status (such as for childcare redetermination), and will preclude any clinical attendance. It is the student's responsibility to resolve such issues in a timely fashion. Failure to do so may result in academic or financial penalties, as well as missing semesters and extending the timeline to completion.

### **Financial Holds**

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the college or failed to return any library books or other college property or equipment. Students with holds will not be allowed to receive transcripts, diplomas or letters of recommendation. They will not be registered for classes until the hold is resolved. Placement in course and clinical sections will not be guaranteed after the start of classes in any semester.

### **Academic Standing Holds**

A student who has not submitted his/her required transcripts from previously attended schools by the designated time deadline will be placed on academic standing hold. The student will be unable to register for the following semester classes until transcripts are received.

### **Clinical Requirements Holds**

A student who has not submitted required documentation as detailed in the “Clinical Requirements for all Nursing Programs” policy will be put on hold by the registrar.

### **Verification of Enrollment**

Students are required to review and verify the accuracy of the Registration Verification Form on their individual NSST account. Access to the NSST system is provided automatically upon enrollment. If an error is present on the form, such as missing classes or incorrect course progression, the student should contact the Registrar immediately to update his/her plan of study. Requests for changes in schedules for all other reasons *must* be submitted in writing by the “Request for Schedule Change” form. Requests will be reviewed by the Registrar’s office and students will be notified of any changes. Requests for specific instructors and sections *will not* be considered. Requests should be detailed and provide significant justification for adjustment to a student’s registration. No changes to the enrollment will be accepted after the Add/Drop period stated in the Academic Calendar.

Failure to rectify any errors with course schedules or information noted on the Registration Verification Form may lead to incorrect grades or financial penalties.

### **Add/Drop Period**

ATS permits students to add or drop a course during the first two weeks of a semester without penalty. Official adjustments can be made during the first two weeks of the semester only. If changes are approved, the new Registration Verification form will be uploaded to NSST. If a student drops courses after the expiration of the two-week period, he/she is financially responsible for the tuition cost of all the courses for which he/she was registered as of the last day of the second week. **Non-attendance of classes does not relieve one of financial responsibility for the enrolled courses.** A Student must consult the Financial Aid Office regarding any changes to his or her status.

# ***Academic Standards and Policies***

## ***General Information***

### **Credit Hour Definitions**

Coursework is measured in terms of semester credit hour

1 semester hour equals:

- 15 contact hours of lecture
- 30 contact hours of labs/seminars
- 45 contact hours of clinical time

Students who attempted 12 credit hours per semester will be qualified as full-time students; other students with fewer hours will be determined as part-time.

### **Course Numbering Definitions**

Courses are numbered according to the following scheme:

- 1001-1999 first level courses
- 2001-2999 upper division courses

Roman numerals (I, II, etc.) after course title indicate segments of a multi-course sequence.

ESL courses are numbered according to the following scheme:

- 100-199 elementary courses
- 200-299 intermediate courses

Roman numerals (I, II, etc.) after course title indicate segments of a multi course sequence.

### **Class Times**

#### ***Cleveland:***

All theory classes are scheduled as follows:

- |                 |   |
|-----------------|---|
| Day classes     | 8:00 a.m. – 4:00 p.m. Monday - Friday                 |
| Evening classes | 4:00 p.m. – 10:00 p.m. Monday - Friday                |
| Weekend classes | 7:00 a.m. – 4:00 p.m. Saturday (if classes scheduled) |

Clinical hours may vary depending on the course and availability of clinical sites and may be at any time from 7:00 am – 12:00 (Midnight) including weekends.

#### ***Chicago:***

All theory classes are scheduled as follows:

- |                 |   |
|-----------------|---|
| Day classes     | 8:30 a.m. – 4:30 p.m. Monday - Friday                 |
| Evening classes | 4:00 p.m. – 10:00 p.m. Monday - Friday                |
| Weekend classes | 8:30 a.m. – 3:30 p.m. Saturday (if classes scheduled) |

Clinical hours may vary depending on the course and availability of clinical sites and may be at any time from 6:30 am – 12:00 (Midnight) including weekends.

### **Sequence of Courses**

The nursing, science and ESL courses are sequential, and successful completion is a necessary prerequisite for progressing to the next level. All course grades are final.

## ***Progression and Retention in the Program***

### ***Developmental Coursework***

Students who are required to take developmental courses based on their placement examination results will be automatically enrolled in the appropriate developmental courses.

A student who failed any developmental courses during the first semester may repeat each developmental course once. Failure to achieve a “C” or above on the second attempt will result in the student being dismissed from the program. Developmental courses cannot be taken for more than one academic year (three semesters) and/or 30 credits.

**IMPORTANT:** Credits earned in developmental courses will not be counted as part of the college-level credits required for graduation.

### ***Program Progression***

In order to progress through the Nursing Programs, all of the following must be achieved:

- Required grades per the “Course Grading and Quality Points in Nursing Programs” policy
- Maintaining academic standards as outlined in the Course Syllabi.

In order to progress through the ESL and Business programs, all of the following must be achieved:

- A grade of “C” or better in each course assigned.
- Maintaining academic standards as outlined in the Course Syllabi.

### ***Midterm Warning***

A written warning form is issued to the student if the student has:

- A midterm grade of 80% or less in the testing portion and/or non-testing graded portion of the course.
- An unsatisfactory performance in the clinical area as determined by the faculty member/teaching assistant.
- Course absences of 20% or above.

The form includes an explanation of the student’s current status. The student is required to meet with the faculty member to discuss corrective strategies. Tutoring is available for students in all courses.

### ***Repeating College Level Courses***

A student may repeat a course only once to change a failing grade to a passing grade. A student may repeat up to two nursing courses over the course of the program.

Students have the option of repeating a course previously passed to attempt to earn a higher grade. Students may re-take up to two classes in a semester, schedule permitting. Students will not be enrolled automatically for repeating classes. Rather, the student must contact the Office of the Registrar after final grades have been posted to update his/her plan of study and request to re-take a class for a higher grade. Classes with clinical components can be re-taken, but placement in such courses cannot be guaranteed. Classes cannot be re-taken more than once. All repeated courses are included in calculation of total credit hours attempted. When a higher grade is achieved, it replaces the previous grade. The higher grade will be used to calculate the student’s grade point average, although both attempts appear on the student’s transcript.

### ***Cause for Academic Termination***

1. Failure of the same course twice
2. Failure of a third nursing course
3. Failure of three or more courses of any type in any given semester after the Developmental semester

The student, who has failed a course, registered to repeat the course and withdraws before six weeks from the start of the course will be considered to have made a second attempt and will be terminated from the program.

If a student receives a W/F for a course it will be considered the same as failing a course and may prevent a student from proceeding in the program if the W/F places the student in the above situations. It is the student’s responsibility to review his/her new Registration Verification form on NSST to determine which classes to attend. The student should contact the Financial Aid Office for clarification of financial aid status.

### ***Academic Monitoring Program***

The goal of the Academic Monitoring Program is to promote student academic success and retention in the nursing program. The program is designed to provide guidance and support to students experiencing academic difficulties in one or more courses as well as students with a history of withdrawals.

While on academic monitoring, students are encouraged to:

- Review the material, do homework and additional work as assigned by the course instructors.
- Meet with instructor(s) for tutoring and consultation.
- Attend all classes and appointments with instructor(s).
- Be the initiator of all these activities.
- Work on the improvement of time management, study skills, and test-taking skills.



- Maintain positive attitude and be accountable for one's own activities on the way to academic success.
- Create and follow an Academic Success Plan with Student Services or course coordinator.

The program encompasses the following:

1. Identification of students needing academic assistance
2. Development of an Academic Success Plan
3. Provision of guidance and support by the course instructor/coordinator and learning center
4. Ongoing monitoring of academic progress by Student Services

### ***Academic Monitoring***

The Academic Monitoring Program will be initiated when a student:

1. Receives a grade below 80% on two consecutive tests or papers
2. Is identified by the faculty after the initial course assessment test
3. Performs below a satisfactory level in clinical
4. Is placed on academic monitoring as a result of the previous semester
5. Attendance reaches the 20% mark.

\* Students will be placed on academic monitoring if they have not received a "C" or higher in any course for the previous semester. A student who received a "W" is excluded from this policy.

While on academic monitoring, the student is not allowed to take more than twelve (12) credit hours without prior approval from the administration.

### ***Academic Monitoring Process***

1. Student who is placed on academic monitoring as a result of the previous semester will be notified in writing by Student Services/Tutoring center representative and must meet with them during first two weeks of the semester.
2. The faculty will notify the student immediately if one of the above has occurred during semester.
3. The student and course instructor/coordinator will meet within three (3) to five (5) days following notification to discuss the situation and develop a plan to help the student become successful.
4. Student Services/Tutoring center representative will complete the Academic Success Plan to be signed by both the student and a representative. Three copies will be made (one for the student, one for Student Services, and one to be sent to the Course Faculty.) The student will also meet with the faculty for further guidance or support.
5. Student Services will monitor the student's academic progress weekly. Ultimate responsibility for mastery of course content and demonstration of satisfactory clinical performance rests with the student.
6. The student must attend student-faculty conferences weekly. The follow-up documentation must be sent to the Student Services/Tutoring center.
7. The student's status and attendance of student-faculty conferences must be recorded weekly in tutor tracking system by faculty.
8. The student and faculty must meet at midterm to discuss adjustments to the plan. If academic performance at midterm meets or exceeds the parameters indicated by the plan, the student-faculty conferences will be scheduled bi-weekly. Otherwise, the student will be issued a midterm warning form and will remain on academic monitoring until the completion of the semester.
9. The student must continue to meet with faculty in accordance with the plan.
10. A student on academic monitoring who does not meet or exceed the parameters indicated in the Academic Success Plan and will not receive a "C" or higher in any subject for the semester will remain on academic monitoring for the next semester and must meet with the Program Administrator or designated faculty/staff to create a new program of study and be required to attend special tutoring or workshop seminars.

Academic monitoring for General Education courses will be conducted in accordance with the General Education Success Plan, as outlined below.

### ***ATS General Education Success Plan:***

The primary goal of the General Education Success Plan is to identify students who may be at-risk for failure in each individual general education course and provide early intervention and remediation to help ensure their academic success at ATS Institute.

At the beginning of each new semester, all students will be given a diagnostic assignment in each general education course, regardless of the consecutive semester in which the course is taught. The purpose of the diagnostic assignment is to verify each individual student's basic or background knowledge in the area and to check student's preparedness for

the course work. The diagnostic assignment will be graded, but the grade will not count toward the student's score credits in the course.

A student whose diagnostic assignment score falls below acceptable benchmark for the course undergoes a mandatory early intervention and remediation process under the guidance of the Student Services team member. The student is accountable for the successful fulfillment of his/her individual remediation plan to achieve a success in each general education course and a passing grade (80% or higher) at the midterm examination.

The Plan requires students to:

1. Participate in the mandatory diagnostic assignment in each general education course for the semester during week one (1). For Developmental courses, diagnostic will be taken a second time during the semester and may help determine passage of the course.
2. Meet with each general education instructor and discuss strategies for success in the course at the beginning of week two (2).
3. Identify areas of need for academic improvement and create an Academic Success Plan as needed with the Student Services/Tutoring Center Team Member. ***This is mandatory for all students in a developmental course.***
4. Meet with the Student Services Team Member **at least 2 more times before the week of the midterm examination** to report academic progress and success. Follow any advice that the Student Services Team Member gives you.
5. Successfully complete all phases of the academic success plan.

Each student who succeeds on the midterm, i.e. minimum 80% on the midterm examination, will be removed from the academic success plan. Students who score between 76% and 80% on the midterm will expand their academic success plan and continue working to improve through the week of final examinations.

#### ***Removal from Academic Monitoring***

A student on academic monitoring shall be removed from this status when, during the last semester of enrollment, the student earned a GPA of 2.0 or higher and did not fail any courses.

#### ***Policy for Gateway Students***

Students are permitted to take only two gateway courses during the program of study otherwise they will be terminated.

- Students who fail one or more course(s) will be required to attend the Developmental Course titled Gateway (0910) the next semester.
- Students will be able to take other courses as long as pre-requisites are completed.
- Students will receive an individualized plan of study
- Each student will be assigned a focus faculty member to work with during the semester
- Students will keep a weekly journal
- Students must fulfill all requirements for the theory part of the corresponding course in order to receive a passing grade for Gateway.
- Students will work on the self -study building module in My Foundation Lab as assigned by faculty.
- Students who fail Nursing Care of the Adult need to repeat Role Development course.

#### ***Academic Success Program's Summary of Exam Techniques\****

##### **FOR MULTIPLE CHOICE QUESTIONS**

##### **A. Be Sure You Know What The Question is Asking**

- ◆ Read the entire question carefully.
- ◆ Read the question TWICE.
- ◆ Read the stem of the question correctly.
- ◆ Underline important words.
- ◆ Try to answer the questions yourself before you look at the answer options.
- ◆ Create a pool of possible answers (jot down key word(s) for each)

##### **B. Consider Each Option Carefully**

- ◆ Compare answer options given on exam with your own pool of possible answers.

- ◆ Re-read the question carefully.
- ◆ Read the answer options carefully underlining key words.
- ◆ Mark each answer option as either Yes (Y), NO (N), ?, Y?, or N?
- ◆ Eliminate the distracters and rule them out.

C. Use Your Knowledge When Choosing the Best Answer

- ◆ Choose your answer based on what you have learned in the course. Example: Choose answer marked true above one marked?
- ◆ Do not choose an answer just because “it sounds good” if you have not heard of it before (in lecture or textbook)—it may be a cleverly worded distractor.

D. Use Your Time Wisely

- ◆ Do not spend too long on any one question. (take approximately one minute per question)
- ◆ Read the question and answer options carefully (twice if necessary).
- ◆ If you are not sure which choice is correct, guess and mark the question number so you can come back to it if you have time.
- ◆ Do not be in a hurry to leave. Check your paper to be sure you have answered all questions.
- ◆ Check carefully for clerical errors (marking wrong answer by mistake).
- ◆ Read each stem with the answer you have marked to be sure it makes sense.

E. Do Not Change Your Answers

- ◆ The only time you should change an answer is when you know why the first answer is wrong and/or why the second answer is right.
- ◆ Never change an answer just because you feel uncertain.

\*Adopted from Loma Linda University

## ***HESI Policy***

The HESI policy is effective fall 2013 for incoming Cleveland nursing students.

### **HESI End of Course Examination (EOC)**

The HESI End of Course Examinations is standardized tests that examine students in specific ATS courses. The courses are: Fundamentals of Nursing, Nursing Care of the Adult, Pharmacology, Geriatric Nursing, and Nursing of the Family (Maternity 7.5 weeks and Children 7.5 weeks). These proctored/secure examinations are given in week 13 for 15 week courses and the 6<sup>th</sup> week in 7.5 week courses. Acceptable performance is to achieve an 850 or above on all tests. Unsecured or practice examinations may be used during the course to prepare the student for the End of Course Examination. HESI grades are included in final class grade and calculated based on the HESI Grading Policy. Students have two attempts to maximize their HESI End of Course Examination score. If a score of 850 is not achieved with the first attempt, the student may take the EOC a second time one week later with proof of remediation in preparation for the EOC. (See HESI Grading Policy for grading rubric) Students who passed the class but did not earn an 850 on the second try will be entered into a Gateway Course for 4 weeks to remediate the content the next semester. The student will be given another exam at the end of 4 weeks. If an 850 or higher is not earned, they will continue in the Gateway program for additional HESI remediation under the guidance of a nursing faculty member until the end of the semester. By the end of the semester, any student who did not earn an 850 will require a recommendation from the nursing faculty member responsible for the HESI remediation. This recommendation will inform the Nursing Program Administrator if the faculty member believes the student has mastered the content, allowing the student to proceed with the Nursing Program. Otherwise, the student will be dismissed from the Nursing program.

### **Comprehensive Exit Examination**

The HESI Comprehensive Predictor is a standardized test that assesses the students’ preparedness for the NCLEX-PN. This examination is administered to all students who have successfully completed all curriculum courses and all HESI End of Course Examinations or appropriate remediation. See Exit Exam Score Determination for benchmarks. If the benchmark score is not met after the first attempt, the student must set up and complete an individualized remediation plan to be eligible to take the second HESI Comprehensive Predictor within two weeks. If the benchmark score is not met after the second attempt, the student must attend and pass Gateway Course. If the student successfully completes all that is required and passes the Gateway Course, they will be eligible for a third time to take either a HESI Predictor examination or another standardized predictor examination. If the student does not successfully pass the Gateway Course, the student must repeat the Gateway Course.

Any student that does not successfully pass the Gateway Course the 2<sup>nd</sup> time and/or successfully pass the exit predictor examination after 3 attempts will have one of two options:

1. termination from the program - per the policies of the school
2. repeat Nursing Care of the Adult and Role Development giving them one final opportunity to pass the exit examination

### ***HESI Grading Policy (Cleveland students only)***

Effective fall 2013 students starting in the Fundamentals semester are required to take the HESI specialty exam for each nursing course as assigned. In addition these students are required to take the HESI exit exam. Students will remediate with a faculty facilitator in any area in which the student has not achieved an 850 or higher. See details in Handbook addendum.

The best score of two attempts will be used when calculating the HESI grade. HESI grades will be calculated as follows. After total points are calculated for a course, 10% of that total will be added as HESI points. This 10% is a combination of proctored exams (4%), practice exams and remediation (6%)

Students will be granted points for the **Proctored Exams** in individual courses based on the following scale:

- 850 or greater = 4%
- 750 to 849 = 3%
- 650 to 749 = 2%
- 450 to 649 = 1%
- Below 450 = 0%

## ***Course Grading and Quality Points***

### **Course Grading and Quality Points in ESL and Business Programs**

Grades are assigned in accordance with the following schedule:

<u>Grades</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	100%-90%	4.0
B	89%-80%	3.0
C	79%-70%	2.0
D	69%-60%	1.0
F	Below 60%	0.0 Failure
I	Incomplete	0.0
W	Withdrawal	0.0
WF	Withdraw Fail	0.0 Failure

### **Course Grading and Quality Points in Nursing Programs**

Grades are earned and awarded in each course and are recorded on the student's permanent record at the end of each academic term. Evaluation of student achievement will be made in relation to the attainment of the specific objectives (outcomes) of the course. At the beginning of a course the instructor will explain these objectives (outcomes) and the basis upon which grades are determined. There is no rounding up or rounding down of any course grade.

Grades are assigned in accordance with the following scale:

<u>Grades</u>	<u>Numerical Equivalent</u>	<u>Quality Points</u>
A	95-100%	4.0
A-	92-94%	3.7
B+	89-91%	3.3
B	86-88%	3
B-	84-85%	2.7
C+	81-83%	2.3
C	76-80%	2
D	68-75%	1
F	Below 67%	0.0 Failure
I	Incomplete	0.0

N*	No Grade Given	0.0
W	Withdraw	0.0
WF	Withdraw Fail	0.0 Failure

In addition, the student must achieve the following:

A final course grade of at least 76%, an average of 76% in the testing portion of the course, and an average of 76% in the graded non-testing portion of the course are required in each course in order to advance in the program.

Spelling of medical terms and medication names can be critical in patient care. Therefore, nursing courses may deduct points for misspelling. See individual syllabi for course policy.

Exception to the above are PASS /FAIL Courses (Quality points = 0):

(P) Pass: See criteria per the specific Syllabus

(F) Fail: See criteria per the Specific Syllabus

(UI) Unauthorized Incomplete: See criteria per the Specific Syllabus

### **I-Incomplete**

Only students who experience unforeseeable emergencies and have supporting documents and are in good class standing at the end of the semester may qualify for receiving an "I" grade. A student receiving a grade of "I" needs to correct any deficiencies no later than the end of the 2<sup>nd</sup> week of the following semester. An incomplete grade not corrected within a prescribed period will result in an "F" for the class, requiring the student to repeat the course.

### **W- Withdraw**

A student will receive a "W" if he or she withdraws by the end of the sixth week of the session (or by the end of the third week for the half-semester course) regardless of the student's academic status in the course at the time of the withdrawal. No more than two withdrawals per course are permitted. A withdrawal form must be completed by the student and signed by the student and Registrar. Courses, which are marked with a "W," are not included in calculation of the GPA.

### **WF- Withdraw Fail**

The student who has withdrawn from a course, stopped attending or has been dropped from a course by the instructor after the end of the sixth week (or third week for the half-semester course) will receive a grade of "WF" in the course. This grade is equal to the "F" and is calculated for GPA.

### **UI- Unauthorized Incomplete**

Student receives a grade of "UI" when required course assignments or activities or both were insufficient to make a normal evaluation possible.

### **\*N- No Grade Given** (effective spring 2014)

This grade indicates a non-punitive grade and is assigned at the discretion of the registrar for a course(s) in which the student has completed a major portion of the course and is in a good academic standing, but has been unable to complete course requirements, because of financial reasons (non-payment). N is not considered a failing grade for the term in which it is received, and it is not computed in the grade point average (GPA) but will be counted against total credits attempted.

### **Clinical Grades**

Clinical evaluations will reflect individual strengths and needs of the students. A main consideration is safe nursing practice. Students must achieve a grade of "Satisfactory" in order to pass the course. Carelessness, unsafe practice, and unprofessional behavior, may constitute a grade of "Unsatisfactory" at any time during the clinical rotation resulting in the failure of the course.

### **Grade Changes**

The instructor of the course will determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final. However, a student who feels a grade is in error may request a review of the grade by the instructor as long as the student contacts the instructor within first week of the following semester. If the request is unresolved, refer to the "Student Complaint" policy.

### **Faculty Evaluation of Student Progress**

Faculty evaluation of student progress in each course and in the program is achieved in a variety of ways. Each course syllabus describes the evaluation process in detail. In order to pass a nursing course with a clinical component, the

student must achieve satisfactory grades in theory and in clinical. If either theory or clinical is failed the student must repeat the **entire** course.

### **Theory**

Frequent written tests, a comprehensive final exam, written assignments, homework assignments and projects are part of the evaluation process. All tests and assignments are weighted on a total point scale. Students are expected to be in class when tests are scheduled. Students must take missed quizzes during the scheduled make up time. Final exams will not be given after exam week. Students may make up only one quiz or exam per course per semester.

Final exams may be reviewed by appointment only. Questions about correct responses/grading should be made at this time. All students must complete standardized nursing subject tests within the last two (2) weeks of the semester. Tutoring and computer remediation programs are available for students to enhance learning.

### **Homework Policy**

- For each course lecture hour, 2 hours of homework are required.
- Homework assignments will be graded and have a point value.
- Homework must be submitted by due date, and will be returned to students by identified date. Zero (“0”) points will be assigned for homework not submitted on the announced due date.
- Homework assignments are located in the tracking calendar or under “Guidelines for Homework Assignments” in the syllabus.

### **Semester Grades/Report Card**

At the completion of each semester, every student will be issued a report card with grades. Students are required to keep current address and telephone number on record with the school. Failure to do so may result in failure to receive a report card.

### **Honors**

#### **Student of the Month Award**

Students are nominated to be Student of the Month in each nursing program by an ATS faculty and/ or staff member. The members of the ATS Student of the Month Committee then select one student per Nursing Program each month. All students with a good attendance record and passing grades are eligible for nomination. Students that are nominated exemplify professionalism, caring for others, leadership, outstanding academic performance, and are good role models for their fellow nursing classmates.

Student of the Month **nominees** will receive:

- 1) Letter of Acknowledgement
- 2) Automatic consideration for the Student of the Month Award

Student of the Month **winners** will receive:

- 1) \$15 gift card
- 2) ATS Student of the Month Certificate
- 3) Letter of Acknowledgement
- 4) Picture and name on the Student Awards bulletin board
- 5) Automatic nomination for Student of the Semester Award

Student of the Month winners may also list this award under “Honors” on the student’s resume for future employers to see.

#### **Student of the Semester Award**

At the beginning of the new semester, one Student of the Semester winner is chosen from the previous semester. The Student of the Semester will be nominated by the faculty and chosen by the Student of the Month committee.

The Student of the Semester **winner** will receive:

- 1) \$20 gift card
- 2) Letter of Acknowledgement
- 3) ATS Student of the Semester Certificate
- 4) Picture and name on the Student Awards bulletin board

The Student of the Semester winner may also list this award under “Honors” on the student resume for future employers to see.

***Clinical Excellence Award***

At the beginning of the new semester, one student will receive a Clinical Excellence Award from the previous semester. Clinical students eligible for the Clinical Excellence Award will be nominated by nursing faculty and chosen by the Student of the Month committee. Criteria for nomination are modeled after Jean Watson’s *Theory of Human Caring*.

The Clinical Excellence Award **winner** will receive:

- 1) \$30 gift card
- 2) Letter of Acknowledgement
- 3) Clinical Excellence Award certificate
- 4) Picture and name on Student Awards bulletin board

Students receiving the Clinical Excellence Award may also list this award under “Honors” on the student resume for future employers to see.

***President’s List***

Special recognition is awarded to students who earn a 3.5 GPA and perfect attendance during the previous nursing semester in which they accumulate at least twelve (12) credits. President’s List students receive a certificate and are given general recognition on campus. Students with behavior violations on file are excluded from consideration.

***Graduation with Honors***

Students who have earned a cumulative GPA of 3.0 or higher are eligible for graduation with honors. The honors designation will appear on the diploma as follows:

<u>GPA</u>	<u>Honor Designation</u>
3.00 – 3.49	merit
3.5 – 3.79	cum laude
3.8 – 3.99	magna cum laude
4.00	summa cum laude

***Certificate of Completion – Cleveland Students***

Certificate of Completion will be sent to the Ohio Board of Nursing no later than the end of the 4<sup>th</sup> week after completing all requirements for the program including payment of financial obligations and getting the clearance Checklist forms completed. (Forms available at the Registrar’s office.)

If a student submits a completed End of Program Checklist more than 6 months after graduation, the student must:

1. show evidence of having taken a formal NCLEX-PN preparation class within the last four weeks prior to checklist submission
2. take and pass a standardized NCLEX-PN test chosen by ATS

Then the Certificate of Completion will be sent to the Board of Nursing.

***Graduation Requirements***

To qualify for graduation, students must meet the course and credit requirements specified for their curriculum, students must have at least a 2.0 cumulative grade point average, and students must fulfill all of their ATS financial obligations.

In addition for nursing students only: students must pass a comprehensive exit examination (see Exit Exam Score Determination policy) to qualify for graduation.

## ***Attendance Policy***

Each student is expected to attend every class, lab and clinical day for which he/she is scheduled.

Arriving tardy or leaving early is defined as arriving at any time after the official start time of the course, or leaving before the official ending time of the course. Students assume the responsibility for arranging make up of missed work and assignments. All work must be completed by the time designated by the individual faculty members(s). Students must attend course, clinical and laboratory sections if applicable to which they have been assigned unless permission to attend a different section is obtained from the Registrar.

### ***Attendance Policy for Nursing Students***

#### **Clinical Absence**

See Clinical Attendance Policy.

#### **Class Absence**

Students who acquire excused and /or unexcused absences that exceed 30% of a course's scheduled classroom and/or lab hours will fail the course. Arriving tardy or leaving early will be counted as one half (0.5) absence for each occurrence.

**Chicago campus:** The final grade is dropped one letter grade for students who acquire unexcused absences that exceed 20% of a course's scheduled classroom hours.

**All missed lab time must be made up, whether it is excused or unexcused!** It is the student's responsibility to schedule this time with the course coordinator and lab coordinator. Two lab makeups will be allowed **per class** without penalty. Following this, subsequent makeups will require payment of a \$100.00 fee by the student to ATS. This fee will need to be paid prior to the scheduled makeup. Upon paying the \$100.00 fee to the ATS accounting department, the student will be provided with a receipt that must be shown to the lab coordinator or lab instructor prior to the beginning of the makeup experience.

#### **Make-up**

Students may make up one exam or quiz per course per semester (including Midterm Exam). These exams and quizzes missed for absence can be made up without penalty. For missed **unit** exams and quizzes, there will be only two make up days per semester for each course. One make up day will be at midterm, and the second will be the last week of classes. **Missed Midterm Exams must be made up within one week of the original test date. These are to be scheduled with the individual instructor for the course.** There is no makeup for makeup quizzes or exams. These cannot be rescheduled. A grade of zero shall be given if unable to come for make-up exams. No exception. Not appealable.

Under no circumstances are there re-takes of quizzes, tests and examinations for any reason.

### ***Clinical Attendance***

Students are expected to attend all scheduled clinical experiences. ***It is the student's responsibility to call the clinical instructor and/or teaching assistant prior to the assigned time if he/she will be absent or tardy for any reason.***

Students who have not called their clinical instructor and/or course coordinator prior to their absence from a clinical day will be considered a "no call/no show" and will result in failure of the course. NO exception. NOT appealable.

### ***Clinical Tardiness***

Students are expected to arrive on time for all clinical experiences.

Students will be considered tardy if they call the clinical instructor and/or teaching assistant prior to the assigned time and arrive to the clinical site up to 15 minutes after the start of clinical. Any student arriving to the clinical site more than 15 minutes after the start of clinical will be marked absent.

### ***Clinical Absence***

Students must call the faculty/teaching assistant prior to the assigned time if they will be absent. All absence from clinical experience is required to be made up. If the absence is not made up, course failure will result. No more than two clinical absences are permitted during the semester in a course. Any student who misses more than two (2) clinical days will fail the course. Two clinical tardy days will equal one missed clinical day.



**Additionally, any clinical hours missed while lacking the REQUIRED MEDICAL RECORDS will be considered an unexcused absence.**

### ***Clinical Make-Up***

Clinical make-up is based on the availability of the instructor and facility. **Students are required to pay a fee of \$250.00 prior to the scheduled make-up except with a valid original doctor's excuse, a valid original funeral director's excuse, an official letter regarding a court appearance or being sent home by the clinical instructor because the student is too ill to be effective at the clinical site. This fee will not be waived under any other circumstances. ATS reserves the right to verify excuses and students are required to sign a consent form for release of information to validate the excuse submitted. All clinical make-ups must be completed:**

**Cleveland, OH: by the end of finals week for the current semester.**

**Chicago, IL: before the start of finals week for the current semester.**

**All clinical make-ups are to be arranged within 5 (five) business days following the absence.** In addition, the Clinical Placement Coordinator or designee must be notified of the missed clinical day and the scheduled make-up day.

Upon paying the \$250.00 fee to the ATS Accounting department, the student will be provided with a receipt that must be shown to the Clinical Instructor prior to the beginning of the make-up experience.

If the receipt is not provided to the clinical instructor, the instructor will not accept the student in the clinical area.

### ***Attendance Policy for ESL Students***

The ESL programs at ATS are designed for adult learners who wish to make fast progress and who are able to devote themselves to an intensive schedule. Real progress in the acquisition of another language requires a commitment of *time* and *effort*. As such, class attendance in the ESL programs is important for students in the fulfillment of their educational and professional goals and to obtain the most benefits from the ESL program. This will not only aid you in making progress in the acquisition of English, but it will also provide you with a foundation that will assist you in securing employment in your given or prospective field.

No more than 10 % of the clock hours in a payment period may be considered excused absences (see definition above). Students must give their instructor advance notice, where applicable, in order for an absence to be considered excused.

Students who have accumulated multiple absences will be notified accordingly.

- 9 hours missed (unexcused) = verbal warning from instructor.
- 20 hours missed (unexcused) = warning letter is sent to student.
- More than 45 hours missed within a payment period = student will be notified that his/hers financial aid disbursement will be postponed until hours are brought current.

### ***Maternity Leave Policy***

If a student is pregnant or is within the six-week postpartum period, she may continue to attend classroom courses at ATS if medically stable. If a student is enrolled in a clinical course and wishes to remain in the clinical setting, a medical release must be signed by the student and her health care provider and submitted to the Nursing Programs Administrator as soon as the student has a confirmed pregnancy. Once the Nursing Programs Administrator has received and reviewed the signed medical release, a copy of the document will be sent to the clinical instructor. A student will **not** receive a passing grade for a clinical course without completing the clinical component. A student who is pregnant or postpartum may for medical reasons, withdraw from her courses after the official withdrawal period for the semester without penalty. If a student must withdraw due to pregnancy or postpartum, the withdrawal will not count as an attempt toward passing the course.

### ***Illness/Injury Policy***

Prior to returning to clinical, a student who had an illness or injury or other circumstance(s) that results in either a physical or psychological limitation while in the nursing program, the student is required to submit to the clinical faculty, a documented medical release from a physician. This release will be placed in the student's file. The student is

responsible for any expense incurred to obtain this documentation. *In the event that a physician places limitations on the student's ability to perform nursing care activities, such activities will be restricted accordingly. In addition, the rules and regulations of the affiliating agency will prevail in determining whether a student who has limitations imposed by the physician can participate in the clinical experience.* Every attempt will be made by the nursing faculty to accommodate make-up days necessary for student success in the clinical area. Every missed clinical day must be made up by the end of the semester.

Students who become ill in the classroom/lab setting will be sent home by the faculty member or transported to the nearest medical facility by EMS. If the student defers, the student may sign a release form stating refusal and arrange for their own transportation.

Students who become ill in the clinical area will be sent home after reporting to the clinical instructor or transported to the emergency room if in a hospital or transported by EMS if in a non-hospital setting.

Procedure for both the classroom and clinical settings:

The faculty member may send students who arrive for class ill home when any of the following conditions are present:

1. Any sneezing and or coughing accompanied by an elevated temperature.
2. Vomiting.
3. (Clinical Only) Any other illness banned by the clinical agency especially in maternity and pediatric areas.

EMS will be called for all students who:

1. Faint.
2. Complain of chest pain.
3. Vomit blood.
4. Suffer any injury requiring sutures.
5. Are splashed with any toxic substance especially in the eyes.

If a student becomes gravely ill and/or has an emergency illness that makes them incapacitated or unable to be mobile without assistance, faculty must call 911 or EMS or the student's emergency contact depending on the nature of the illness. **Under no circumstance should faculty or another student transport the sick student to the emergency room or home.** ATS staff should not offer medical treatment.

### ***Policy on Severe Weather***

In the event of inclement weather, the Nursing Programs Administrator will make a decision whether or not to close the school due to hazardous conditions.

**Cleveland, OH:** Channel 3 television (WKYC) and WTAM 1100 radio will have information regarding the closure of the school.

**Chicago, IL:** WBBM 780(780 AM or 105.9 FM) radio will have information regarding the closure of the school.

If the school is closed, clinical experience is also cancelled. Notification of clinical absence because of weather **MUST ALWAYS** be reported to the clinical facility, the clinical instructor/teaching assistant and to the school.

### ***Student Grievance and Appeal Procedure***

#### **For Grade Appeal Part I**

- Contact with your instructor through email, meeting, or telephone. If contact with instructor is unable to occur (example: instructor is sick or unable to respond to student) Then the student can progress to the next step of formulating their letter
- In order to construct a "Grade Appeal" the student has the first 3 days of the new semester to file an appeal with the Appeal Committee.
- Only F grades will be considered and course must be taken during last semester
- Formulating a typed letter to the committee with any all proper documentation (i.e. graded papers, attendance records, quizzes, handouts, etc.....showing your case)  
Students need to provide graded work, attendance records, quizzes, and any other information they've collected through the course to assist in their case  
Submit together with *Grievance Form* and attach any supporting documentation you have to [appeal@atsinstitute.edu](mailto:appeal@atsinstitute.edu) or mail it to ATS address, attention Grade Appeal. Your appeal may be denied if supporting documentation is not provided.
- 2 petitions per student per semester (you can petition for multiple courses on each petition when the circumstances are the same.
- Students that are in the grade appeals process must attend classes as scheduled while the process is taking place. For example, if a student failed Math class, they are to attend that class and other classes whatever are on their schedule until further notice.

## Part II

- If the request for review is not dismissed, the Appeal Committee will submit a copy of the student's written statement to the teacher with a request for a written reply within 3 working days. (If this step has not been taken prior. If it appears that the dispute may be resolved between the student and the teacher, the committee will attempt to arrange a mutually agreeable solution between these two parties.
- If a mutually agreeable solution is not achieved, the Committee will proceed to hold a meeting concerning the allegations.
- This process takes approximately 1 week. You will be notified in writing of the result of your appeal
- All grade appeal decisions are **final**.

## For Other Appeals

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, within two (2) business days following the reported incident or reason for the grievance.

- The student must first meet with the instructor(s) or person(s) directly involved, in an attempt to resolve the grievance through informal discussion. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may next schedule an appointment and orally grieve the matter with the Nursing Programs Administrator. The student should be prepared to discuss: the basis for concern, facts to support the grievance, and suggested remedy that would satisfy the student. This person must sign the *Grievance Form* to confirm that the student has met with him/her.
- If there is no resolution, the student may submit two copies of a written grievance letter. The student should deliver one copy to the Nursing Programs Administrator and one copy to the Appeal Committee Chairperson, along with the *Grievance Form*. The letter should be typed, dated, and signed, and should minimally contain the following information: the course and instructor(s) or person(s) involved; a summary of the events that led to the grievance; facts that support the student's grievance; and the suggested remedy that would satisfy the student.
- During the appeals process, student can continue with class and clinical unless the reason for the appeal is due to a violation of code of conduct and/or unsafe practice at the clinical site.

The Appeals Board consists of a minimum of three faculty members and three student representatives. It will meet within one week of the filing of the appeal to consider the student's case. The student will be informed of the Board's decision immediately following the meeting. If a student has gone through all previous steps, he/she has the right to seek legal assistance or take his/her complaint to the Ohio State Board of Career Colleges and Schools, the Accrediting Council for Independent Colleges and Schools, and/or the Ohio Board of Nursing. In Illinois, complaints against this school may be registered with the Illinois State Board of Higher Education, the Accrediting Council for Independent Colleges and Schools, and/or Illinois Department of Financial and Professional Regulation Nursing Division.

## **Ohio State Board of Career Colleges and Schools**

30 East Broad Street, Suite 2481  
Columbus, OH 43215-3414

(614) 466-2752  
(877) 275-4219 (toll free)  
Attn: Executive Director

***Accrediting Council for Independent Colleges and Schools (ACICS)***

750 First Street NE, Suite 980  
Washington, DC 20002-4241  
(202) 336-6780  
Attn: Executive Director

***Ohio Board of Nursing***

17 South High Street  
Columbus, OH 43215-7410  
(614) 466-3947  
Attn: Disciplinary Department (Complaint Line: (614) 466-9558)  
Toll Free (877) 275-4219

***Private Business and Vocational Schools Division of the Illinois State Board of Higher Education***

431 East Adams, 2<sup>nd</sup> Floor  
Springfield, IL 62701-1404  
(217) 782-2551

***Illinois Department of Financial and Professional Regulation***

Nursing Division  
Springfield Office:  
320 West Washington Street  
Springfield, IL 62786  
(217) 785-0800  
Attn: Executive Director

Chicago Office:  
James R. Thompson Center  
100 West Randolph Street, Suite 9-300  
Chicago, IL 60601  
(312) 814-4500  
Attn: Executive Director

## ***Financial Procedures and Policies***

### ***Payment Requirements***

Payment in full for semester tuition and any assessed fees is due by the end of the first day of classes.

Students who are 15 days past due with payment will be counseled by ATS officials and may be pulled from classes. Students who do not meet the minimum payment requirements\* after 30 days will be placed on administrative suspension until they clear their balance.

Students that did not fulfill their financial obligations during the previous semester will lose their eligibility to continue with the installment payment plan until they clear previous obligations.

During the suspension students cannot attend scheduled classes or clinical and will be responsible for the make up work. A late fee of \$50.00 will be assessed on past due accounts.

Grades, registration for next semester, transcripts, diplomas, letters of completion or application to state boards and letters of recommendation will be issued only when a student's account is considered to be in good standing.

ATS reserves the right to reject the enrollment of any applicant who had formerly enrolled in a program at the school but failed to fulfill payment requirements.

#### **\*Minimum payment requirements:**

- 1) Full payment (payment must be received and posted to your student account by the due date).
- 2) Good standing in the installment payment plan.
- 3) Financial aid application processed by the Department of Education and on file at the college. Students MUST finish financial aid verification, if any.
- 4) Confirmation of payment in the form of scholarships and/or third party authorization.

Students are required to monitor their account balances.

If a bank withdrawal does not go through for any reason or a scheduled credit/debit card is declined, a service charge of \$50.00 will be assessed. The student will be put on administrative suspension until the account is brought current. If two payments are returned or declined, the student will no longer be allowed to participate in the installment plan and must then pay the entire balance in full.

### ***Payment Options***

#### ***Tuition Installment Payment Plan***

For students requiring more time to pay tuition, they may enroll in an interest-free installment payment plan. This plan requires a one-time enrollment fee of \$85 for the program. Please see a Financial Aid Officer for the enrollment form. All enrollment needs to be done before the start of the semester with the first payment paid on or before the first day of classes.

Alternatively students may pay 50% of the semester tuition on or before the first day of classes with the balance of the remaining 50% of semester tuition to be paid by the end of the mid-term week. For this option, the \$85 tuition plan enrollment fee will be waived.

#### ***Third-Party Billing Agreements***

All third party contracts must be in place before the semester starts. Please consult with your Financial Aid Officer to confirm that the school received certifications from the expected agencies.

ATS will bill employers who pay tuition for their employees.

Students are to provide ATS with a signed letter of financial guarantee from the employer prior to registration for classes.

Students who have applied for scholarships must inform the Financial Aid Office in writing of the amount of the anticipated scholarship. Approval letters need to be presented before the beginning of the semester in order to apply funds to the upcoming semester.

### ***Estimated Expenses for the Programs***

Please see “Tuition and Fees” in the Appendix.

## ***Other Fees and Expenses***

### ***Liability Insurance***

ATS students enrolled in nursing program are required to pay a liability insurance fee once a year. This fee is included in the required fees for the academic year and payable at the beginning of the semester the student is accepted into the program of study.

### ***Books and Supplies***

The cost of books and supplies may vary from semester to semester. The estimated cost of books is approximately \$1,500.00 per academic year. The students are responsible for buying their own supplies (pens, pencils, etc.).

### ***Uniforms***

The cost of uniforms and additional supplies may vary depending on purchase location. Students are responsible to purchase uniforms and ATS patches in accordance with the Professional Dress Code Policy. Additional supplies may include a stethoscope, watch with a second hand and any other supplies requested by the faculty.

### ***Application Fee***

There is \$30.00 application fee for first time applicants. The application may be withdrawn within five (5) calendar days and a full refund will be issued.

### ***Clinical Site Parking***

Students are responsible for payment of parking at clinical sites. The school is not responsible for reimbursement for parking fees.

### ***Change of Program Fee***

There is a non-refundable fee of \$100.00 per occurrence for students who change their program of study.

### ***Late Payments***

There is a late payment service fee of \$50.00 that applies to students whose tuition payments or fees are delinquent. This fee must be paid in addition to all outstanding bills to recover financial good standing.

### ***Returned Checks (Cleveland only)***

For payments made by check, there is currently a \$40.00 reprocessing fee if the check is returned for any reason, except for an error made by the bank (if the bank accepts responsibility for the error in writing, the reprocessing fee will be waived). In any other case, the student will not be allowed to make payments to the school by check for any future payments. The only acceptable ways of making payments will become credit card or money order. A “stop payment” on a check does not cancel the student’s liability for non-refundable fees or tuition payments, and the \$40.00 reprocessing fee will be added to any outstanding balance.

### ***Fee for Repeating a Class***

Any student repeating a class due to withdrawal or failure will be charged for the credit hours that must be repeated. Financial obligations must be in good standing before scheduling can occur.

### ***Re-Admission***

There is a \$50.00 fee for students who apply for re-admission.

## ***Payment Periods***

Financial Aid will be disbursed at the beginning of each payment period. For Nursing Programs payment period is equal to the academic term.

Payment periods for “ESL for Professionals” program that is 900 clock hours and one academic year in length are as follows:

- The first payment period is the period of time in which the student is scheduled for the first half of the clock hours (450 hrs) and first 23 weeks period;

- The second payment period is the period of time in which the student is scheduled for the second half of the clock hours (another 450 hrs) and second 23 weeks period.

Payment periods for “ESL for Professionals-5” program that is 1500 clock hours and more than one academic year in length are as follows:

- The first payment period is the period of time in which the student is scheduled for half of the clock hours in the academic year (450) and first 23 weeks period;
- The second payment period is the period of time in which the student is scheduled for the second half of the clock hours in the academic year (another 450 hrs) second 23 weeks period;
- The third or fourth payment periods are the period of time in which the student is scheduled for the remainder of the program and will be divided into two payment periods (300 hrs each and 15 weeks each).

### **Standards of Satisfactory Academic Progress (SAP)**

These standards of satisfactory academic progress apply to all students, not just those receiving financial aid. Students must meet the minimum standards as set forth below. Otherwise the student shall be deemed as not making satisfactory academic progress and shall be ineligible for all financial aid or to be enrolled as a regular student.

Satisfactory academic progress will be measured in three areas: minimum academic achievement, successful course completion, and maximum credits attempted. SAP for each student will be measured at the end of each payment period of attendance. A payment period is defined as a term with any course scheduled.

#### **Minimum Academic Achievement (Minimum Grade Point Average [GPA])**

Students must earn at least a 1.25 GPA for their first payment period of attendance. A 2.00 cumulative GPA is required thereafter.

#### **Successful Course Completion (Completion of Attempted Credits):**

Students must complete 60% of the cumulative credits they attempt. Any credits the student is registered for after the second instructional week of classes will be considered attempted (this also includes all remedial courses taken).

Credits, dropped after the second instructional week will be considered attempted but not completed. Withdrawals from classes in a semester will be counted toward the hours attempted but not completed.

Satisfactory Academic Progress (SAP) table reflects the number of credits a student must complete per semester to continue meeting SAP requirements and is as follows:

Number of Credits Attempted	Number of Credits Earned/Completed
20-21	12
17-19	11
16	10
14-15	9
12-13	8
11	7
9-10	6
7-8	5
6	4
5	3
1-4	All

**Please note the following special considerations:** Repeated courses will be added to total hours attempted or hours completed, however, the initial failing grade once a repeated class has been passed will not be included in the GPA calculation. The new grade will be included in the GPA calculation, which will be considered when progress is again reviewed.

#### **Maximum Time Frame**

A student must complete an education program in no more than one and one-half (1.5) times the normal program length. For example, if your program requires 80 credit hours, you must graduate by the time you have attempted 120 credit hours. All attempted and/or withdrawn credits\* count toward the maximum time frame limit, regardless of changes in the program, until a diploma or degree has been awarded. When the student is within one payment period of reaching

the maximum attempted credit\* limit, a warning letter will be mailed, stating that the next semester will be the final semester in which the student may receive federal aid. Finally, when the student has attempted the number of credits listed above, his/her financial aid eligibility will be suspended. Failure to complete the program within the required time frame may result in dismissal of the student from the educational program. (\* for ESL students clock hours are used instead)

Minimum academic achievement, completion of attempted credits maximum time frame will be monitored at the end of every semester.

### **Transfer Students, Students Changing Major or Students in Pursuit of a Second-Degree**

Transferred credit hours which count toward the student's current degree/diploma program will be included in credit hours attempted when calculating remaining eligibility. Therefore, transferred credit hours will shorten the maximum time frame.

### **Unofficial Withdrawal:**

For students who withdraw before completing a term without notifying the school and who have not communicated with the school for fourteen (14) consecutive days, the school will consider that the student has unofficially withdrawn. The last day of attendance will then be used as the withdrawal date for the purposes of calculating any return of Federal funds to the U.S. Department of Education.

### **Financial Aid Warning**

Students, who fail to meet the Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards as stated above and were not already in a warning status, will be placed on Financial Aid Warning for one payment period. This warning period allows the student to continue to receive financial aid for one semester. Students will be notified in writing (by mail) of a Warning Status of Federal Financial Aid. All students placed on Warning will be counseled by a school official and will be given remedial tutoring if requested.

### **Financial Aid Suspension**

If a student fails to achieve Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards while on Financial Aid Warning status, he/she will be placed on Financial Aid Suspension for the following semester. These students will not be eligible for any financial aid until all requirements for Minimum Academic Achievement (minimum GPA) and/or Successful Course Completion standards are met. Students will be notified in writing (by mail) of a Suspension Status of Federal Financial Aid.

### **Financial Aid Probation**

This status is assigned to students who were placed on Financial Aid Suspension, have appealed it and have had their eligibility reinstated. During the probationary period, students are given one semester to satisfactorily raise their cumulative GPA and/or cumulative earned credits, as needed. If satisfactory progress requirements are met, the probation is removed. Financial Aid denial and Suspension will result if the student's cumulative GPA and/or cumulative earned credits are not successfully raised. Students will be notified in writing (by mail) of a Probation Status of Federal Financial Aid.

### **Extended Enrollment Period**

A student who has been placed on Financial Aid Suspension is in an extended enrollment status and is not eligible for additional financial aid, and is responsible for making financial arrangements with the institution for tuition and fees incurred during the extended enrollment period. Students attending in an extended enrollment period will be charged tuition and fees consistent with stated costs. During the extended enrollment period, students must seek to correct academic deficiencies by taking remedial courses, retaking courses they have failed or practicing previously learned skills in order to reestablish satisfactory progress. However, in no case can a student exceed 150 % of the standard time frame either as a regular student or in an extended enrollment status and receive the original credential for which he or she is enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

### **Reinstatement of Financial Aid Eligibility**

In order to regain financial aid eligibility, a student must successfully meet all requirements for satisfactory progress. At the completion of the extended enrollment period, Financial Aid officer will evaluate student performance in the following areas: ability to complete a program within a maximum time frame; completion of at least 60% of the attempted cumulative hours as calculated and achievement of the cumulative GPA as required by ATS. Then a student's award package will be generated based on funds available at that time.



## **Appeal of Suspension**

Students may appeal Financial Aid Suspension based on extenuating circumstances. The Satisfactory Progress Appeal Form, a letter from the student, and supporting documentation must be submitted for consideration. The Satisfactory Progress Appeal Form is available in the Financial Aid Office. Not all appeals are approved and deadlines do apply. The Appeals Committee will review appeals on an individual basis. If the appeal is approved, the student will be placed on Financial Aid Probation, and may be required to sign a letter outlining specific goals and expectations that they must fulfill during the next term of attendance.

## **Refund Policy**

### **State of Ohio Refund Policy**

If a student withdraws or is dismissed from his/her program, or if the enrollment agreement or application is otherwise terminated provided the school is notified of the cancellation in writing, a refund will be issued according to the following schedule:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws during the first full calendar week of the academic term shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term plus the registration fee.
3. A student who withdraws the second full calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that academic term plus the registration fee.
4. A student who withdraws during the third full calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that academic term plus the registration fee.
5. A student who withdraws beginning the fourth full calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of the student's attendance or participation in an academic school activity.

A student is entitled to a refund of the application fee provided the school is notified of the cancellation of application in writing within five (5) calendar days of paying the application fee.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student will be entitled to special consideration that may be less than that stated by the refund policy.

### **Refunds**

The ATS Accounting Office processes refund checks. Students with a credit balance resulting from Federal funds will be refunded within TWO weeks of aid being credited to the student's account. ATS will not retain any credit balances from Title IV funds. All credit balances are subject to an audit (signed Registration Verification form is required) prior to their release. To be eligible for a refund, students must be registered for at least six credits and be maintaining satisfactory academic progress.

Refunds are placed in the US Mail, addressed to the address on file with the school. Students may update their address in writing to the Registrar's Office.

### **Return of Title IV Funds Policy**

Federal law specifies how a school must determine the amount of Federal Financial Aid (Pell Grant, Supplemental Education Opportunity Grants and Federal Family Education Loans) a student earned if they withdraw\* before completing 60% of each payment period.

The amount of Federal Financial Assistance that the student earns is determined on a percentage basis. Students who withdraw at any point after the 60% point in the payment period have earned 100% of their Title IV fund and no refund is due. Students withdrawing from school should be aware that the school may be obligated to return Federal Financial Aid funds back to the U.S. Department of Education if the student does not complete 60% of the payment period. If funds are returned, the student should be aware that this may result in the student owing outstanding tuition or fees to the school in addition to owing funds back to the U.S. Department of Education. Any grant amount the student has to return is a federal grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

Percent earned = number of calendar days completed up to the withdrawal date\* divided by the total days in the semester.

Percent unearned = 100% minus percent earned.

When a student receives Federal Financial Aid in excess of aid earned – the school returns the lesser of:

Institutional charges multiplied by the unearned percentage, or

Title IV Funds disbursed multiplied by the unearned percentage.

The student returns:

Any remaining unearned aid the school is not required to return.

Loan funds are repaid in accordance with the terms of the Promissory Note.

Any grant amount the student has to return is a Federal grant overpayment and arrangements must be made with the school or the U. S. Department of Education to return the funds.

Students will be billed and payment is due immediately for any tuition balance created when the college is required to return funds to the U. S. Department of Education. Students have 45 days from their withdrawal date to repay to the college any federal grant overpayment. After the 45 days, the student must work directly with the U. S. Department of Education to resolve their overpayment and may not receive additional Federal Financial Aid until the overpayment is resolved.

The school must report to the U. S. Department of Education any student who is in an overpayment status.

Withdrawal occurs the date the Registrar's Office receives student's withdrawal form, the date the student is officially dismissed from the college, or in the case of unofficial withdrawal, the date of the student's last documented class attendance according to the instructor's records.

## ***Student Services***

The services at ATS include academic, career and personal counseling, peer mentoring, tutoring, financial aid advising, scholarship information, transfer assistance, books and other support services. The primary goal for Student Services is to encourage the enrollment and retention of students and to facilitate the successful completion of their goals in the college. In addition to these general services, several program-specific student services are set in place to address the particular needs of students.

The personnel in ATS Student Services offers

- to assist students with time management, stress management, anger management, test taking skills, note taking skills, communication skills and career development
- to help students identify social problems and emotional problems that may interfere with educational and academic progress
- to collaborate with the teachers and administration with the student's evaluation and student's academic progress
- to assist in setting goals, initiating strategic planning, and implementing curriculum objectives as established by classes and faculty
- to provide crisis intervention when conflict arises in the school
- to assist students with career development, job search application strategies, resume writing and interview skills
- to assist students adjust to college with regard to academic standards and new life experiences
- to identify cases of mental health problems, domestic abuse or family problems and refer students to outside professional mental health centers

## ***Gainful Employment***

Gainful Employment information for this program is available on our web site at <http://www.atsinstitute.edu>.

## ***Student Right-to-Know Act and Campus Security Act***

Under the terms of the Student Right-to-Know Act of 1990 Facts, ATS must maintain and report statistics on the graduation and completion rates of our students. We also publish an annual Campus Security Report listing criminal activity specifically identified as necessary to report in the Crime Awareness and Campus Security Act of 1990. To obtain these reports, access the following web page:

<http://nces.ed.gov/ipeds/cool/SearchResults.aspx>

Additional published information is available in a brochure located in the Admission offices, library or at the front desk.

## ***Emergency Preparedness***

Please see the "ATS Emergency Preparedness Plan" which is located at the library and in the administrative office. Periodic fire drills are held. Directions for evacuation of the building are posted in each classroom. Students are requested to evacuate in a quick and orderly fashion if the evacuation alarm is heard.

## ***Guidance and Counseling***

Students needing help in their personal or professional lives may seek counseling. Assistance in finding appropriate resources may be provided by members of the faculty or the Programs Administrator by requesting a conference to discuss the problem. For academic difficulty conferences are to be held with the faculty/teaching assistant and student as soon as the student's grade falls below 80% in any subject. These conferences are to help the student explore various study strategies to improve grades.

Treatment-Centers.net is a public benefit addiction treatment resource organization dedicated to helping addicts and alcoholics recover from the devastating effects of drug addiction, alcoholism, dual diagnosis, eating disorders and co-occurring disorders. They offer a comprehensive directory of drug treatment centers, alcohol rehab programs, and drug rehabilitation centers, dual diagnosis treatment programs, and recovery centers for eating disorders and other substance abuse related disorders. Please call 1-877-335-HOPE (4673) for assistance in finding treatment centers.

## ***Program-Specific Advisement***

Upon admission to the program, students must see an Admission Officer for advising, counseling and credit transfer. Students may request a meeting with the Programs Administrator or designee if they need specific advisement in transferring courses. Students who are not achieving satisfactory progress during the course must meet with the course instructor. Students who fail a course must meet with the Programs Administrator or designee to change the plan of study and register for the next semester. Students who fail to complete this step in a timely manner may not be placed in a clinical site for the semester and may need to postpone a semester.

### ***Tutoring***

The school's faculty members provide assistance for students experiencing academic difficulties and such students may be required to participate in skill enforcement sessions outside of regular class time. Students are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their faculty/teaching assistant. Additional tutoring is available by appointment scheduled with Student Services.

### ***Licensure Exam Preparation***

At the end of identified nursing courses, students are given a standardized test for the nursing course that they are completing. Students then receive remediation recommendations to assist them in preparing for the licensure exam.

### ***Accommodations for Students with Disabilities***

A student with a disability who requires some modification in his/her educational program must do the following during the first week of the semester:

- 1) Meet with the Programs Administrator;
- 2) Provide appropriate documentation of the disability;
- 3) Agree to appropriate accommodations in consultation with the Programs Administrator;

The Programs Administrator will inform faculty and staff about accommodations to be made for the student.

### ***Health Services***

ATS Institute does not provide on campus health services. If a medical problem arises, the student will be referred to his or her own health care provider or to a nearby health facility.

### ***Resource Center***

Each year, the center's resources are expanded to provide current materials and supplement the school's program. The primary function of the Resource Center is to provide students with the materials and individual attention needed for study and research. Use of the instructional computers by students at ATS is encouraged. Each student has access to academic software and simulation software for the clinical virtual experience and practicing skills. The computers are located in the library and in the open labs. The librarian is available to assist students in the use of computers.

### ***Placement***

The following placement services are provided: requests from companies, organizations, and agencies are posted on the bulletin board; notification of job fairs and open houses are posted; senior students attend community job fairs. As part of their curriculum the students have resume writing workshops and job interview skills are taught. No guarantee is given to any student that he or she will obtain employment through the efforts of the school as a result of training received at the school.

### ***Transcript Request***

A free official transcript will be issued upon completion of the program and full payment and/or completion of outstanding obligations. The official transcript will be sent with the diploma through the U.S. Postal Service.

Students may request a transcript for another educational institution or potential employer by providing a completed Transcript Request Form at the front desk along with payment of a transcript request fee in the form of credit card or money order. Regular mail will be used or overnight shipping is available. Transcript request fees are as follows:

- Standard Processing (1-3 weeks) - \$5.00
- Same-Day Processing - \$10.00
- Overnight Shipping - \$25.00 - \$37.00 (depending on destination)

Note: Request for Same-Day Processing must be submitted before 3pm

All outstanding obligations must be met and all information must be completed for ATS to be able to forward the information to the requested recipient. ATS will not take telephone or email requests for transcripts from either a student or prospective employer. Student records are not released to an employer or school without the signed release by the student. This form is also available on the [www.atsinstitute.edu](http://www.atsinstitute.edu) website for your convenience.

### ***Financial Aid Services***

Students seeking financial assistance to meet the cost of education are encouraged to contact the Office of Financial Aid. A variety of grants, scholarships, and loans are available for students who qualify on the basis of financial need, enrollment and satisfactory academic progress. Financial Aid services are available by appointment.

### ***Veterans Services***

ATS is approved as an institution of higher learning for the training of veterans and veterans' dependents entitled to educational assistance. The GI Bill (the generic term comprising various educational assistance programs administered by the Department of Veterans Affairs) provides benefits to veterans, service members, and some dependents of disabled or deceased veterans wishing to pursue an education. Further information is available at <http://www.gibill.ba.gov>.

### ***Student Representation on Faculty Committees***

Each semester, ATS offers students an opportunity to participate in developing and maintaining the integrity of the school through involvement with various academic committees. Students who wish to partake in this process are encouraged to inform the Programs Administrator or designee of their interest.

Student representatives are nominated by the faculty.

Committees that may include student representatives:

- Faculty Organization Committee
- Curriculum /Curriculum Evaluation Committee
- Program Evaluation Committee
- Academic Procedures and Standards Committee (APAS)
- Appeal Committee
- General Education Committee

Students are encouraged to make known their concerns to the student representative.

### ***Photo Release***

Occasionally, ATS may take photos that will be released to the public for publicity and advertisement purposes. All students who participate in a photo session will be required to sign a waiver allowing ATS to use their image for that purpose.

### ***Consumer Information***

Consumer Handbook contains consumer information and is available to the students in the Library, Financial Aid and Student Services Offices and Programs Administrator's Office.

## ***Discipline Policy Standards of Professional Conduct***

### ***Required Conduct***

All students are required to behave responsibly and professionally and are obliged to behave in a manner compatible with the philosophy and objectives of the school. A quiet atmosphere would be appreciated while classes are in session and during midterm and final exam weeks. The school recognizes its responsibility to the professional community and to the consumers of the professional community. Therefore, any action by a student considered to be unprofessional shall be deemed cause for disciplinary action and/or dismissal. Any violation of expected conduct while providing patient care may result in immediate dismissal.

A student who does not meet the required standard of conduct may be placed on disciplinary probation, disciplinary suspension, or disciplinary dismissal from the program. However, any action taken depends upon the nature of the offense and the merits of the individual case. ATS reserves the right to eliminate any step in the case of any infraction.

A student in an ATS Program is expected to:

- Be concerned and considerate of the welfare of others as well as self.
- Exercise good judgment in all aspects of personal behavior.
- Respect local ordinances and state and federal statutes.
- Prepare for all clinical experiences.
- For nursing students: perform nursing skills, procedures and medication administrations under the guidance of the clinical instructor at all times.
- Abide by the Clinical Accountability Expectations document.

Continued inconsiderate or irresponsible behavioral patterns will be treated as a serious matter by ATS.

### ***Violations of the Code of Required Conduct***

- Falsification of any document, cheating, or plagiarism.
- Obstruction or disruption of any school activity: **If disruption or insubordination occurs at the school or in clinical, the student may be suspended for one week.** A student may make up a missed test, but cannot exceed the one (1) test limit per course.
- Damage to property of the institution, a member of the staff, another student, patient, or visitor.
- Physical abuse or behavior that threatens the safety or health of any other person.
- Unauthorized access to institutional facilities.
- Abuse and/or misuse of fire safety equipment, including transmittal of a false alarm of fire or tampering with fire extinguishers or hoses.
- Any act that results in conviction of a felony.
- Discourteous treatment of patients, visitors, hospital employees, other students, faculty or staff.
- Divulging confidential information.
- Harassing or unfairly treating any person because of race, religion, color, gender, sexual orientation, national origin, or disability.
- Engaging in sexual harassment or sexual assault.
- Using, selling, possessing or distributing drugs or other illegal substances while on clinical or college premises.
- Violation of safety rules.
- Using physical or verbal abuse, profanity, or violence in any form.
- Fighting, inciting a fight, or disorderly conduct.
- Intoxication or drinking on clinical site property or college premises.
- Gambling on clinical site property or college premises.
- Theft or embezzlement.
- Carrying and/or concealing weapons.
- Unauthorized use of telephones.
- Accepting anything of monetary value from anyone who might benefit from his or her services.

### ***Corrective Action***

A student found to be in violation of the Code of Required Conduct, or regulations defined in the student handbook, or other published or posted institutional regulations will be disciplined according to the nature of the offense.

Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

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

- Written Warning - A written notice to the student offender that the student has violated ATS rules and that further violations will result in more severe disciplinary action.
- Restitution - Reimbursement for damage to, or misappropriation of, ATS property.
- Disciplinary Probation - A prescribed period of time in which any additional violation of policy may result in a disciplinary suspension/dismissal.
- Disciplinary Suspension - Exclusion of the offending student from ATS, its classes, and other privileges or activities for a prescribed period in order to give the student time away from the school to reflect on the problem and to understand that further conduct infractions will lead to disciplinary dismissal. During the suspension, the student will be marked absent for the hours missed and will be subject to any consequence (such as missed assignments) incurred by such absences.
- Disciplinary Dismissal - Permanent termination of student status effective upon a specified date.

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

- 1) Being under the influence of alcohol while on the school premises or in clinical.
- 2) Using, selling, possessing or distributing drugs or other illegal substance.
- 3) Using physical or verbal abuse, profanity, or violence in any form.
- 4) Engaging in sexual harassment or sexual assault.
- 5) Possessing a weapon of any kind on school property.
- 6) Falsification of documentation

Any student who wants to dispute the basis for probation or suspension should make a request to the Appeal Committee in writing. The decision of the committee will be final.

### **Behavioral Violations**

ATS behavioral violations will be given for incidents of inappropriate behavior including, but not limited to, the following:

- Cell/mobile phone use other than outside of classroom/laboratory.
- Student out of uniform.
- Student speaking out of turn.
- Foul or loud language.
- Failure to follow instructions.
- Excessive tardiness.
- Leaving the classroom (excessive in and out).

### ***Violations and Suspected Violations of the Academic Dishonesty Policy***

All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification of information, peer to peer downloading and distribution of intellectual property will be subject to disciplinary action.

Academic Dishonesty **is an academic offense**. Faculty is expected to report all instances of Academic Dishonesty to the administration. Students who plagiarize/cheat are subject to both instructor penalties and institutional penalties. Students who are guilty of Academic Dishonesty have the offense noted on their record, and may be expelled from ATS.

### **Plagiarism Defined**

Plagiarism, which is a form of cheating, is defined as the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, and visual, electronic, or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his/her own work ideas, language, data or other material contained in a source not acknowledged by the student; if the student knew or should have known that such acknowledgement was required. Plagiarism includes, without limitation, the following:

1. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with citations and bibliographical reference.

2. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
3. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless the instructor permits such collaboration.

**All parties to plagiarism are considered equally guilty.** If a student shares his/her coursework with another student and it is plagiarized, that student is considered as guilty as the plagiarizer; since that student enabled the plagiarism to take place. Under no circumstances should a student make his/her coursework available to another student unless the instructor gives explicit permission for this to happen.

## **Polices and Guidelines**

### **Strict Enforcement**

ATS will enforce the rules against plagiarism or cheating to avoid putting honest students at a disadvantage. Academic Dishonesty has harmful effects on other students, even when the student who plagiarizes does so without an intention to deceive. Consequences are as follows:

**First Academic Offense:** The student will earn the grade of zero for the work in question and fail the course. The plagiarism or cheating will be reported to the administration, which will note the occurrence in the student's record. A conference will be held with the instructor.

**Second Academic Offense:** The student will earn the grade of zero for the work in question and fail the course. The student will be expelled from ATS. In failing to uphold the policies and procedures of academic integrity, the student cannot re-enroll to ATS.

### **Investigation**

Students who are accused of plagiarism are entitled to a full investigation. The instructor will alert administration of the offense, wherein the Nursing Programs Administrator assigns a faculty member (other than the teacher in question), to investigate the claim of plagiarism. Once the claim has been verified or unsubstantiated, the parties involved will be informed. During the investigation, under no circumstances will the parties involved disclose any information regarding the claim of plagiarism, including, but not limited to, the author's name, the instructor's name, the course and/or clinical experience, the title of the paper or project in question, or the ad hoc investigation faculty member's name.

If the claim of plagiarism is proven to be true, the penalties and consequences as noted under "Strict Enforcement" will be followed.

### **Violation or Suspected Violations of Federal Copyright Law**

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for infringement may be civil and/or criminal including fines and/or imprisonment. Additional information can be found at [www.copyright.gov](http://www.copyright.gov)

## ***Student Code of Conduct While Providing Nursing Care***

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.



- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- (11) A student shall not:
  - (a) Engage in sexual conduct with a patient;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

### ***Disciplinary process of student misconduct while providing nursing care***

Any student found to be in violation of the expected conduct while providing nursing care will result in written warning, disciplinary probation, disciplinary suspension, or disciplinary dismissal from the program. Any action taken depends upon the nature of the offense and the merits of the individual case.

Violations of any expectations listed under the Student Clinical Accountability Expectations Form signed at the beginning of each nursing course may result in immediate suspension from the clinical and dismissal from the program without appeal.

Performance of any nursing skill, procedure or passing any medication without the presence of the clinical instructor and/or obtaining guidance of the clinical instructor will result in immediate dismissal from the program without appeal.

### ***Corrective action***

Refer to Corrective Action under Student Conduct.

Students will retain full academic status until the Nursing Programs Administrator has made a decision regarding the disciplinary action. If the Nursing Programs Administrator deems it necessary then immediate disciplinary action may be taken.

### ***Disruptive Behavior Policy***

All individuals are part of the ATS Institute of Technology community. As students at ATS Institute of Technology, it is your responsibility to keep the community safe and provide an atmosphere for learning. This includes but is not limited to:

- Being present and on time to every class
- Remaining in class until breaks (breaks are provided every 50 minutes)
- Staying in class until the scheduled end of class
- Having no electronic devices turned on during class
- Turning cell phones off and only checking messages during breaks
- Refraining from outbursts in the classroom
- Supporting an atmosphere of focused learning for individual and community outcomes
- Adhering to the classroom policies stated in the individual syllabus

Consequences for non-conforming behavior will follow the disciplinary actions procedure in the student handbook. All Written Warnings will be submitted by faculty to Student Support Services. Any student who receives second warning during the course of study will be placed on disciplinary probation. Any further violations will lead to disciplinary suspension/ termination.

### ***CDC Universal Precautions to Decrease Transmission of Disease***

Health care students are at risk of contracting transmittable diseases during patient care. Upon admission into the student's respective program, all students are required to abide by the Center of Disease Control's (CDC) Universal

Precautions in order to decrease transmission of disease. It is the student's responsibility to become thoroughly familiar with CDC Guidelines and to practice Standard Precautions in all clinical/laboratory settings. Students are required to comply with all Standard Precautions.

Universal Precautions may be summarized as treating all body fluids and blood of all patients as potentially infectious. Protective barriers (gloves, gowns, masks, and protective eyewear) should be used to reduce the risk of exposure to potentially infectious material. Specific precautions include, but are not limited to the following:

- 1) Wear gloves when touching blood and body fluids or item soaked with blood and/body fluids/substances.
- 2) Wash hands before and after all patient contact and particularly after accidental contact with blood or body fluids/substances.
- 3) Use protective barriers (mask, gown, gloves, eyewear) when needed to prevent exposure to blood and body fluids/substances.
- 4) Change gloves between patients.
- 5) Refrain from all direct patient care and from handling patient care equipment and devices used in performing invasive procedures until the condition resolves if exudative lesions or weeping dermatitis are present.
- 6) Comply with current guidelines for the disinfection and sterilization of reusable devices used in invasive procedures.

Infectious diseases have the potential for hazardous effects on the developing fetus. Pregnant students must bring a written statement from their obstetrician as soon as the student suspects/knows that she is pregnant as to her ability to perform all expected functions fully, safely and without jeopardizing the health or well-being of the student, her fetus, or a patient. An additional statement that the student will take responsibility for her safety may be added depending on the clinical setting. In order to resume her activities before the usual six-week period after delivery, the student must bring a written release from her doctor.

The CDC recommends that all students who may be exposed to blood in an occupational setting should receive Hepatitis B vaccine, preferably during their period of professional training and before occupational exposure should occur. The Nursing Program supports this recommendation, but does not require this immunization.

### ***Chemical Substance Policy***

Chemical use and/or dependency may interfere with education and may threaten personal welfare, as well as that of other students and clients. It is up to us, individually and collectively, to address the threat. As responsible individuals, each of us is obligated to provide for their own physical, mental, and emotional health. Our school has a vital interest in ensuring safe, healthful, and efficient learning environment for our students and employees. For these reasons, we have established as a condition of employment and enrollment into our training programs, a drug-free policy.

#### ***Drug Testing***

Students may be selected for random drug testing at anytime.

No students under the influence of alcohol or other drugs will be allowed to attend class, remain at the ATS facility, or attend clinical. Drug or alcohol use in class, clinical or lab is subject to blood or urine testing at that time. Reasons to suspect chemical substance abuse include, but are not limited to:

- 1) Noticeable change in behavior
- 2) Slurred speech
- 3) Smell of ethanol on breath

**ATS Nursing Programs have a zero-tolerance policy for drug and alcohol abuse. Any student testing positive for drugs or alcohol will be dismissed from the program immediately.**

Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days. Failure to comply with this will indicate a positive finding for the drug screening with subsequent dismissal from the program.

Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration.

## ***Professional Dress Code***

The following guidelines have been established to meet the dress requirements of the nursing program.

### **Uniforms**

Students are responsible to purchase uniforms and ATS patches in order that they can be worn beginning the first day of classes. Uniforms must be in the style approved by the school

### **Clinical, Classroom and Lab Settings**

#### **Cleveland, OH:**

At the Clinical, students are required to wear the official clinical uniform of white pants, shirt or white dress collared shirts only with the ATS patch and ID badge each day of clinical experience unless informed otherwise by the instructor.

On campus, students may wear the ATS uniform of royal blue tops and bottoms with white shoes or the clinical uniform of all white with white shoes beginning first day of class and anytime on ATS school property, and follow policy related to grooming (stated above) in the clinical setting.

Shoes must be all white nursing or athletic shoes with an enclosed heel and toe.

#### **Chicago, IL:**

During Clinical, Classroom and Lab settings students are required to wear royal blue uniforms with the ATS patch and ID badge each day. A white lab coat is required for clinical. For classroom and lab settings: from Nov 1<sup>st</sup> to March 31<sup>st</sup> students may wear seasonal footwear. Otherwise, shoes must be all white nursing or athletic shoes with an enclosed heel and toe.

#### **For both campuses**

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

Female students must wear the school pants uniform whenever functioning in the student role. White knee high stockings or plain white socks are to be worn with the pants uniform. Footies or ankle socks are not allowed.

Male students must wear the designated uniform shirt and uniform pants whenever functioning in the student role. The uniforms must be clean and neatly pressed. (Refer to document 'Care and Maintenance of School Uniforms' in the Cleveland library or the Chicago Nursing Programs Administrator's Office.)

No visible tattoos and body piercing (except earrings) are allowed. Undergarments must **NOT** be visible (color or design). White tee shirts should be plain without any design or words. Solid white nursing shoes or white leather athletic shoes (without contrasting colors) must be in good repair and kept clean and polished at all times. All shoes must have no higher than a 1" heel and enclosed heel and toe. Shoelaces are to be white only (refer to document "Care and Maintenance of School Uniforms" in the Cleveland library or the Chicago Nursing Programs Administrator's Office).

One pair of small, ball-shaped pierced earrings may be worn in the lowest part of the ear lobe (one per ear) if they are pearl, silver or gold colored. A plain wedding band may be worn. No other visible adornment is allowed. Neck and ankle jewelry is **NOT** allowed. Hair must be off the collar and secured. Only white, metal, neutral or tortoise-shell colored clips are to be used to secure the hair neatly off the collar. Neutral elastic scrunchies are also permitted. No additional hair ornaments are allowed. Students who choose to color their hair must keep to natural colors only (no pink, blue, purple, etc.). Head coverings are permitted for religious obligations only and must be white or conservative in nature. Male students must be clean-shaven and/or have neatly groomed mustache/beard. Nails must **NOT** extend beyond fingertips. Acrylic nails or nail polish are **NOT** allowed.

Nursing students must adhere to this dress code at all times. Students who do not adhere to this dress code will be sent home and will be considered absent for that day. Any make-up fees are the responsibility of the student.

If students are not in proper attire they will be given a documented Behavioral Violation. After five Behavioral Violations a student must meet with the Nursing Programs Administrator and the student is subject to disciplinary action up to and including termination from the program.

## **General Policies and Procedures**

### **Computer and Internet Use Policies**

#### **Purpose and Use**

ATS workstations are to be used primarily for research and academic purposes, with ATS students, faculty, and staff. The students will be allowed to print research and academic papers. The copy allowance for students is 1500 pages per semester. The staff reserves the right to terminate an internet session if its use is not research or curriculum orientated. Moreover, the staff in charge reserves the right to ask users to end a session and relinquish the computer to an ATS student, faculty, or staff member.

The computer labs are intended primarily for instructional and testing purposes. Faculty and staff have priority for scheduling instruction in the labs. If no formal instruction is scheduled, ATS faculty, staff, and students may use the labs. The lab must be vacant 10 minutes before scheduled class session.

Every effort will be made to inform facility users ahead of time of such reservations. However, ATS reserves the right to close the facilities to users at short notice to accommodate instructional/testing needs.

ATS reserves the right to monitor computer usage in the labs in order to insure compliance with ATS policies.

#### **Printing Policy**

Each student will have a user name and password account, which will enable him or her to print on the ATS computers. To obtain your user name and password you must send an email request to [myprintaccount@atsinstitute.edu](mailto:myprintaccount@atsinstitute.edu). You will receive a reply to your email containing your login information. Each student will be permitted to print 1500 pages per semester at no cost. After the first 1500 allotted pages the student will have to pay .10 cents per additional page. Please see the front desk for additional information.

#### **Statement of Liability**

All users of ATS agree not to hold ATS responsible for any and all claims, losses, damages, obligations, or liabilities directly or indirectly relating to the use of the internet or caused thereby or arising there from.

Users assume liability for any misuse of hardware, software, or equipment residing in computer work areas. ATS Institute shall not be responsible for personal property used to access computers or networks. ATS Institute is not responsible for unauthorized financial obligations resulting from access to the internet.

#### **Illegal or Unacceptable Use**

Examples of unacceptable or illegal use of ATS computer workstations include, but are not limited to, the following:

1. Libel, harassment, or slander of others.
2. Destruction of or damage to equipment, software, or data belonging to the library, including the creation or dissemination of viruses, worms or any other potentially destructive programs.
3. Disruption or unauthorized monitoring of electronic communications.
4. Unauthorized copying of copyright protected materials.
5. Hacking or uninvited entry into files belonging to other individuals, businesses, organizations, or groups.
6. Web-based or other electronic gambling.
7. Access of pornographic web sites or other websites which carry adult content.
8. Commercial gain or private profit.
9. Unauthorized use of computers to delete, alter data, or forge personal data of another individual.
10. Unauthorized password disclosure.
11. Misleading transmittal of names or trademarks; such as falsely identifying oneself or organization as having an affiliation with a person, business, or organization by using their trademark, logo, or seal.

#### **Guidelines and Rules For Use of ATS Computers**

1. Persons may not use more than one computer at a time.
2. Food and drink may not be brought into any computer work area.

3. Users will be respectful of others and will not make unnecessary noise and distractions. Low conversations that are not disturbing to others are permitted. Loud talking or other disruptive behavior is not permitted. Cell phone conversations are not permitted within the lab.
4. Users are expected to clean the area by removing papers, disks, books, and any other items of personal property when leaving computer workstations. A parent or responsible adult of those under the age of eighteen years must assume responsibility for what internet resources are appropriate for his/her child, and the parent or other responsible adult must supervise his/her child's internet sessions.
5. Users may not intentionally disrupt the campus computing system or obstruct the work of other users, including sending chain letters or blanket e-mail messages, or knowingly consume an inordinate amount of systems resources.
6. Users may not install or download any software or make any effort to change system performance. This specifically includes the creation or dissemination of viruses, worms, or any other destructive program.
7. Users are not in any way to attempt to copy any computer software program or data protected by copyright or by special license. Users must not attempt to damage, remove, or otherwise alter any software currently installed on any computer.
8. Users are not in any way to attempt to change the physical location or configuration of any computer workstation, its attendant peripherals or cabling.
9. Changes made or saved to the main server/C drive are erased after a semester. Users are advised to create a backup of any information to storage media such as a floppy disk, CD, or flash drive. In the event that storage media is not available, users may e-mail files to themselves.
10. Users should not use computer workstations to conduct business activities, be they for profit or non-profit.
11. Users should not use computer workstations to conduct activity or solicitation for political or religious causes.
12. ATS is not responsible for accuracy, nature, or quality of information gathered through college provided internet access.

### ***ATS Wireless Access***

ATS is pleased to make wireless Internet access available to students throughout the building. The following rules and policies apply to wireless Internet access. Use of wireless Internet access demonstrates your agreement to be bound by these rules and policies.

1. Users are responsible for configuring their own equipment. The ATS does not guarantee technical support for establishing or maintaining a connection or equipment to maintain a wireless connection.
2. The ATS is not responsible for any personal information that is compromised, or for any damage caused to hardware or software resulting from the use of the wireless Internet connection for any reason whatsoever.
3. All users are responsible for maintaining their own virus protection on their computers or wireless devices.
4. The transmission or receiving of child pornography or sexually explicit graphics or material is strictly prohibited.
5. Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain unauthorized access to files, passwords or data belonging to others, or damaging or alternating others software or hardware.
6. It is prohibited to download copyrighted material in violation of U.S. Copyright Law (Title 17, U.S. Code).
7. Use of laptops during class, without the permission of the instructor, is prohibited.
8. Anyone violating these rules is subject to having the right to use the wireless Internet access terminated.

DISCLAIMER: ATS is providing wireless connectivity in this facility as a supplementary information service and offers no guarantees or representations that any use of the wireless connection is in any way secure or that any privacy can be protected. Your transmissions may be viewed or intercepted by third parties. Use of this wireless connection is entirely at the risk of the user and ATS is not responsible for any loss of information that may arise from the use of the wireless connection. Furthermore, ATS is not responsible for any loss, injury or damage resulting from the use of the wireless connection.

The handouts on how to access the Wireless connection must be picked up from ATS Library.

## ***Other Policies***

### ***Medical Record Policy***

Students are required to have up to date medical records and CPR at all times while enrolled at ATS. Students are responsible for keeping all immunizations, PPD testing, physical exam, medical insurance and CPR current. Students, with expired medical records, will be removed from classes until the requirements are met. Clinical policy for medical records continues to apply.

### ***Compromised Test Policy***

If an instructor thinks that a test has been compromised by any factor at any point in time during the semester, that instructor has the right to retest the entire class of students with a comparable testing method. This includes standardized testing.

### ***Smoking, Gum, Eating and Drinking***

Smoking is prohibited throughout the ATS premises. All students and employees are to refrain from smoking on or around the school premises and doorways including the parking lot grounds unless they are inside their vehicles or in the designated smoking area. In Chicago, students are not permitted to smoke within 30 feet of the school building.

Any offenses will be subject to the following:

- First violation: written notice.
- Second and subsequent violations: Suspension for one full day.

This policy also applies to the clinical area. Students must not arrive at the clinical site with the smell of smoke on their uniforms.

Chewing gum is not allowed in the clinical area.

**With the exception of bottled water, eating and drinking is not allowed at any time in any classroom, lab or clinical area.**

### ***Cell Phone Policy***

Cell phones are not permitted to ring in the classroom or laboratory. Should an emergency call come through while the phone is on vibrate, the student will be required to take his/her belongings and leave the classroom to tend to the emergency situation. The student may not return to that class on that day. Use of cell phone in the classroom other than that stipulated above shall warrant a Behavioral Violation and will be documented as such. After 5 Behavioral Violations a student must meet with the Nursing Programs Administrator and the student is subject to disciplinary action up to and including termination. Emergency calls can be directed to the main school number.

### ***Children on Campus***

Children are not permitted on school premises.

### ***Heating and Cooling within the Building***

The thermostat is set to 72 degrees in the summer and 73 degrees in the winter. Please dress appropriately.

### ***Parking Restrictions***

Students are required to park in the designated spots at the 325 Alpha Park location or the designated spots (yellow dots). Students who park in spaces designated for faculty and staff will be ticketed and may be towed at the student's expense.

Students may not park in the Progressive Insurance Parking lot at 747 Alpha Drive. Students who park at that location will be towed from that location by the Progressive Insurance Security Department and the student will be responsible for paying any costs or damage that arise.

### ***Student Identification***

All students must wear their identity badges while on school property and clinical sites. Students must identify themselves as an ATS student to any faculty or staff member upon request.

### ***School Incidents***

Students are requested to report any improper activity that they observe on campus. This may include theft, abuse of property or person, injury or any unusual occurrence. A form is available at the front desk for your convenience.

## **Programs**

### ***Practical Nursing Program - Cleveland***

Diploma Awarded: Practical Nursing Diploma

Length of Program: Three (3) 15 week semesters

Credit Hours: 51

#### **Program Descriptions**

The Practical Nursing Program is designed to prepare the student for the role of a Licensed Practical Nurse who is able to function interdependently with colleagues in a variety of health care settings, including acute care hospitals, long-term care facilities, and community based agencies. The program is based on nursing concepts and skills, which enable the nurse to contribute to health promotion, maintenance, and restoration of clients across the lifespan.

#### **Program Outcomes**

Upon completion of the Practical Nursing Program, graduates will be prepared to:

1. Deliver competent holistic nursing care to persons of all ages in a variety of structured health care settings within the scope of practice for the Licensed Practical Nurse.
2. Apply knowledge from the physical, biological, psychosocial, and nursing sciences in performance of nursing care.
3. Utilize a caring approach in establishing effective interpersonal relationships with clients and families.
4. Collaborate appropriately with other members of the health team.
5. Contribute to the nursing process utilizing critical thinking skills.
6. Safely perform nursing skills.
7. Meet the teaching needs of clients and families in structured settings.
8. Calculate and administer medications to clients accurately and safely.
9. Utilize appropriate verbal and written communication to convey and record client data.
10. Consider cultural diversity and developmental age when providing appropriate care.
11. Demonstrate ability to manage or delegate responsibility when directed.
12. Assume entry-level positions in Practical Nursing.
13. Contribute to promoting, maintaining and restoring health to clients in need.
14. Demonstrate basic computer technology skills to organize and communicate data.
15. Explore all current issues and trends including legal and licensure aspects of practical nursing.

#### **Career Information**

After completion of the Practical Nursing Program of Study, the student is eligible to apply for licensure as a Practical Nurse by taking the NCLEX-PN. Licensed Practical Nurses (L.P.N.) are employed in acute care, long-term care, and community-based health care agencies under the direction of a Registered Nurse. Practical Nurses function within their legal scope of practice, and use professional standards of care in illness care and health promotion activities for clients and families across the lifespan.



## Program of Study for Practical Nursing - Cleveland

<b>First Semester</b>		<b>Credits</b>
BIO1007	A & P I	3
ENG1005	Reading for the Sciences	3
INT1102	Introduction to Nursing Profession	1
LLC1001	Success Strategies	0
MAT1002	Applied Math	2
NUR1113	Nursing Fundamentals	8.5
<b>Second Semester</b>		
BIO1008	A & P II	3
NUR1118	Pharmacology	4
NUR1123	Nursing of the Family	4
NUR1124	Geriatric/Mental Health Nursing	5
PSY1012	Development across the Lifespan	3
<b>Third Semester</b>		
NUR1125	Nursing Care of the Adult	11.5
NUR1129	Nursing Trends and Issues	1
NUR1130	Role Development	2
<b>Total</b>		<b>51</b>

## Course Descriptions for Practical Nursing Curriculum - Cleveland

### Definitions:

**Prerequisite** courses are a requirement that the student must fulfill prior to beginning the course for which it is a prerequisite

**Co-requisite** courses are courses that must be taken prior to or at the same time to the course for which it is a co-requisite

### **BIO1007 A & P I**

**3 credits**

This is the first course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. Organization of the human body, biological chemistry, cells, tissues, and some organ systems are discussed. Deeper coverage of the following organ systems/ topics is emphasized: blood, circulatory, lymphatic, reproductive, immunity and digestive including: nutrition & metabolism. This course also includes additional clock hours outside of the classroom that will include, but is not limited to hands-on biology model making, interpretive essays of stories, descriptive essays creating the story of digestion.

Prerequisites: Placement through English & Math ACCUPLACER and Science Placement Exam or completion of all developmental coursework

### **ENG1005 Reading for the Sciences**

**3 credits**

This course is designed to increase student exposure to reading in the academic Sciences and to increase practice and application of college study skills. Comprehensive critical reading will encourage students to express their own ideas clearly and coherently.

Prerequisites: Placement through ACCUPLACER exam, completion of English developmental course work or permission of the instructor.

### **INT1102 Introduction to Nursing Profession**

**1 credits**

This course is designed to introduce the beginning nursing student to the profession of nursing. Topics include: therapeutic communication, professionalism, nursing process, and legal and ethical considerations. The organizing theme of the school is presented. A historical perspective of nursing is given to develop a sense of ownership for the nursing profession. In addition this course involves the study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties, and diagnostic procedures. Most terms are arranged by body system. This course includes additional clock hours outside the classroom.

Prerequisite: None

**LLC1001 Success Strategies****Pass/Fail**

This course is designed to introduce the newly enrolled ATS student to the student role, resources, and strategies to enhance success in college. The student will learn professionalism required for the academic and professional roles, resources necessary for optimal performance as a nursing student, and personal skills such as time management and studying based on individual learning style. This course includes additional clock hours outside the classroom.

Prerequisites: None

**MAT1002 Applied Math****2 credits**

This course provides the beginning student with basic math skills required to calculate drug dosages. This course covers basic computational math and high school algebra, including but not limited to percentage, ratios, proportions, measurements, and rational numbers. Students are shown many methods to sharpen their math skills and are provided multiple opportunities to practice those skills. Refreshing their knowledge of learned math will be important part of the course. This course includes additional clock hours outside the classroom.

Prerequisite: MAT0910 or placement through ACCUPLACER exam or permission from faculty.

**NUR1113 Nursing Fundamentals****8.5credits**

This course provides the student with fundamental nursing concepts and skills required to administer nursing care, including medications, to a variety of adult clients while applying Jean Watson's Theory of Caring. The student is introduced to the concepts of communications, nursing process, safety and infection control practice, IV therapy, and safe and effective care while using the clinical judgment and evidence-based practice. This course focuses on subjective and objective data collection from clients. Laboratory experience provides the opportunity to practice skills appropriate to the LPN scope of practice. . Clinical experience is a component of this course. This course includes additional clock hours outside the classroom.

Prerequisites: Placement through English & Math ACCUPLACER and Science Placement Exam or completion of all developmental coursework

Co-requisite: INT1102, ENG1005, BIO1007

**PSY1012 Development across the Lifespan****3 credits**

This course provides a study of the normal developmental processes of the human person throughout the lifespan. It includes all aspects of development: physical, psychological, cognitive, social, and moral. This course includes additional clock hours outside the classroom.

Prerequisites: None

**BIO1008 A & P II****3 credits**

This is the second course in the series to continue the elementary study of human anatomy and physiology. Integration of structure and function in light of homeostasis is emphasized. In depth coverage of the following organ systems/topics is discussed: nervous, senses, integumentary, bones, muscles, endocrine, respiratory, urinary, as well as fluid/electrolyte and acid/base physiology. This course also includes additional clock hours outside of the classroom.

Prerequisite: BIO1007 (May be a co-requisite with special permission from Nursing Programs Administrator)

**NUR1118 Pharmacology****4 credits**

This course provides the Practical Nursing student with content relevant to the use and administration of drugs in nursing practice. It includes information about drug classifications and pharmacokinetics. Variations across the lifespan are considered. Students learn the importance of drug actions, interactions, side effects and nursing implications.

Students learn the components of patient teaching and assisting in patient self- administration of drugs. The course will include outside clock hours that will include but is not limited to development of teaching materials for clients, drug cards, online practice NCLEX questions, and drug interview.

Prerequisites: MAT1002, NUR1113, BIO1007, ENG1005

Co-requisite: BIO1008

(BIO1007 may be a co-requisite with special permission from Nursing Programs Administrator)

**NUR1124 Geriatric/Mental Health Nursing****5 credits**

This course focuses on nursing care of the older adult and clients with mental health issues. Emphasis is placed on the role of the Licensed Practical Nurse and his/her contribution to the nursing process in meeting the physiological, psychosocial, cultural, and spiritual needs of older adult clients, mental health clients, and their families. Application of clinical judgment and a caring manner are used in nursing care delivery, coordination, collaboration, and documentation. Clinical experience is a component of this course. This course also includes additional clock hour assignments outside of the classroom that include, but are not limited to, creating a nutritional chart, conducting client

interviews, writing reflection journals, and working on a group project to develop and present a body system as it relates to age-related changes, in the older adult.

Prerequisite: NUR1113, INT1102, ENG1005, BIO1007

Co-requisite: BIO1008, NUR1118

(BIO1007 may be a co-requisite with special permission from Nursing Programs Administrator)

**NUR1123 Nursing of the Family**

**4 credits**

This course focuses on maternity and pediatric nursing care to include the woman and her family during the maternity cycle, and children from birth through adolescence. The nurse's teaching, caring, communication and clinical judgment roles are discussed and utilized with application to the nursing process as appropriate to the Licensed Practical Nurse's scope of practice. The care of families experiencing issues of psychological, cultural, and spiritual needs is explored. Clinical experiences are provided in a variety of setting. This course will include outside clock hours.

Prerequisites: NUR1113, INT1102, ENG 1005, BIO1007

Co-requisite: NUR1118, BIO1008

(BIO1007 may be a co-requisite with special permission from Nursing Programs Administrator)

**NUR1125 Nursing Care of the Adult**

**11.5 credits**

This course's emphasis is placed on the role of the Licensed Practical Nurse's utilization of the nursing process to meet the physiological, psychosocial, cultural and spiritual needs of adult clients and their families. Clinical experience is a component of this course. This course includes additional clock hours outside the classroom.

Prerequisite: NUR 1113, NUR1118, NUR1123, NUR1124, BIO1007

Co-requisite: BIO1008, NUR1130

**NUR1129 Nursing Trends and Issues**

**1 credit**

This course allows the student to gain enhanced understanding of the current issues and trends in nursing practice.

Topics covered include: culture and spirituality in client care, leadership skills, the health care team, and ethical and legal issues in nursing. Emphasis is placed on the scope of practice of the Licensed Practical Nurse as defined by Ohio law, delegation issues, and the responsibilities of maintaining licensure. This course will include outside clock hours.

Prerequisite: NUR1113, ENG 1005, INT1102

**NUR1130 Role Development**

**2 credits**

Students will examine challenges in today's workplace. They will learn about entrance into their profession including NCLEX Exam, employment, and Professional Nursing Organizations. NCLEX test taking strategy coaching will also be included in this course. This course will include outside clock hours.

Prerequisite: Graduating Student

Co-requisite: NUR1125

## ***Developmental Courses***

### **BIO0910 Science Concepts for Health Care Workers** (Chicago only)

**0 credits**

The developmental course BIO0910 is designed to introduce students to a practical perspective on health and disease and prepare them for Anatomy & Physiology courses I and II. Instruction will focus on the basic principles of organ systems, chemistry, and cell biology necessary for the study of health care. This course includes additional clock hours outside the classroom.

Prerequisites: None

### **BIO0920 Science Concepts for Health Care Workers** (Cleveland only)

**3 credits**

The developmental course BIO0910 is designed to introduce students to a practical perspective on health and disease and prepare them for Anatomy & Physiology courses I and II. Instruction will focus on the basic principles of organ systems, chemistry, and cell biology necessary for the study of health care. This course includes additional clock hours outside the classroom.

Prerequisites: None

### **ENG0910 Comprehensive Reading**

**3 credits**

The developmental course ENG 0910 is designed to prepare students for college level courses and exams that require the ability to read comprehensively and think critically. Students will learn in-depth methods of applying reading concepts, study strategies and critical thinking skills to college-level content texts. Group discussions and other in-class activities will allow students to: develop their study and comprehension skills, analyze critically what they have read or seen, acquire new vocabulary in context, articulate their inferences, and refine their ideas for individual writing assignments. Students will learn how to apply these strategies across the ATS curriculum. Students will use computers to document their in-class and home assignments. This course includes workshops in the computer laboratory. This course includes additional clock hours outside the classroom.

Prerequisites: None

### **ENG0920 Traditional Grammar**

**3 credits**

The developmental course ENG 0920 enhances and refines students' writing skills and develops their ability to use formal English. Students will learn to express their ideas clearly and precisely in complete sentences that comply with the standards of English grammar. Students will compose intelligible sentences free of serious errors in grammar, organization, and style. They will arrange sentences in coherent paragraphs and organize paragraphs within a developed essay. Students will practice different methods of developing their ideas in writing narration, description, comparison and contrast, cause and effect, and argument. Students will use computers to document their in-class and home assignments. Students will learn how to edit their own paragraphs and essays for grammatical correctness and revise paragraphs and essays for unity, logic, coherence, and completeness. The course includes workshops and tests in the computer laboratory. \*This course also includes additional clock hours outside of the classroom.

Prerequisite: None

### **MAT0910 Developmental Math**

**3 credits**

Course Description: This course provides students with basic math skills required for success in Applied Math and other higher classes. This course covers basic computational math and high school algebra, including but not limited to, ratios and proportions, and percent. Students are shown many methods to sharpen their math skills and are provided multiple opportunities to practice those skills. Refreshing their knowledge of learned math will be important part of the course. This course includes additional clock hours outside the classroom.

Prerequisite: None

### **SUC1002/1004 Focused Learning Seminar** (Chicago only)

**1 or 1.5 credits**

Course Description: This course is designed for students who need to enhance their academic achievement by strengthening their learning strategies and study skills. This experience can improve student retention and promote a timely graduation. Students may be assigned 1 or 1.5 credits based on content students need to improve.

Prerequisite: None

### **DEV0910 Gateway** (Cleveland only)

**0 credits**

This course is a required course for any student who earns a grade of D or F in any courses in the previous semester, and need to enhance their academic achievement by strengthening their learning strategies and study skills. The purpose of

the course is to improve the success of students and development of critical thinking skills for critical judgments and problem solving. This experience can improve student success and improve timely graduation. Through self-assessment, discussion about course content, academic skill development and other activities (i.e. time management), students will identify the best practices for achieving their academic goals. Students are permitted to take only two gateway courses during the program of study

Prerequisite: None

## ***English as a Second Language Programs (Cleveland only)***

### ***ESL (English as a Second Language) For Professionals***

Certificate Awarded

900 hours

#### **PROGRAM DESCRIPTION**

This program is designed for students with limited English language skills. The objective of the program is to help students develop proficiency in speaking, understanding, reading and writing English in order that they may utilize their professional knowledge and fulfill their future career, academic and social goals. Instruction is designed to meet the needs of beginning to low intermediate-level speakers.

#### **PROGRAM OBJECTIVES**

ESL course work emphasizes elements of grammar and targeted grammatical structures, expansion of vocabulary, and the development of reading and writing skills from the low - beginning level through the low - intermediate level. The primary goal of the program is to teach communicative competence – that is, the ability to communicate in English in any social, professional or academic setting. After completing the program, students will be able to:

- Comprehend normal rate speech.
- Read level-appropriate written texts with full understanding.
- Complete simple forms and documents, write letters and summarize information.
- Function successfully in most social situations.

#### **PROGRAM REQUIREMENTS**

The required courses for completion of the 900-hour program are as follows:

##### **Semester 1**

- ESL100 Integrated Language Skills I (90 hours).
- ESL101 Speaking and Structure Practice I (105 hours).
- ESL102 English Grammar I (45 hours).
- ESL103 Reading and Writing I (30 hours).
- ESL104 Vocabulary I (30 hours).

**Total: 300 hours**

##### **Semester 2**

- ESL110 Integrated Language Skills II (90 hours).
- ESL111 Speaking and Structure Practice II (105 hours).
- ESL112 English Grammar II (45 hours).
- ESL113 Reading and Writing II (30 hours).
- ESL114 Vocabulary II (30 hours).

**Total: 300 hours**

##### **Semester 3**

- ESL120 Integrated Language Skills III (90 hours).
- ESL121 Speaking and Structure Practice III (105 hours).
- ESL122 English Grammar III (45 hours).
- ESL123 Reading and Writing III (30 hours).
- ESL124 Vocabulary III (30 hours).

**Total: 300 hours**

**Program Total: 900 hours**

### ***ESL (English as a Second Language) For Professionals- V***

Certificate: 1500 hours

#### **PROGRAM DESCRIPTION**

This program is designed for students with limited English language skills. The objective of the program is to help students develop proficiency in speaking, understanding, reading and writing English in order that they may utilize their professional knowledge and fulfill their future career, academic and social goals. Instruction is designed to meet the needs of beginning- through high-intermediate-level speakers. It accommodates students who want to experience a fuller range of language instruction beyond that which is offered in the 900-hour program.

## **PROGRAM OBJECTIVES**

ESL course work emphasizes elements of grammar and targeted grammatical structures, expansion of vocabulary and idiomatic expressions, and the development of reading and writing skills from the low - beginning level through the high - intermediate level. The primary goal of the program is to teach communicative competence – that is, the ability to communicate in English in any social, professional or academic setting. After completing the program, students will be able to:

- Comprehend normal rate speech.
- Read level-appropriate written texts with full understanding.
- Complete simple forms and documents, write letters and summarize information.
- Function successfully in most social situations.
- Generate unrehearsed responses in speaking situations.
- Sustain extemporaneous conversations.
- Make oral presentations and complete written projects on a variety of real-life, high-interest topics.
- Comprehend, respond to, and elaborate on information presented in written texts.
- Understand and use idiomatic expressions commonly used by native speakers of American English.

## **PROGRAM REQUIREMENTS**

The required courses for completion of the 1500-hour program are as follows:

### **Semester 1**

- ESL100 Integrated Language Skills I (90 hours).
- ESL101 Speaking and Structure Practice I (105 hours).
- ESL102 English Grammar I (45 hours).
- ESL103 Reading and Writing I (30 hours).
- ESL104 Vocabulary I (30 hours).

**Total: 300 hours**

### **Semester 2**

- ESL110 Integrated Language Skills II (90 hours).
- ESL111 Speaking and Structure Practice II (105 hours).
- ESL112 English Grammar II (45 hours).
- ESL113 Reading and Writing II (30 hours).
- ESL114 Vocabulary II (30 hours).

**Total: 300 hours**

### **Semester 3**

- ESL120 Integrated Language Skills III (90 hours).
- ESL121 Speaking and Structure Practice III (105 hours).
- ESL122 English Grammar III (45 hours).
- ESL123 Reading and Writing III (30 hours).
- ESL124 Vocabulary III (30 hours).

**Total: 300 hours**

### **Semester 4**

- ESL200 Integrated Language Skills IV (75hours) .
- ESL201 Speaking and Structure Practice IV (90 hours).
- ESL202 English Grammar IV (45 hours).
- ESL203 Reading and Writing IV (30 hours).

- ESL204 Vocabulary IV (30 hours).
- ESL205 Idiomatic and Colloquial English I (30 hours).

**Total: 300 hours**

#### Semester 5

- ESL210 Integrated Language Skills V (75 hours).
- ESL211 Speaking and Structure Practice V (90 hours).
- ESL212 English Grammar V (45 hours).
- ESL213 Reading and Writing V (30 hours).
- ESL214 Vocabulary V (30 hours).
- ESL215 Idiomatic and Colloquial English II (30 hours).

**Total: 300 hours**

**Program Total: 1500 hours**

#### ESL Course Descriptions

##### **ESL100 Integrated Language Skills I**

**90 hours**

*Prerequisite(s):* None

*Course Description:* This course is designed to serve as the core course for low-beginning students of ESL. The course focuses on developing students' speaking, listening, reading and writing skills, application of targeted grammatical structures, and usage of learned vocabulary and phrases. Instruction is organized in thematic units arranged around a variety of everyday, real-life topics students are likely to encounter outside of the classroom.

##### **ESL101 Speaking and Structure Practice I**

**105 hours**

*Prerequisite(s):* None

*Course Description:* This course focuses on developing the speaking and listening skills of low-beginning students. It is designed to offer students oral reinforcement of material presented in the *Integrated Language Skills I* course.

##### **ESL102 English Grammar I**

**45 hours**

*Prerequisite(s):* None

*Course Description:* This course introduces low-beginning students to the rules by which words are combined and changed in order to achieve communication in English. It focuses on the fundamentals of English grammar, enabling students to satisfy their most basic conversational needs. Topics presented in this course correspond with grammatical structures emphasized in the *Integrated Language Skills I* course.

##### **ESL103 Reading and Writing I**

**30 hours**

*Prerequisite(s):* None

*Course Description:* This course is designed to help low-beginning non-native speakers of English develop reading and writing skills necessary to function in a variety of settings. It helps equip students with strategies and experience in comprehending and producing English in its written form. Assigned reading texts and writing projects correspond with the thematic units presented in the *Integrated Language Skills I* course. Written texts introduce students to typically American people, places, culture and habits and share the experiences of other immigrants – encouraging students to become engaged in cross-cultural exchanges and establishing a cultural context for more effective language learning.

##### **ESL104 Vocabulary I**

**30 hours**

*Prerequisite(s):* None

*Course Description:* This course is intended for students with a very basic level of vocabulary. Targeted vocabulary and set phrases are chosen based on their usefulness in everyday situations and their level of priority in helping students meet their most basic needs when speaking or writing in English. Material is presented in a highly-contextualized manner and is organized around topics included in the thematic units of the *Integrated Language Skills I* course.

##### **ESL110 Integrated Language Skills II**

**90 hours**

*Prerequisite(s):* ESL100

*Course Description:* This course is designed to serve as the core course for Level II ESL students. It is intended for beginner to high-beginner students and provides a variety of activities that develop students' proficiency in all the language modalities. Particular emphasis is placed on the oral components of the English language. Instruction is organized in thematic units arranged around a variety of everyday, real-life topics students are likely to encounter



outside of the classroom.

**ESL111 Speaking and Structure Practice II**

**105 hours**

*Prerequisite(s):* ESL101

*Course Description:* This course continues to develop students' conversational skills with the goals of promoting a greater degree of speaking fluency and effectiveness and listening comprehension. It emphasizes the correct usage of targeted grammatical structures and learned vocabulary and phrases. It is designed to offer students oral reinforcement of material presented in the *Integrated Language Skills II* course.

**ESL112 English Grammar I**

**45 hours**

*Prerequisite(s):* ESL102

*Course Description:* This course is a continuation of the *English Grammar I* course. It is designed to improve students' grammatical accuracy when speaking and writing in English. The course emphasizes simple tense structures in English and the correction of grammatical and spelling errors. Topics presented in this course correspond with grammatical structures emphasized in the *Integrated Language Skills II* course.

**ESL113 Reading and Writing II**

**30 hours**

*Prerequisite(s):* ESL103

*Course Description:* This course is designed to develop students' reading and writing skills and, more specifically, to understand main ideas presented in written texts and retell them to others. Writing assignments are based on students' immediate practical needs, such as short messages and notes. The course teaches students how to recombine learned vocabulary and grammatical structures to produce simple sentences on topics presented in the *Integrated Language Skills II* course. Written texts help students continue their personal examination of the various aspects of American culture that make Americans truly American. Students share their impressions of life in the US, and compare and contrast it with their native cultures.

**ESL114 Vocabulary II**

**30 hours**

*Prerequisite(s):* ESL104

*Course Description:* This course is intended for students with a basic level of vocabulary. Targeted vocabulary and set phrases are chosen based on their usefulness in everyday situations and their level of priority in helping students meet their most basic needs when speaking or writing in English. Material is presented in a highly-contextualized manner and is organized around topics included in the thematic units of the *Integrated Language Skills II* course.

**ESL120 Integrated Language Skills III**

**90 hours**

*Prerequisite(s):* ESL110

*Course Description:* This course is designed to serve as the core course for Level III ESL students. Particular emphasis is placed on the oral components of the English language. It is intended for high-beginner to low-intermediate students and provides a variety of activities that develop students' proficiency in all the language modalities. Instruction is organized in thematic units arranged around a variety of everyday, real-life topics students are likely to encounter outside of the classroom.

**ESL121 Speaking and Structure Practice III**

**105 hours**

*Prerequisite(s):* ESL111

*Course Description:* This course continues to develop students' conversational skills with the goals of promoting a greater degree of speaking fluency and effectiveness and listening comprehension. It emphasizes the correct usage of targeted grammatical structures and learned vocabulary and phrases. It is designed to offer students oral reinforcement of material presented in the *Integrated Language Skills III* course.

**ESL122 English Grammar III**

**45 hours**

*Prerequisite(s):* ESL112

*Course Description:* This course is a continuation of the *English Grammar I* and *English Grammar II* courses. It is designed to improve students' grammatical accuracy when speaking and writing in English. The course emphasizes more complex tense structures in English and the correction of grammatical and spelling errors. Topics presented in this course correspond with grammatical structures emphasized in the *Integrated Language Skills III* course.

**ESL123 Reading and Writing III**

**30 hours**

*Prerequisite(s):* ESL113

*Course Description:* This course is designed to improve students' written communication skills for personal, academic and professional purposes through a variety of writing activities. Students respond in writing to written texts examined

in class as well as to personal experiences. The course offers a written reinforcement of the targeted structures emphasized in the *Integrated Language Skills III* course.

**ESL124 Vocabulary III**

**30 hours**

*Prerequisite(s):* ESL114

*Course Description:* This course is intended for students with a high-beginner to low-intermediate level of vocabulary. Targeted vocabulary and set phrases are chosen based on their usefulness in everyday situations and their level of priority in helping students meet their most basic needs when speaking or writing in English. Material is presented in a highly-contextualized manner and is organized around topics included in the thematic units of the *Integrated Language Skills III* course.

**ESL200 Integrated Language Skills IV**

**75 hours**

*Prerequisite(s):* ESL120

*Course Description:* This course is designed to serve as the core course for Level IV ESL students. It is intended for low-intermediate to intermediate students and provides a variety of activities that develop students' proficiency in all the language modalities. The course concentrates on developing students' ability to function successfully in a variety of interactive social situations, ask and answer questions, and maintain more elaborate conversations in English in a less-restricted, less-rehearsed manner with grammatical accuracy. Instruction is organized in thematic units arranged around a variety of everyday, real-life topics students are likely to encounter outside of the classroom.

**ESL201 Speaking and Structure Practice IV**

**90 hours**

*Prerequisite(s):* ESL121

*Course Description:* This course continues to develop students' conversational skills with the goals of promoting a greater degree of speaking fluency and effectiveness and listening comprehension. It emphasizes the correct usage of targeted grammatical structures and learned vocabulary and phrases. It is designed to offer students oral reinforcement of material presented in the *Integrated Language Skills IV* course.

**ESL202 English Grammar IV**

**45 hours**

*Prerequisite(s):* ESL122

*Course Description:* This course is a continuation of the *English Grammar I, II, and III* courses, and is intended for low-intermediate to intermediate students. It is designed to improve students' grammatical accuracy when speaking and writing in English. The course emphasizes more complex tense structures in English and the correction of grammatical and spelling errors. Topics presented in this course correspond with grammatical structures emphasized in the *Integrated Language Skills IV* course.

**ESL203 Reading and Writing IV**

**30 hours**

*Prerequisite(s):* ESL123

*Course Description:* This course is designed to improve students' written communication skills for personal, academic and professional purposes through a variety of writing activities. Students respond in writing to written texts examined in class as well as to personal experiences. Students will improve their reading skills in English specifically in the areas of vocabulary development and reading rate. The course offers a written reinforcement of the targeted structures emphasized in the *Integrated Language Skills IV* course.

**ESL204 Vocabulary IV**

**30 hours**

*Prerequisite(s):* ESL124

*Course Description:* This course is intended for students with a low-intermediate to intermediate level of vocabulary, helping students acquire a more sophisticated vocabulary characteristic of native speakers of English. Targeted vocabulary and set phrases are chosen based on their usefulness in everyday situations and their level of priority in helping students meet their needs when speaking or writing in English. Students begin to explore English morphology and decoding strategies, which promote independent growth and autonomy. Material is presented in a highly-contextualized manner and is organized around topics included in the thematic units of the *Integrated Language Skills IV* course.

**ESL205 Idiomatic and Colloquial English I**

**30 hours**

*Prerequisite(s):* Level IV standing

*Course Description:* Idioms, colloquialisms and slang are integral and indispensable components of English as spoken by Americans. This course begins to develop the ability of low-intermediate-level students to understand and use idiomatic expressions and slang terms heard in everyday conversation with the purpose of helping the students speak more naturally and authentically in informal settings. Instruction is arranged around a variety of commonly encountered

real-life, high-interest topics.

### **ESL210 Integrated Language Skills V**

**75 hours**

*Prerequisite(s):* ESL200

*Course Description:* This course is designed to serve as the core course for Level V ESL students. It is intended for intermediate to high-intermediate students and provides a variety of activities that develop students' proficiency in all the language modalities. The course concentrates on developing students' ability to function successfully in a variety of interactive social situations, ask and answer questions, and maintain more elaborate conversations in English in a less-restricted, less-rehearsed manner with grammatical accuracy. Instruction is organized in thematic units arranged around a variety of everyday, real-life topics students are likely to encounter outside of the classroom.

### **ESL211 Speaking and Structure Practice V**

**90 hours**

*Prerequisite(s):* ESL201

*Course Description:* This course continues to develop students' conversational skills with the goals of promoting a greater degree of speaking fluency and effectiveness and listening comprehension. It emphasizes the correct usage of targeted grammatical structures and learned vocabulary and phrases. Furthermore, it focuses on developing and extending intermediate students' ability to generate unrehearsed responses, sustain extemporaneous conversations, and make oral presentations on a variety of real-life, high-interest topics. It is designed to offer students oral reinforcement of material presented in the *Integrated Language Skills V* course.

### **ESL212 Grammar V**

**45 hours**

*Prerequisite(s):* ESL202

*Course Description:* This course is a continuation of the *English Grammar I, II, III* and *IV Grammar* courses, and is intended for intermediate to high-intermediate students. It is designed to improve students' grammatical accuracy when speaking and writing in English. The course emphasizes more complex tense structures in English and the correction of grammatical and spelling errors. The course also includes a review of English verb tenses and repetition of those grammatical structures, which are particularly problematic for students of this proficiency level. Topics presented in this course correspond with grammatical structures emphasized in the *Integrated Language Skills V* course.

### **ESL213 Reading and Writing V**

**30 hours**

*Prerequisite(s):* ESL203

*Course Description:* This course is designed to improve students' written communication skills for personal, academic and professional purposes through a variety of writing activities. Students respond in writing to written texts examined in class as well as to personal experiences. Students will improve their reading skills in English specifically in the areas of vocabulary development and reading rate. The course offers a written reinforcement of the targeted structures emphasized in the *Integrated Language Skills V* course.

### **ESL214 Vocabulary V**

**30 hours**

*Prerequisite(s):* ESL204

*Course Description:* This course is intended for students with an intermediate to high-intermediate level of vocabulary, helping students acquire a more sophisticated vocabulary characteristic of native speakers of English. Targeted vocabulary and set phrases are chosen based on their usefulness in everyday situations and their level of priority in helping students meet their needs when speaking or writing in English. Students continue to explore English morphology and decoding strategies, which promote independent growth and autonomy. Material is presented in a highly-contextualized manner and is organized around topics included in the thematic units of the *Integrated Language Skills V* course.

### **ESL215 Idiomatic and Colloquial English II**

**30 hours**

*Prerequisite(s):* ESL205

*Course Description:* Idioms, colloquialisms and slang are integral and indispensable components of English as spoken by Americans. This course is a continuation of the Idiomatic and Colloquial English I course, and continues to develop the ability of intermediate-level students to understand and use idiomatic expressions and slang terms heard in everyday conversation with the purpose of helping the students speak more naturally and authentically in informal settings. Instruction is arranged around a variety of commonly encountered real-life, high-interest topics.

## ***Appendix***

**ATS Institute of Technology**

**Cleveland Location**

**325 Alpha Park, Highland Heights, OH 44143**

**Nursing Programs Administrator**

Linda J. Schindler, MSN, BSN, RN

MSN, Norwich University

BSN, RN St. John's College of Cleveland

**ESL Program Director**

Daniel Simpson

MEd, University of Akron

BA, Kent State University - Education

***Cleveland Faculty***

Irina Bondar, BS in Math, Tiraspol State  
Pedagogic Institute

Kelly Lachner, RN, MSN, Kent State; BSN,  
Cleveland State University

Ruby Bridges-Winslow, RN, ATS Institute of  
Technology

Anita McKaney, RN, BSN Malone University

Pat Comodeca, BSN, Kaplan University; RN,  
ADN, Cuyahoga Community College

Stella Milliron, BS in Science, Heidelberg  
College

Susan Dunlap, MSN, MHA, University of  
Phoenix; BSN, RN, Kent State University

Judy Mindzora, RN, BSN Ohio University;  
ADN, Lakeland Community College

Dawn Fong, MSN, BSN, Chamberlain School of  
Nursing; RN, Cuyahoga Community College

Judy Myles, RN, MSN, BSN, Cleveland State  
University; ADN, Lakeland Community College

Andrena Fort, MSN, University of Phoenix; RN,  
ADN, Huron Road Hospital

Annette Reisner, RN, MPA, Cleveland State  
University; BSN, Bowling Green State  
University; ADN, Lorain County Community  
College

Donora Hillard, MA, MFA in Creative Writing,  
Wilkes University; BA in English, Kings College

Raquelle Russell, MSN, University of Phoenix;  
BSN, Indiana Wesleyan University; RN, ADN,  
Excelsor College

Lisa Kaminski, RN, BSN, Ursuline College

Gina Kennedy, RN, St Alexis Hospital School of  
Nursing

Barbara Schlueter, MN, Emory University; RN,  
BSN, Kent State University

Jean Kovalich, RN, BSN, Ursuline College

Louise Vadasz, MPH, RN, Cleveland State  
University; BSN, Youngstown State University

Jason Kustron, MEd., Cleveland State  
University; BA in English, Ohio State  
University,

### ***Legal Limitations for Nurse Licensure***

The Nursing Programs Administrator assumes the responsibility for making available to applicants to the ATS Nursing Programs the information regarding legal limitations for state licensure.

Admission or graduation from the nursing program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of each state's Board of Nursing.

Students must satisfy the requirements of the Nurse Practice Act: statutes, rules and regulations independently of any college requirements for graduation.

All nurse applicants for licensure need to be fingerprinted and have a background check. Please see state board site for detailed information.

#### **Ohio License Information**

See Ohio Revised Code Section 4723.09 License Application and Ohio board website licensure information page for more information.

#### **Illinois License Information**

See Section 55-10 Qualifications for LPN Licensure of the Nurse Practice Act for the state of Illinois and the Illinois Administrative Code, Section 1300.100 Refusal to Issue a Nurse License Based on Criminal History Record.

## Tuition and Fees<sup>1</sup>

### ESL for Professionals TUITION AND FEES

Registration Fee	\$50.00
Tuition (per payment period- 450 hours, 23 weeks)	\$2,775.00

### ESL for Professionals TUITION AND FEES

Registration Fee	\$50.00
Tuition (per payment period- 450 hours, 23 weeks)	\$2,775.00
Tuition (per payment period- 300 hours, 15 weeks)	\$1,850.00

### PN TUITION & FEES

<b>SEMESTER REGISTRATION FEE</b>	\$50.00	Each semester
<b>TUITION Per Credit Hour</b>	\$310.00	
<b>COMPUTER LAB</b>	\$80.00	Each semester
<b>ID BADGE REPLACEMENT</b>	\$25.00	
<b>APPLICATION FEE</b>	\$30.00	
<b>MY FOUNDATION LAB</b>	\$66.00	
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<b>NCLEX MATERIALS</b>	\$53.00	
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<b>MALPRACTICE INSURANCE</b>	\$40.00	(1 <sup>st</sup> & 4 <sup>th</sup> semesters – once a year charge)
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<b>DRUG TESTING FEE</b>	\$40.00	During semesters when taking Clinicals
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<b>GRADUATION FEE</b>	\$85.00	(semester of graduation – no credit for not participating)
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<b>TESTING<sup>4</sup></b>		
HESI Testing Fee <sup>2</sup>	\$107.00	First 3 Semesters

### COURSE FEES<sup>3</sup>:

DEV0910	\$30.00	Gateway
NUR1113	\$280.00	Nursing Fundamentals
NUR1125	140.00	Nursing Care of the Adult
NUR1123	\$70.00	Nursing of the Family
NUR1124	\$175.00	Geriatric/Mental Health Nursing
NUR1130	\$250.00	Role Development
BIO0920	\$25.00	Science Concepts for Health Care Workers

<sup>1</sup> In accordance with the student enrollment agreement, any changes to the fees will be effective following the fee change announcement for non-first semester students.

<sup>2</sup> Includes 2 exit exams. If a student needs more than 2 exit exams it will cost the student an additional \$42.00 per exam.

<sup>3</sup> Course fees are subject to change.

<sup>4</sup> ATI fees will be increased following publisher increase for new students. ATI fees listed on student enrollment agreement will supersede Student Handbook ATI fees.

## ***Score Determination on Placement Examination***

**Starting with the testing for the January 2013 admissions, the following scores will be in effect.**

### **English Placement**

#### ***Reading Comprehension***

Score of 99 and above: Students have tested out of ENG 0910 – Comprehensive Reading and will automatically take WritePlacer Test

Score of 98 and below: students need to take ENG0910 - Comprehensive Reading and ENG0920 - Traditional Grammar; (ATS WritePlacer and Sentence Skills Test are not required)

#### ***WritePlacer***

Score of 6 and above: students will be placed in ENG1005 – Reading for the Sciences

Score of 5: students have to take Sentence Skills Test

Score of below 5: students will be placed in ENG0920 – Traditional Grammar (Sentence Skills Test is not required)

#### ***Sentence Skills Test***

Score of 87 and above: students will be placed in ENG1005 – Reading for the Sciences

Score of 86 and below: students need to take ENG0920 - Traditional Grammar;

### **Arithmetic Proficiency**

Score of 65 and above: students may take MAT1001-Applied Math

Score of 64 and below: students need to take MAT0910-Developmental Math

### **Science Testing**

Students who score 22 and below on the diagnostic test will need to take BIO0910 - Science Concepts for Health Care Workers.

#### ***Exit Examination Score Determination***

The HESI Comprehensive Predictor is a standardized test that assesses the students' preparedness for the NCLEX-PN. Acceptable performance is 850 or higher.

ATS reserves the right to change the exit exam provider and benchmark score.

## ***Acknowledgement / Change of Information***

This Handbook is in effect during the time period identified on the cover page. This handbook supersedes all previous handbooks with addendums. The faculty and administration of ATS Institute of Technology will enforce all information in this handbook. Changes are made by faculty vote with student input via committee meetings. Students will be advised of addendums to this handbook as needed. In situations where there is a discrepancy between the Student Handbook and the course syllabus, the more rigorous/stringent attendance requirements will be followed. In all other instances policies in the Student Handbook will override those in the course syllabus.

The student acknowledges receiving this handbook and is responsible for its content.

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If any of the following personal information has changed, please print this page, fill it out and give it to the school registrar.

\_\_\_\_\_  
Student name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\*Student address

\_\_\_\_\_

\*Student phone number

\_\_\_\_\_

\*Student e-mail address

\_\_\_\_\_

\*Emergency contact name

\_\_\_\_\_

\*Emergency contact phone number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\* Please indicate if this is a change from our current records.