ata
COLLEGE

LEARN WELL. LIVE WELL.

COURSE CATALOG
Volume 22: Print Date January, 2017

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SOCIAL MEDIA POLICY

Social Media Policy
This section outlines governing regulations that apply to all users of ATA College & Career Education social media when posting material online. In some cases, violations could lead to disciplinary action or termination.

1. **Protect confidential and proprietary information:**
   Do not post confidential or proprietary information about ATA students, employees, or alumni. All persons must follow the applicable federal requirements such as **FERPA** and **HIPPA**, as well as **NAIA** regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws

2. **Respect copyright and fair use:**
   When posting, be mindful of the copyright and intellectual property rights of others and of the College.

3. **Use ATA intellectual properties only with permission:**
   No user may establish social networking sites that use the ATA College logo or other intellectual properties such as photography, vide, artwork and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution with out authorization.

4. **Dissemination official information:**
   Public Relations and other designated offices are responsible for posting and publishing online official information on behalf of the College.

5. **When using College e-mail:**
   You are accountable for all activity conducted with your College e-mail address or when identifying yourself as a member of the College community. The "@ata.edu" address attached to your name may indicate to others that you are acting on the College's behalf so be clear when that is not the case.

6. **Know the terms of services of your social media platform:**
   Be sure to understand and follow the terms of service of any social media platform you use. You are personally responsible for compliance.

7. **Be accurate and transparent:**
   Have the facts before you post. If you post inaccurate information then correct it quickly. Social networks are successful when they offer authentic and direct communications via user-generated content. Social networks are interactive with a two-way flow of information. If you are representing ATA when posting, acknowledge this *by including your name and job title or department as a signature to your post.*

8. **Respect others' privacy**
   Take care not to post private information concerning others such as e-mail from a colleague or contact information. Please exercise good "netiquette." Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters.

9. **Anything posted on the internet is out there for all to see even if later you attempt to delete it, so be careful in what you post.**

ACADEMIC CALENDAR

TERM START DATES 2015–2018

ON-START

	Week 1 Begins	Week 10 Ends
2015		
Term 1	Jan. 5, 2015	Mar. 14, 2015
Term 2	Mar. 10, 2015	May 23, 2015
Term 3	May 25, 2015	Aug. 1, 2015
Term 4	Aug. 3, 2015	Oct. 10, 2015
Term 5	Oct. 12, 2015	Dec. 19, 2015
2016		
Term 1	Jan. 4, 2016	Mar. 12, 2016
Term 2	Mar. 14, 2016	May 21, 2016
Term 3	May 23, 2016	July 30, 2016
Term 4	Aug. 1, 2016	Oct. 8, 2016
Term 5	Oct. 10, 2016	Dec. 17, 2016
2017		
Term 1	Jan. 2, 2017	Mar. 11, 2017
Term 2	Mar. 13, 2017	May 20, 2017
Term 3	May 22, 2017	July 29, 2017
Term 4	July 31, 2017	Oct. 7, 2017
Term 5	Oct. 9, 2017	Dec. 16, 2017
2018		
Term 1	Jan. 2 2018	Mar. 10, 2018
Term 2	Mar. 12, 2018	May 19, 2018
Term 3	May 21, 2018	July 28, 2018
Term 4	July 30, 2018	Oct. 6, 2018
Term 5	Oct. 8, 2018	Dec. 15, 2018

OFF-START

	Week 6 Begins	Week 10 Ends
2015		
Term 1	Feb. 9, 2015	Mar. 14, 2015
Term 2	Apr. 20, 2015	May 23, 2015
Term 3	June 29, 2015	Aug. 1, 2015
Term 4	Sept. 7, 2015	Oct. 10, 2015
Term 5	Nov. 16, 2015	Dec. 19, 2015
2016		
Term 1	Feb. 8, 2016	Mar. 12, 2016
Term 2	Apr. 18, 2016	May 21, 2016
Term 3	June 27, 2016	July 30, 2016
Term 4	Sept. 5, 2016	Oct. 8, 2016
Term 5	Nov. 14, 2016	Dec. 17, 2016
2017		
Term 1	Feb. 13, 2017	Mar. 11, 2017
Term 2	Apr. 17, 2017	May 20, 2017
Term 3	Jun. 26, 2017	July 29, 2017
Term 4	Sept. 4, 2017	Oct. 7, 2017
Term 5	Nov. 13, 2017	Dec. 16, 2017
2018		
Term 1	Feb. 5, 2018	Mar. 10, 2018
Term 2	Apr. 16, 2018	May 19, 2018
Term 3	June 25, 2018	July 28, 2018
Term 4	Sept. 3, 2018	Oct. 6, 2018
Term 5	Nov. 12, 2018	Dec. 15, 2018

*Students who begin their program on the "off start" will complete their program 5 weeks later than the stated program length.

HOLIDAYS
ATA does not hold classes on the following national and public holidays:
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Break: Thanksgiving day plus the Friday and Saturday which follow.
- Holiday Break 2016: 12.17.16–01.03.17
- Holiday Break 2017: 12.18.17–01.01.18
- Holiday Break 2018: 12.17.18–01.02.19

ORGANIZATION AND STRUCTURE

Organization and Structure

A Technological Advantage, DBA, ATA College, ATA Corporate Training is wholly owned by A Technological Advantage, Inc., a Kentucky Corporation.

502-371-8330 : 502-371-8598 (fax)

CORPORATE OFFICER

Donald Jones .... President & CEO

ADMINISTRATION AND SUPPORT

Donald Jones .... President & CEO
Jeremy Wright.................. Controller
Brett Weber .... Chief Operating Officer/Director of Career Services
Cindy Landry.................... Director of Accreditation/Compliance
Lauren Breslin .... Administrative Manager
Meredith Breslin............... Student Services
Ronnie Turnmire............... Career Services Advisor
Kathy Johnson .... Career Services Advisor
Hillary Harris .... Career Services Advisor
Michelle Jones .... Education Specialist

ADMISSIONS AND MARKETING

Kyle Riggs .... Director of Admissions
Sally Beane .... Admissions Representative
Tricia DeGeorge .... Admissions Representative
Jordan Maier.................... Admissions Representative

FINANCIAL ASSISTANCE

Russell Early .... Director Financial Aid
Mary Conley .... Financial Aid Advisor
Ashley Leonard .... Financial Aid Advisor
Chad Bertelkamp .... Financial Aid Advisor

FACULTY

See Catalog Addendum "A"

ACCREDITATION, APPROVALS, AND MEMBERSHIPS

BOARD OF DIRECTORS

Donald A. Jones, President, CEO, & Board Chair
10180 Linn Station Road
Louisville, KY 40223

Brian Wilson, Vice Chair
c/o Innovative Capital, LLP
2401 Tee Circle, Suite 102
Norman, OK 73069

Brett Weber, Chief Operating Officer
and Corporate Secretary
10180 Linn Station Road
Louisville, KY 40223

ACCREDITATION - INSTITUTIONAL

Accredited by the Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

APPROVALS AND MEMBERSHIPS

Kentucky Commission for Proprietary Education

Kentucky Board of Nursing - Full Approval

Kentucky Board of Medical Imaging and Radiation Therapy

Kentucky Board of Dentistry

Kentucky Board of Dentistry: Dental Radiation Safety and Technique

Indiana State Department of Health Medical Radiology Services (Dental X-ray)

Vocational Rehabilitation, Departments of Kentucky and Indiana

American Academy of Professional Coders

Specific programs at ATA College Louisville are approved for persons eligible to receive VA educational benefits; contact the school's VA Certifying Official for a list of the programs.

This institution is regulated by:
The Indiana Board for Proprietary Education
101 West Ohio Street, Suite 670
Indianapolis, IN 46204-1984
317.464.4400 Ext. 138
317. 464. 4400 Ext. 141

WELCOME 1

1 PRESIDENT'S WELCOME

Welcome!

In today's competitive society, it is of the utmost importance that today's workforce be well prepared with basic and practical skills, techniques, and knowledge which will help to ensure the future. This in turn will enable the individual to reach social and economic goals, thereby providing a greater sense of security. ATA's primary emphasis is to keep pace with new technologies and advancements that occur rapidly in today's business and educational areas.

ATA College is committed to remain vigilant to the rapid changes and new developments in today's world and offer education and training opportunities to individuals wishing to pursue career change or advancement. We want all of our students to be able to "Learn Well. Live Well."

Don Jones, *President & CEO*

1 HISTORY AND MISSION

HISTORY

ATA College has its roots in the information technology field having offered programs of study since 1994 in various aspects of computer technology. In the fall of 2003 the decision was made to focus on allied health programming and to seek accreditation for the school. Two and one half years later in the fall of 2005, the school gained accreditation status with the Accrediting Bureau of Health Education Schools (ABHES).

MISSION STATEMENT

ATA College is committed to providing quality

instruction, hands-on training and effective career preparation

in a comfortable environment that facilitates the learning experience.

NOTICE

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the school. The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between ATA and the student. Additionally no undue hardship or disruption to the program of study would be placed upon the student. ATA also reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded, if applicable.

ATA offers equal opportunity without distinction or discrimination on the basis of race, color, gender, religion, age, marital status, national origin, sexual orientation or disability in any of its activities or employment practices.

1   PHILOSOPHY

ATA PHILOSOPHY

Institutional Quality – ATA College enhances institutional quality by engaging in systematic, focused, and ongoing assessment to improve our academic programs and administrative services. Quality improvement efforts are completed timely, evidence-based, and responsive to the needs of our learners and the communities we serve.

Academic Excellence - ATA strives for academic excellence by providing educational programs designed to facilitate learning. Dedicated, qualified educators facilitate the development of knowledge, critical thinking, clinical competence, and caring behaviors required to provide quality care in an evolving healthcare environment.

Resource Allocation - ATA provides resources in a responsible manner by utilizing advanced technologies, and presenting a contemporary physical environment conducive to learning. The dedication of our financial resources is designed to ensure the sustainability of the College and support the value of the learners' educational experiences

Collaborative Relationships - ATA meets community and learner needs by fostering collaborative relationships with healthcare and education providers. Collaborative relationships serve to secure investment in the educational process and address the current and evolving needs of healthcare providers.

Service - ATA encourages learners, faculty, and staff to continuously evolve as responsible citizens who demonstrate a spirit of generosity by providing and supporting service oriented opportunities. The altruistic nature of service fosters an awareness of the feelings and motives of others and contributes to an individual's sense of intrinsic worth.

Lifelong Learning – ATA fosters a culture that promotes the desire for lifelong learning and growth by providing a variety of educational experiences in a caring environment. Participating in varied learning experiences enhances the individual's understanding that personal and professional growth and knowledge is a continuous, lifelong endeavor

ATA LEARNING OUTCOME OBJECTIVES

1. **Safe, Patient-Centered Care** – Provide safe, patient centered care using evidence-based practice while managing multiple patients.

2. **Caring Behaviors** – Integrate caring behaviors when managing care for diverse patients, families, and communities.

3. **Communication** – Integrate effective communication skills to promote safety and support decision making while managing patient care.

4. **Clinical Judgment** – Incorporate clinical judgment to ensure quality outcomes when managing patient care.

5. **Collaboration** – Participate in collaborative relationships to improve patient outcomes when managing nursing care for diverse patients, families, and communities.

6. **Leadership** – Integrate leadership skills in a variety of healthcare settings when managing care for diverse patient populations.

LOCATION

The ATA College facility is located in an office park type area. The school is close to restaurants and hotels for the convenience of our students. Adequate parking facilities are available to students at no expense during both day and evening classes. All ATA facilities are handicap accessible.

ATA has up-to-date computer equipment in every laboratory classroom. Each computer is loaded with current applications of software and is updated as needed. Each classroom is furnished with ample desk space and comfortable seating. Overhead projectors are also located in each classroom. ATA has 20 classrooms available, which will seat from 12 to 30 students comfortably, a practical nursing lab, medical assisting lab, limited medical radiography lab, phlebotomy lab, and a student resource room. The facility is well lighted and climate controlled.

ATA currently instructs Dental Assisting students in lab classes at the office of Drs. Pierce & Mitchell, 4825 S. 3rd Street, Louisville, KY, approximately 11 miles from the ATA facilities. This office is equipped with 10 operatories including 6 radiography machines and a wet lab.
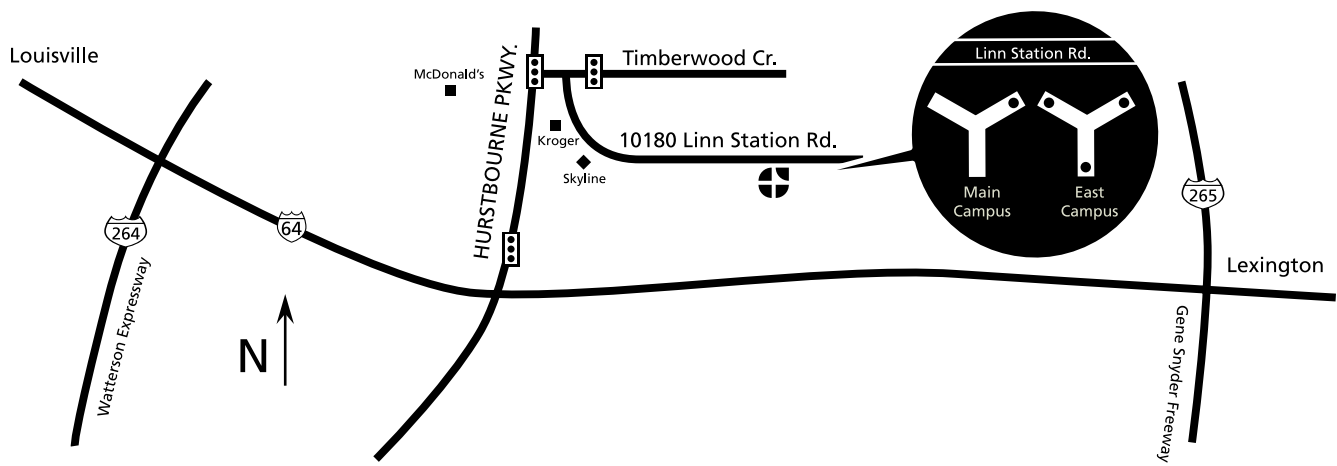
Location
10180 Linn Station Rd., Suite A200, Louisville, KY 40223
10200 Linn Station Rd., Suite 335, Louisville, KY 40223

ADMISSIONS 2

2 ADMISSIONS

ADMISSION PHILOSOPHY

The Office of Admission supports the mission of ATA College. Consistent with the college's mission of providing quality instruction, hands on training and effective career preparation. The Office of Admission seeks to enroll and retain an academically talented student body who show promise of success in college and who enrich the learning community and represent the diverse society they serve.

GENERAL INFORMATION

The general ATA College admission requirements and procedures are outlined below. Students should direct all admissions inquiries to:

ATA College
Office of Admission
10180 Linn Station Rd., Ste. A-200
Louisville, KY 40223
(502) 371-8330

All applicants should be aware that certain programs have additional admission standards and criteria beyond those for general admission. ATA Admissions Representatives cannot make any guarantees to the applicant with regard to acceptance to the college, transfer of credit to or from the college, or class schedules.

All applicants to ATA College must authorize ATA to perform a background check. Background checks include, but are not limited to: criminal record check, social security number validation, and sex offender registry check. All information collected in the background check is considered in the selective admission process. Applicants with felony convictions will not be accepted to ATA College. Additionally, ATA may decline admission to applicants who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check. ATA may deny admission to an otherwise qualified candidate.

ATA is open to all applicants without discrimination on the basis of race, color, gender, religion, national origin, age, marital status, sexual orientation or disabilities in any of its programs, activities, or employment practices. ATA does not discriminate against individuals on the basis of physical and/or mental disability. ATA may provide reasonable accommodations, including auxiliary aids and services to qualified individuals unless providing such accommodations would result in an undue burden or alter the nature of the program or benefit from the program or service provided by ATA College. ATA will refer individuals with disabilities to the appropriate agencies for assistance financially as well as for professional support beyond the scope of ATA. Any disagreements would be addressed through the ATA College grievance procedures.

ATA ADMISSION REQUIREMENT

ATA College's minimum requirements for application in a certificate, diploma or degree program are to be either a high school graduate or have a GED certificate. All potential students are required to meet with an ATA admissions representative for an admission interview and to tour the ATA facility.

The college does not discriminate on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. All applicants should be aware that certain programs have additional admission standards and criteria beyond those for general admission.

Communicate effectively in English. This criteria must be met by potential students where English was not the first language spoken in their home.

a. TOEFL Internet-based Test Total of 61 or better
b. TOEFL Computer-based Test Total of 173 or better
c. TOEFL Paper-based Test Total of 500 or better

2 ADMISSIONS

HOME SCHOOLED APPLICANTS

Applicants who have been home schooled will be asked to provide verification that they have completed the minimum course of study and met content standards required for high school graduation as established by their state Board of Education administrative regulations. Applicants should provide a copy of their coursework and grades and, in addition, may be asked to provide portfolio work, ACT or SAT scores, and/or copies of letters notifying the school district superintendent for each year the student was home schooled. All applicants will be required to meet ATA College's general admission as well as programmatic admission requirements. Applicants who are unable to verify that they have completed high school requirements may be required to obtain their General Education Diploma before being accepted.

SPECIAL ADMISSION PROGRAMS

The following programs have application and admissions dates and procedures that are different than the general application and admission procedures for admission to ATA College:

- Occupational Associates Degree Pre-Licensure Practical Nursing
- Diploma Dental Assistant

Occupational Associates Degree Pre-Licensure Practical Nursing
In order to be considered for admission to the Practical Nursing program,
the applicant must meet the following qualifications:

General Admission Requirements:

Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.

Communicate effectively in English. This criteria must be met by potential students where English was not the first language spoken in their home.

a. TOEFL Internet-based Test Total of 61 or better
b. TOEFL Computer-based Test Total of 173 or better
c. TOEFL Paper-based Test Total of 500 or better

Satisfactorily pass a criminal background screening prior to the start of classes.

Satisfactorily pass a ten panel drug screen test administered by Baptist Worx.

Complete all necessary medical documentation required to attend clinical.

Complete the Nursing Application

ATA reserves the right to:
- Revoke admission based on an adverse background or drug screening
- Defer qualified applicants to future start dates
- Deny admission to an otherwise qualified applicant

Re-Admission of Former ATA Practical Nursing Students:

A student who has been withdrawn from the Practical Nursing program over six months will be required to meet the following criteria:

1. Evidence of competency in previously completed nursing courses will be required prior to readmission. This will be accomplished through an examination and a clinical skills competency demonstration. Scheduling is required for completion of these tasks. No testing will be conducted during the last two weeks prior to start. A score of a level 2 or higher must be accomplished on examination.

2. Re-entering students must abide by the current admission, curriculum, and program requirements of the department.

3. Students are readmitted on a space available basis.

4. The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior in clinical/classroom. The decision to deny or accept readmission will be made by an academic review committee.

Diploma Dental Assistant

Applicants must submit the ATA Admissions Application. A preadmission conference is required prior to the applicant's consideration by the Selective Admission Committee.

Questions Concerning Admission

All applicants should direct all admission inquiries to:

ATA College
Office of Admission
10180 Linn Station Rd., Ste. A-200
Louisville, KY 40223
(502) 371-8330

ACADEMIC POLICIES **3**

3 ACADEMIC POLICIES

CLASS SCHEDULES

Day Classes: Monday through Saturday from 8:00 a.m. to 5:30 p.m., including labs as warranted. Specific classroom times are determined by course content and lab requirements.

Evening Classes: Monday through Friday from 5:30 p.m. to 10:00 p.m., including labs as warranted. Specific classroom times are determined by course content and lab requirements.

Lab Classes: Lab hours are scheduled for students enrolled in some courses. These hours are scheduled within the hours of operation shown above.

Scheduling Classes: Classes are scheduled as needed for the full program student to progress at a full-time rate throughout the program of study. If courses must be repeated due to prerequisites there is no assurance that the student will remain at a full-time class rate. Schedules are distributed via the student's e-mail account two weeks prior to the start of the quarter. New students receive their schedule at orientation. Any changes to the student's schedule must be made in writing. Generally, classes with eight students or less may be canceled.

Any special class requests must be submitted in writing to the Student Services Office four (4) weeks prior to a quarter start.

A student's schedule must be approved by the Student Services and Financial Offices.

UNIT OF CREDIT

ATA operates on a quarter credit hour basis. One quarter credit hour is defined as follows:

Contact Hours	Credit Hours
10 Lecture	1 Credit Hour
20 Lab	1 Credit Hour
30 Externship / Clinical	1 Credit Hour

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period.

A student carrying 12 credits per quarter or more is considered to be a full-time student. A student enrolled in 9 to 11 credits per quarter is considered a 3/4 time quarter student. A student enrolled in a 6 to 8 credits per quarter is considered a half time student. A student enrolled in less than 6 credits per quarter is considered a less than half time student. The academic year is defined as 30 weeks and/or 36 credits.

Outside Class Work/Library Assignments: Students will have reading assignments, case studies, review questions, and web assignments. Students may conduct an in-depth research assignment utilizing resources such as online libraries, primary and secondary research data, case studies, and journal articles. All research must follow the APA format. Students should expect 5 hours of outside work for each credit hour value of the course with the exception of externship or clinical credit hours.

GRADING SYSTEM

A student at ATA receives grades on attendance / participation, laboratory and project work, written examinations and/or homework. All final grades are given at the end of each 10-week quarter in all subjects taken by the student. Note: Final exams are given during the last week of the quarter.

3 ACADEMIC POLICIES

GRADE POINTS PER CREDIT HOUR/GRADING POLICY

A cumulative grade point average of 2.0 or higher is required for graduation from all programs. For all classes, the following grading scale is used: A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% and below

Letter Grades	Definitions	Quality Points
A	90 – 100% = Excellent	4
B	80 – 89% = Above Average	3
C	70 – 79% = Average	2
D	60 – 69% = Below Average	1
F	59% and Below = Failing	0
W	Withdrawn	Not Computed
P	Passing	Not Computed
I	Incomplete	Not Computed
T	Transfer Credit	Not Computed
FR	Repeat	Not Computed
AU	Audit	Not Computed
WF	Withdrawal failing	Not Computed

Grade point average (GPA) is determined by dividing total quality points earned by total hours earned. GPA is calculated each quarter for all hours attempted at the school – transfer credit and quality points earned at other schools are not counted toward cumulative GPA at ATA. Course completion percentages will be affected by failure to resolve "I's" and "F's". Grades of W, will also affect course completion percentages. Grades of "T" and "P" are not calculated in the student's grade point average, however they are counted toward the course completion percentages. All grades of A, B, C, D, F, W, P, T and I are included in the quantitative satisfactory progress measurement calculations. The grade of AU is not included in the quantitative satisfactory progress measurement calculations

MAKE-UP WORK/INCOMPLETE GRADES

All course requirements (written work, reports and tests) must be made up and/or submitted by finals' week. A student who fails to complete course requirements, with permission of the instructor, will receive a grade of "I" incomplete for that class. Course requirements must then be completed within two weeks of the end of the quarter in order for a letter grade to be substituted for the incomplete grade. Failure to complete class requirements by the deadline will result in a final grade of "F". Incomplete grades will not be calculated in the credit hours attempted portion of the satisfactory academic progress measure and maximum time frame. All incomplete grades must be converted to a letter grade within 2 weeks of completion of the academic quarter in which the "I" was assigned. Failure to address the "incomplete" grade within the required time period will result in the "I" being converted to an "F". Students in externships may be permitted up to 5 weeks following the end of the quarter to complete the number of required hours in externship. Permission to extend the externship must be granted by the Director of Career Services.

3 ACADEMIC POLICIES

WITHDRAWAL GRADING POLICY

Drop/Add Period

The drop-add period closes once a course has met 2 times.

Students are required to attend each class on their schedule at least once during the first two meetings of the class. In a mini start this means they must attend each of the scheduled classes **at least once** during the first week, for a full start attendance in each scheduled class must occur **at least once** during the first 2 weeks of the quarter.

STUDENT CHARGES AS THEY RELATE TO WITHDRAWAL FROM COURSES/PROGRAM

Withdrawal from a class through week one or the first meeting of the class is the normal drop/add period and will result in a "cancel" action and the student will not incur any charges for that class.

Students are required to sit each class on their schedule at least once during the first two meetings of the class. In a mini start this means they must attend each of the scheduled classes at least once during the first week, for a full start attendance in each scheduled class must occur at least once during the first 2 weeks of the quarter.

POLICY WHEN A STUDENT FAILS TO ATTEND ONE OF THEIR SCHEDULED COURSES IN THE FIRST TWO MEETINGS

If a student fails to sit one of their courses they will not be permitted to start the course beyond the second meeting of the course. The course will be removed from the student's schedule thru a "cancel" action. This cancel action may reduce the student's eligibility as it relates to financial aid since they may drop below full-time status.

If a student attends the second meeting of the class or any meeting after the second meeting of the class, the student will then be "withdrawn" from that course and will incur charges for that course. A student will be charged to retake any previously withdrawn course.

POLICY WHEN A STUDENT FAILS TO ATTEND ANY OF THEIR SCHEDULED CLASSES IN THE FIRST TWO MEETINGS OF A COURSE

Students who do not sit any of their courses during the drop add period will be removed from that course via a cancel program action. These students will incur no charges since they did not sit any classes. If the student received textbooks they will incur charges for the textbooks. The cancel program action will be dated the same date as their admitted action.

Students who miss 3 consecutive classes of the class section will be administratively withdrawn. Mitigating circumstances not withstanding.

Students who withdraw or are withdrawn from a class during weeks 3-7 of the quarter will receive a grade of "W" withdrawal on their permanent academic transcript.

Students withdrawing or being withdrawn during weeks 8-10 will receive a grade of "WF" withdrawal failing on their permanent academic transcript.

The "WF" will not be averaged in the student's GPA. In calculation of the quantitative measure every attempted credit hour will count toward the 150% maximum attempt level.

3   ACADEMIC POLICIES

REPEATED COURSES GRADING POLICY

Students are required to repeat any course in which a passing grade is not earned. When a passing grade is earned the passing grade and the assigned quality points will be calculated in the grade point average calculation, however the credit hours attempted will only be counted once in the calculation of grade point average. In calculation of the quantitative measure every attempted credit hour will count toward the 150% maximum attempt level.

NURSING GRADING POLICY

Students must maintain an 80% average in each nursing course pre-fixed NPN, MIC, NUT, PRA, PHA. Courses may be repeated twice due to failure to successfully pass the course. Failure for two attempts will result in termination from the nursing program. Students who are admitted without the requirement to take the TEAS entrance exam must have a cumulative grade point average of 2.5 or higher upon completion of the first 15 weeks at ATA. If a student fails, cancels, withdraws or is administratively withdrawn from any class during the first 15 weeks of coursework the student is required to pass the TEAS exam prior to repeating any course. Students who fail 4 classes with the following extension(s) in the nursing program – NPN, PHA,PRA, MIC or NUT – will be terminated from the program. Students will be withdrawn from the program if they attempt the same nursing class twice and are unsuccessful.

The PRA100 course must be completed in the final 10 weeks of study for a practical nursing student. If the student fails a course and must repeat it in an additional quarter then the PRA100 course must also be repeated. All attempts at courses in the curriculum are charged to the student.

If a student has not successfully passed theory and/or clinical, he/she must repeat the entire class.

Grading Scale:

94 to 100 : A (4.00) . . . . . Excellent
87 to 93 : B (3.00) . . . . . . Above Average
80 to 86 : C (2.00) . . . . . . Average
79 and under : F (0.00) . . Failing

The following classes in the nursing program follow the ATA grading scale below:
ANA101N, MED100N, LAS120N, LAS130N, MED105N

90 to 100 : A (4.00)
80 to 89 : B (3.00)
70 to 79 : C (2.00)
69 and under : F (0.00)

GRADE APPEAL

If a student has the reason to believe that a grade he/she has received is incorrect, the student should first contact the instructor to resolve it. If satisfactory resolution is not reached, the student may consult the Student Services Office and appeal his or her grade by obtaining a Petition for Grade Appeal form. The completed petition for grade appeal form must be submitted by the student to the Student Services Office within the first two weeks of the subsequent quarter. The grade appeal is reviewed by the Academic Review Committee; the decision of the committee is communicated to the student within 5 days of submission of the appeal.

If student is not satisfied with the decision, he/she may wish to appeal by writing a letter addressing his/her concerns and submitting it to the Office of the Registrar within 4 weeks of the date of initial submission of the petition for grade change. The Registrar will forward the appeal request to the Committee for further review. The committee will convene and make a determination within seven business days and inform the student of the decision.

3   ACADEMIC POLICIES

ACADEMICS REVIEW COMMITTEE (ARC)

The Academics Review Committee (ARC) is comprised of school administrators, program directors, faculty, and student services. The Student Services Office oversees submissions to the ARC and completes any follow-up communication with the student.

The Student Services Office reserves the right to administer disciplinary action of a violation of the student code of conduct. In more serious violations of the student code of conduct, incidents involving academic dishonesty or plagiarism the student's violation will be reviewed by the ARC who will determine the appropriate course of action(s) to be taken.

Students will be informed via the student email address of the Academics Review Committee's decision regarding disciplinary action within seven business days.

ACADEMICS REVIEW COMMITTEE APPEAL PANEL

Students have the right to appeal any ARC decision in writing to the Executive Committee. The committee will make a final determination of any disciplinary action. The Executive Committee is comprised of the Program Director, Student Services, Compliance Director and President.

EXTERNSHIP RETAKE POLICY

ATA College programs require a student to complete an externship in their final quarter of study. The externship course is offered on a pass/fail basis.

The externship is a capstone course which provides the opportunity for the student to gain hands-on experience in a real-life workplace.

ATA has a number of affiliation agreements with our externship partners. On occasion an externship affiliate site will require ATA to remove a student from their site due to issues occurring at the site. Examples of such are: inability to perform assigned tasks, failure to report at the pre-determined time without calling, unprofessional behavior and/or appearance at the site.

If a student is removed from an externship during their first externship quarter the student will fail the externship course and will be required to wait until the beginning of the next quarter to re-enroll for the externship course. If a student is removed from/fails their second externship attempt the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is not allowed to bridge to another program.

The student will bear the responsibility of locating an externship site and getting approval by Career Services. Students who are removed/fail the externshlp and will not be permitted to carry any accrued hours forward to the next externship attempt.

In the event a student is removed from an externship location they have the right to appeal their removal by submitting a letter to the Director of Career Services within 5 days of removal. The letter should state the reasons the student feels they were wrongly dismissed from the site. The Director of Career Services will assemble the Academic Review Committee who will review the letter and make the determination if the appeal should be upheld or denied. Voluntary or involuntary removal results in the same process.

WITHDRAWAL PROCEDURES

Students wishing to officially withdraw must do so by notifying either the office of the registrar or student services office. Notifying an instructor or admissions representative does not constitute official withdrawal. All balances owed ATA after any refund computations must be made in a timely fashion. All students must complete an exit interview with Financial Aid upon withdrawal from school. The students official date of withdrawal is the last date of any academic related activity.

HONORS

Honor's and President's Lists – For students in all programs, the Honor's and President's Lists are formal recognitions of superior academic achievement. Students earning a quarterly grade point average of 3.30 to 3.69 are named to the Honor's List. Students earning a grade point average from 3.70 to 4.00 are named to the President's List. Only full-time students who earn no grade lower than a "D" may qualify for these honors. All students named to the Honor's or President's Lists receive Honor's or President's List certificates. Non-regular students are not eligible for honors awards.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All students of ATA must meet the following minimum standards of academic achievement and successful course completion while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy may result in punitive actions up to and including the possible loss of federal and/or state financial aid and suspension or termination from the College. The student's progress will be evaluated at the end of every quarter to determine satisfactory academic progress (SAP).

A. Qualitative Standards (Cumulative Grade Point Average)

To qualify for graduation, a student must achieve a minimum cumulative GPA of 2.0.

Qualitative satisfactory progress is defined as maintaining a minimum acceptable grade point average on a 4.0 scale. Students must maintain the following minimum grade point average on a 4.0 scale in order to be considered making qualitative satisfactory academic progress:

- 1 to 17 credits attempted: 1.50 cumulative GPA. If the GPA at the end of the first quarter of attendance is below 1.50, the student is subject to being suspended or terminated.

- 17.1 to 26 credits attempted: 1.75 cumulative GPA. If the student had been on financial aid warning and failed to make qualitative satisfactory progress, the student is subject to being suspended.

- 26.1 or more credits attempted: 2.0 cumulative GPA. If the student had been on financial aid warning and failed to make qualitative satisfactory progress, the student is subject to being suspended.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimums listed above.

B. Quantitative Standards (Completion Rate)

Each quarter, students' academic progress will be measured by comparing the number of credit hours attempted with the number of credit hours earned (those attempted hours where an acceptable passing grade was received). Students must earn a minimum of 50% of the credit hours attempted during their first and second quarter of enrollment for all subsequent enrollment periods a student must have completed 2/3 (66.7% rule) of the cumulative credit hours attempted in order to maintain satisfactory academic progress and remain a student in good standing.

3 ACADEMIC POLICIES

The following chart provides direction as to the required rates:

SAP Table:

Evaluation Period	Cumulative Quarter Credits Attempted (including transfer and bypass credit)	Minimum Percentage of Cumulative Credits Completed	Minimum CGPA
1	1 to 17	50%	1.5
2	17.1 to 26	50%	1.75
3	26.1 or more	66.66%	2.00

The following are considered when evaluating quantitative satisfactory academic progress:

- Withdrawals, withdraw/failures, incompletes, instructor drops, and failures are considered as hours attempted but not earned.

- Credit earned with a passing grade (P) in a course attempted on a Pass/Fail basis is considered as both attempted and earned; those failed are considered as attempted only.

- Credit earned through bypass testing is considered as both attempted and earned in quantitative measure, but is not calculated in cumulative GPA.

- Transfer credits are considered as both attempted and earned, but are not calculated in cumulative qualitative (CGPA) academic progress.

- Courses audited are not considered attempted or earned and are not calculated in GPA.

- Repeated courses are included in both hours attempted and earned in quantitative measure. The most recent grade received will be used in computing a student's cumulative grade point average.

- Upon the change of program, only those credits previously taken that will apply to the new program will be considered as attempted and earned for both qualitative and quantitative measures. However, students leaving one program on financial aid warning will enter the new program on financial aid warning.

C. Maximum Time Frame

Students are expected to complete their program of study within the normal time frame allotted. However, there is a maximum time frame in which students must complete their program of study. The maximum time frame is 150% of the credit hours required to complete their program. This maximum time frame is determined by using the total credit hours in a program of study multiplied by one and one-half (1.5) or 150%. For example, a student enrolled in the Medical Assistant Diploma program (57 credits) must complete the program once their total hours attempted equal 85.5 credit hours, calculated as follows: 1.5 x 57 credit hours = 85.5 credit hours.

No student will be eligible to receive financial aid after 150% of the normal credits required for their program has been attempted. Once a SAP review determines that a student cannot mathematically finish their program of study within the maximum time frame, the student becomes ineligible for Title IV HEA and Kentucky state financial aid.

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STUDENT STATUS DEFINITIONS

Active - The student is in good standing with the College with no punitive action status.

Financial Aid Warning - A previous "Active" status student who is receiving Title IV HEA and/ or Kentucky state financial aid and is not now achieving SAP standards will be placed on "Financial Aid Warning." The student may continue to attend classes and receive Title IV HEA and/or Kentucky state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a "Financial Aid Warning" status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the College and the loss of the availability of Title IV HEA and/or Kentucky state financial aid.

Academic Warning - A previous "Active" status student who is receiving Title IV HEA and/ or Kentucky state financial aid and is not now achieving SAP standards will be placed on "Academic Warning" status. The student may continue to attend classes while on "Academic Warning" status for one additional quarter. In addition, an "Academic Warning" status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the College.

Financial Aid Probation by Appeal - A previous "Suspension" status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Kentucky state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Academic Probation by Appeal - A previous "Suspension" status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student does not receive Title IV HEA and/or Kentucky state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Suspension - A previous "Warning" or "Probation" status student will be required to withdraw from the College for a minimum of one quarter due to failure to achieve SAP standards and/or the requirements established in an Academic Recovery Plan and will be placed on "Suspension" status. The student is not eligible for Title IV HEA and/or Kentucky state financial aid while suspended.

Terminated - The student has been permanently withdrawn from the College. The student is not eligible for Title IV HEA and/or Kentucky state financial aid.

FINANCIAL AID WARNING & SUSPENSION
Academic progress is reviewed for all students at the end of each quarter. A previous "Active" student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on "Financial Aid Warning" or "Academic Warning" status for one additional quarter of attendance. Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the College and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter. Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the College if all academic progress standards are not met by the end of the Academic Warning quarter. If at any

evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements he/she will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension". Re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process. Upon any evaluation that affects a student's eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be posted to the student's portal with the College. A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the College and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS
A previous "Active" student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on "Financial Aid Warning" or "Academic Warning" status for one additional quarter of attendance. Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the College and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter. Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the College if all academic progress standards are not met by the end of the Academic Warning quarter. If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements he/she will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension." Re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process. Upon any evaluation that affects a student's eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be placed in the Student's Portal. A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the College and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

MITIGATING CIRCUMSTANCES
There are times when circumstances interfere with a student's ability to perform academically. If a student believes that certain circumstances led to their suspension, the student must submit a letter of appeal to the Student Services Office. The student must provide evidence of extenuating, mitigating, or emergency circumstances (such as the death of a relative, an injury or illness of the student) along with the letter of appeal. If the appeal is denied, the student will remain on academic suspension for a minimum of one quarter.

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL POLICY
A student who believes he/she has encountered an extenuating and/or special circumstance(s) which has impeded their academic progress may submit a written appeal to the appropriate campus academic services office. The appeal process provides a student who has not met the College's satisfactory academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the College to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Kentucky state financial aid. The student wishing to appeal their SAP status and/or request re-entry to the College must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in their unsatisfactory academic performance and indicating what has changed in his or her situation that will allow the student to succeed and achieve SAP standards. The Academic Review Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the College. If the

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student is granted a successful appeal by the Academic Review Committee, the student's appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration. The Financial Aid Appeal Committee will determine if the student's financial aid is to be reinstated based on federal and state financial aid guidelines, the student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided. Each appeal committee has the independent discretion to accept or decline the student's appeal. The approval of reentry by the Academic Review Committee does not automatically guarantee the student's approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees' requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations the appeal will be denied. The student has the burden of validating the reasons why he/she could not meet SAP requirements and justifying the reason(s) the committee(s) should grant the appeal. The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances: • Death of a relative of the student; • Injury or illness of the student; • Other special extenuating circumstance(s) warranting consideration. To appeal a SAP-related suspension or other punitive action the student must submit a clear and concise appeal letter with the following elements:

1. Current date, student's full name as listed in College records, student College issued ID number and student signature;

2. Specific request for reinstatement of financial aid, if desired;

3. Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;

4. Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to: a. Death notice of a relative; b. Student illness documentation provided by a doctor and/or other medical practitioner; c. Police Accident Reports; d. Military Activation Orders; e. Other documentation of special circumstances.

5. Explanation of what and/or how circumstances have changed that will facilitate the student's success in the future;

ACADEMIC RECOVERY PLAN
If the Financial Aid Appeal Committee approves the student's appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Financial Aid Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan. If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the College, the Academic Probation by Appeal student may pay for college expenses by personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Academic Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan. A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan (ARP) as developed and prescribed by an appropriate academic school official. Any student on an Academic Recovery Plan will remain on the assigned student status as long the requirements of the Academic Recovery Plan are being met. Once minimum SAP standards are not met, the student will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension." Re-entry to the College and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

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PROGRAM CHANGES & ATA GRADUATES EARNING ADDITIONAL CERTIFICATES, DIPLOMAS, OR DEGREES
Students are only permitted to transfer programs if they are in good academic standing, with the exception of nursing students wishing to transfer programs. If a student changes their program, those credits previously taken and that will apply to the new program will be considered as credits attempted and earned and will be used in the calculation of SAP in the new program of study. However, a student leaving one program on financial aid warning will enter the new program on financial aid warning. A student graduating from one program and wishing to re-enter into a new program will have all applicable credits transfer into the new program. An evaluation of their transcript will be done using the same procedure as that for credits from another institution. Any equivalent courses will be transferred into the new program and the student's program length will be adjusted accordingly. Credits that transfer into the new program will be counted as hours attempted and earned and will be calculated into the student's completion rate and grade point average.

RE-ENTERING STUDENTS
Students re-entering ATA College will have their academic records reviewed and a determination made on qualification for re-entry. Any student approved to re-enter the College from a financial aid warning or suspension status will automatically be placed on financial aid warning until SAP as previously outlined has been met. The College reserves the right not to re-admit a student who has been dropped or withdrawn for academic, disciplinary, and/or adverse criminal background.

TERMINATION
ATA reserves the right to terminate a student's enrollment if, during the program, the school determines that the student has failed to maintain satisfactory academic progress, comply with ATA rules and regulations as published in this Catalog, or has failed to meet his/her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy.

USE OF COPYRIGHTED MATERIALS
Copyright is a protection given to original written materials and works of art. It allows the author or the artist to control the reproduction of her work. Since 1978, all materials enjoy copyright protection from their inception, even if the author or artist. As a result, ATA College employee(s) may not reproduce written materials or works or unless the works are considered within the public domain or meet the criteria established by the Fair Use Act.

Public Domain: Works that fall within the public domain are those that contain common information. Examples include height and weight charts, standard calendars, and the like.

Fair Use Act: Under the Fair Use Act, copyrighted works may be reproduced, for instructional purposes only, without permission, if ALL of the following criteria apply:

- Spontaneity: There is not enough time to obtain copyright permission.
- Single Use: The work is copied one time, i.e. for a class. If the work is to be copied for subsequent classes, copyright permission must be obtained.
- Length: The portions of the work may be copied are limited in length.

Paragraphs or a few pages may be copied; whole chapters may not be copied.

For works that are not within the public domain or do not meet the parameters of the Fair Use Act, the ATA College Education Department will seek copyright permission.

Employees are reminded that ATA College curricula are the property of and may not be copied or used outside of their employment with ATA College.

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TRANSFER OF CREDITS

ATA will evaluate the student's previous education, training and experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation may be accepted on the basis of a valid transcript provided by the student. Only grades of "C" or higher will be eligible for transfer. Credit will be awarded where appropriate. ATA will notify the student and appropriate agencies (i.e. Veterans Administration, Voc. Rehab etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by ATA. Credits that were earned more than seven (7) years prior to the current year will not be considered for transfer. It is the responsibility of the student to request an official transcript be mailed to ATA College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training at ATA. Transfer credit is calculated in the quantitative measure of satisfactory academic progress. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. Student tuition charges are applied for the credit hours taken by a student in any given quarter of study. The amount charged the student is based on the current tuition and fee schedule.

TRANSFER OF CREDITS EARNED AT ATA
Decisions concerning the acceptance of credits by an institution other than the granting institution are made at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits to any institution. ATA programs are considered to be vocational/terminal in nature, due to this credits are unlikely to transfer.

ADVANCED PLACEMENT/EXPERIENTIAL LEARNING
Students in all programs may be granted advanced placement based on previous education, experience or licensure. Appropriate documentation will be required to allow for adequate evaluation of previous education, experience, or licensure. Appropriate credit will be applied for any classes awarded via advanced placement. The final decision regarding transfer of credits and/or advanced placement will be made by the Student Services, Registrar, and the Program Director. The decision is not subject to appeal. Generally no more than 25% of the total program credits may be applied toward any program of study at ATA. Any exceptions to this policy can only be made by the Student Services, Registrar, and the Program Director.

PROFICIENCY TESTING
Credits may be earned for some courses ATA offers, providing the student passes a proficiency test for that subject (an equivalent grade of 80% or better). No more than 25% or the total program credits may be earned by proficiency examinations and/or transfer of credits or advanced placement.

1. A test out may only be taken one time per subject.
2. A student may not test out of a course that he/she had previously started and withdrawn from.
3. A student may not test out of any academic subject in which a grade has been received.
4. The student will receive a grade of "P" if credit is granted. Test out results are not computed in the student's GPA, but are counted as credits completed.

In order to test out, a non-refundable fee of $50.00 must be paid to the Student Accounts Office and the attached Proficiency Test Out Evaluation Application form must be completed and submitted to the Office of the Registrar. An additional fee of $150.00 must be paid if the student passes the test in order to receive credit. Test out may take up to two weeks to process.

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INDEPENDENT STUDY

1. Independent study courses may be taken from among those subjects which are general in nature, as determined by the Director of Academic Affairs.

2. Independent Study decisions are made after a thorough review of the students academic standing and progression.

3. In addition to his/her independent study, a student may also be required to carry a minimum of 12 credit hours of regular classes, except for the quarter in which a student is due to graduate.

4. If a course is offered during the quarter, independent study may not be available in that subject for that quarter.

5. Any course taken by independent study must be completed by the last day of the current quarter.

6. At the minimum, the student will be required to submit an outline of each chapter in the text for the course. Additional requirements will be set up by the instructor which would generally follow the course syllabus.

7. A student may carry only one independent study course per quarter.

8. Students seeking to take a course as independent study must meet the requirements/guidelines as stated within the Independent Study Request application. Arrangements must be made with the respective program director and approved by the Director of Education.

AUDIT POLICY

1. Graduates may be permitted to audit any class that was taken while in school at no additional cost. Graduates may find it necessary to purchase the textbook.

2. If a dental assisting student wishes to audit a lab class, he/she may be required to pay an additional lab fee.

3. A student auditing a class will not be required to take quizzes or tests, whether oral or written.

4. No credits will be awarded for an audited course.

5. Students should contact the Registrar to arrange audit of class.

CHANGE OF CURRICULUM

A student electing to change curriculum must do so with the understanding that graduation may be delayed. Furthermore, curriculum changes may result in a student not being able to continue on a full-time basis. Any student desiring a change of program must schedule an appointment with the Student Services and Financial Aid Office to discuss the ramifications of curriculum changes. A curriculum change will require a new application and enrollment agreement. Students should be making satisfactory academic progress to be permitted to change curriculum.

Curriculum and schedule changes are only permitted to occur prior to a quarter start. Students are not permitted to change classes or class meeting times during a quarter.

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ATTENDANCE

All students are expected to attend every class for which they are scheduled. If for any reason a student finds that he/she will be absent, the student is expected to notify the school and indicate the reason for absence. If a student accumulates absences totaling more than 20% of the scheduled class meetings, he/she may be removed from the class roll (roster). Absence beyond 20% level will be reviewed by the Student Services office upon the student's submission of documentation citing the mitigating circumstances. Mitigating circumstances include serious illness, death of immediate family member, jury duty, military duty, court proceedings. Final determination of mitigating circumstances is up to the Student Services Team Leader and the ATA Retention Specialist.

Only one absence is permitted for all clinical & lab courses. The attendance policy in the Practical Nursing Program is included in the Nursing Handbook.

ATTENDANCE POLICY NURSING CLINICALS

A clinical makeup fee will be assessed for makeup hours. Students will be responsible for $120 for each missed clinical. Students will be allowed to miss one clinical day per course, with a maximum of two missed clinical days per quarter. Students will be notified by the PN Director or Clinical Coordinator when the scheduled make up day(s) will occur. Arriving more than 10 minutes late will result in being dismissed that day from clinical and scheduled for a makeup. In the case of interruption due to unsatisfactory attendance, students may re-enter missed courses in the next available course on a space available basis. Note: Appropriate reports will be made to the Department of Veteran's Affairs when necessary.

TARDY POLICY

A student is considered tardy when arriving after the scheduled course start time or leaving before the scheduled end of the class time. Each tardy will accumulate toward the 20% maximum absence policy. For example, if a class meets once a week for 3 hours, that equates to 30 classroom hours over a ten week quarter. 20% of 30 hours is 6 hours. A student that accumulates 6 hours or more of absences and/or tardiness at any point in the quarter is dropped from the course. In the case of absence or tardiness, it is the student's responsibility to make up any missed work. For externships, the tardy and absence policies are explained in detail in the externship agreement available with the Office of Career Services.

DISMISSAL FROM SCHOOL

A student may be dismissed from school for the following reasons: failure to maintain the established academic standards of the school (see academic policy), failure to be current in all financial obligations to ATA, excessive absences, violation of academic integrity policy, damage/destruction of school property and conduct disruptive to the classroom and/or school activities. Students who are dismissed/suspended due to failing to maintain established academic standards or for excessive absences are dismissed/suspended for at least 1 full academic quarter at which point they may request in writing to re-enter the school. The request for re-admission following dismissal/suspension should be made in writing to the Student Services Office, notification of the outcome of the request for re-admission will be made in writing to the student within 5 business days of receipt of the request for re-admission. Students who fail to meet the quarterly academic standards set forth in this document following re-admission after suspension will be permanently terminated from the school. Students convicted of a felony during the course of their schooling will be immediately dismissed. Students in the practical nursing program may also be dismissed for instances of unsafe practice or if two medication administration errors are committed during the course of their program.

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LEAVE OF ABSENCE/RE-ENTRY POLICY
ATA does not have a leave of absence policy. Any student requesting leave of absence is treated as a withdrawal and refund calculations are applied accordingly. A student who has withdrawn from school and wishes to re-enter must apply for re-entry in writing. A student who leaves school for a quarter or more must do so with the understanding that when he/she applies for re-entry, he/she may not be able to enroll on a full-time basis. A student dismissed for reasons other than academic (see Academic Probation Policy), may apply for re-entry, but must do so in writing to the Director of Academic Affairs and show just cause for re-admission to ATA. Withdrawals will be used in the calculation of Satisfactory Academic Progress and impact the 150% time frame. All applicants for re-admission must be approved by the Student Services Office, and the Financial Planning office.

TRANSCRIPTS
An individual progress record is maintained by ATA for each student. All grades reported by the instructor are included in the record and are available to the student at any time upon written request. There is no charge for the first official transcript; however, all subsequent requests must include a $5.00 fee. Transcripts will not be released for a student who owes ATA money.

GRADUATION REQUIREMENTS
To qualify for graduation, students must attain an overall cumulative grade point average (GPA) of 2.0 (C) or higher, and must have received a 2.0 (C) or higher in all required courses listed in the catalog under their program of study, and finish within maximum time frame. ATA College awards certificates, diplomas and Associate of Occupational Science degrees.

All Programs

The candidate for graduation must:

- have successfully completed all credits or hours and all specific programmatic requirements for the appropriate credential;
- earn a cumulative grade point average of at least 2.00 (a "C" average);
- meet all requirements for acceptance by ATA including documentation of his/her graduation from high school with a regular diploma or documentation of his/her achievement of high school graduation equivalency; and/ or by attestation: (see Admission Requirements)
- be current on all indebtedness to ATA.

GRADUATION WITH HONORS
The students who meet the requirements for graduation in any program and whose cumulative grade point averages meet the following criteria will graduate with the honors indicated.

Honor	Minimum Grade Point Average
Cum Laude	3.50 – 3.74
Magna Cum Laude	3.75 – 3.99
Summa Cum Laude	4.00

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GRADUATE AUDIT POLICY
Following graduation, a student may return to ATA to re-take classes previously completed as part of his/her original curriculum on a space available basis only. Students interested in re-taking a course should contact the Registrar. There is no charge for a refresher class. A student may be asked to purchase new textbooks for the refresher class. Additional credit hour/quality points will not be awarded for the refresher class. Graduates wishing to re-take a laboratory class will be required to pay the associated lab fee for that class.

COURSE RE-TAKE POLICY - NON-GRADUATE
Any student who retakes a previously failed class will be charged the current credit hour rate for the re-take of the class. Practical Nursing students must take and pass the PRA100 Integrated Practicum in their last quarter of enrollment; if this course is failed or another course is failed which requires an additional quarter of enrollment; both courses will accrue charges on the student account.

DRESS CODE
ATA considers dress to be each student's responsibility. ATA encourages all students to dress in a professional, business casual manner. Unacceptable items are: pajama pants, slippers, revealing clothing (low-cut shirts, see-through clothing, short skirts/shorts/dresses), bare midriffs, etc.

Lab Courses: Students are _required_ to wear scrubs and closed toe shoes while in the lab or at clinical.

Nursing clinicals and labs: Students must wear their ATA embroidered scrubs and white closed-toe/heel shoes. All tattoos must be covered, hair pulled back from face, only one set of post earrings with no other piercings, and have all required equipment with them (watch, stethoscope, pen, etc.) to be allowed to participate in the activities for the day.

FACULTY / STAFF REFERENCES
Faculty and staff are prohibited from providing academic or personal references for students.

STUDENT ID BADGES
Each student is issued a photo ID Student Badge upon enrollment. Students are required to wear the ID badge at all times on campus as well as externships.

3 ACADEMIC POLICIES

STUDENT CONDUCT POLICY

Academic Integrity Policy

All ATA College students are expected to conduct themselves in an ethical and professional manner. All academic assignments, including papers, homework, tests, and in-class assignments are to be the work of the individual student unless otherwise specified by the instructor. The following are examples of unethical or unprofessional behavior:

- Plagiarism: Using another person's words, ideas, or results without giving proper credit to that person.
- Using notes, textbooks, or other materials when not allowed during an examination.
- Giving test questions or answers to another student or obtaining them for another student.
- Partly or wholly completing an assignment for another student.

Consequences: ATA administrative personnel will review instances of unethical or unprofessional behavior as described and take action which may include failure of the course of study up to suspension/termination from ATA College.

Student Conduct

All students are expected to conduct themselves in a professional manner at all times. Students who engage in certain misconduct activities are subject to disciplinary action up to and including dismissal from school. Specific forms of misconduct are as follows: all types of dishonesty, sexual harassment, theft or damage to school premises or property, physical or verbal abuse of any person on school premises, intentional disruption or obstruction of any school proceeding, violation of any code of ethics or any behavior that would be considered detrimental to the operation of ATA. Violation of any of these policies may result in administrative termination from ATA. Students will be notified in writing of any disciplinary action taken by ATA.

ATA is committed to a "zero indifference" approach which means that any and all witnessed or reported incidents of bullying and harassment will be addressed appropriately, which may include conferences with students, conducting an investigation, the requirement of outside counseling and taking disciplinary action as warranted by the severity of the situation. This may include administrative withdrawal from ATA College.

DRUG/ALCOHOL POLICY

ATA complies with the Drug Free Schools and Communities ACT of 1989, Public Law 101-226, which requires that as a condition of receiving funds or any form of federal financial assistance under any federal program, the institution of higher learning must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by its students and employees.

ATA will provide for its students and employees a learning environment free of drugs and alcohol. All students and employees must comply with the policies, procedures and regulations imposed by ATA.

ATA provides drug free awareness programs to its students and employees through assemblies, workshops, memos and drug free literature provided by the local drug abuse programs and treatment centers.

ATA will post the names, address, and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. The school will support a student's and/or employee's decision to seek treatment for drug or alcohol abuse.

3   ACADEMIC POLICIES

The possession or distribution of illegal drugs and alcohol can result in fine or imprisonment under state or federal law, and the use of such substances can lead to significant health risks.

Students may be asked by the Program Director, ATA, or the affiliating clinical/externship facility to submit to individual, group, and/or random drug screens at any time. ATA reserves the right to determine the agency to conduct the drug screening. Refusal to comply with the requested screening within the timeframe directed can result in dismissal from ATA College.

Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on ATA's property or while engaging in ATA sponsored activities (field trips, holiday parties, picnics, etc.)

ATA may discipline and/or terminate any student or employee in the event that ATA discovers that the student or employee has consumed, manufactured, distributed, dispensed, stored, processed, or used illegal drugs or abused prescription or other legal substances off of ATA's premises if ATA believes, in its sole judgment that such action is in the best interest of ATA. ATA may also refer the student or employee for prosecution. No student or employee will be considered for readmission or rehire until they have provided satisfactory evidence to ATA that they have received and completed appropriate counseling and treatment.

Consumer Information is available online at:
http://www.ata.edu/disclosures

CLASSROOM MANAGEMENT
Students are prohibited from bringing children and/or pets with them to class. Service animals are not included.

TOBACCO USE
The use of tobacco products is prohibited in all buildings at ATA. Designated smoking areas are located outside each ATA facility away from all entrances.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY
It is ATA's policy to forbid any employee from discriminating against another employee, job applicant, student, or prospective student on the basis of race, color, religion, sex, sexual orientation, national origin, disability or age. ATA also forbids any form of sexual harassment by its employees toward other employees, job applicants, students, or prospective students. Any student who feels he/she has been discriminated against or has been sexually harassed must file a complaint with the Director of Compliance.

3 ACADEMIC POLICIES

ADA

The Americans with Disabilities Act of 1990 was passed by Congress in order to ensure certain freedoms to residents of the United States who are living with an impairment of a major life function. The principles of the Americans with Disabilities Act ensure that barriers to success and opportunity will no longer stand in the way of those with disabilities. An individual with a disability is defined by the ADA as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment.

Impairments including developmental disabilities, also known as intellectual disabilities, must be disclosed by the student to the Administrative Manager with documentation of such received from a health care practitioner within the last 5 years. The documentation should recommend specific accommodations. All of this must be on file prior to any accommodation being provided.

FERPA

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of a student's education records. The law applies to all schools that receive funds under an applicable program of the United States Department of Education. The act requires students to provide their written consent when releasing the following information:

- Social Security Number
- Student identification number
- Race, ethnicity, and or nationality
- Transcript and grade reports

ATA College defines directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities. Upon enrollment, students sign a form regarding disclosure of directory information.

3 ACADEMIC POLICIES

CAMPUS SECURITY AND AWARENESS POLICY

ATA complies with the Campus Security Act of 1990 (Public Law 101-542, Part Two of the Student Right-to-Know and Campus Security Act).This Act requires institutions of higher learning to prepare, publish and distribute all information regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the institution's response to such reports.

ATA will not tolerate mischievous and/or criminal actions by students or employees on school grounds or at school-related activities. All sexual offenses are included in ATA's definition of criminal actions.

Students and/or employees participating in criminal acts on campus or at school related functions will be automatically dismissed from school or terminated from employment by ATA. ATA reserves the right to prosecute any student or employee found participating in criminal activity.

A student or employee having knowledge of a criminal activity occurring at ATA should immediately report the incident to an appropriate staff or faculty member.

Staff and faculty members are required to contact the local authorities to report the criminal action. The Executive Director and/or Director of Compliance of ATA must also be notified of the incident. ATA will cooperate with the local authorities in prosecuting any and all persons involved in criminal activities on ATA property or at ATA related functions. ATA will keep a record of all criminal occurrences beginning August 1991, and will provide a copy of this information to all students and employees. ATA will also provide this information to all prospective students and employees, upon request, beginning September 1, 1992 and each year thereafter.

ATA will provide guest speakers from local law enforcement agencies to enable students and employees to learn about security procedures and practices, and how the students and employees can be responsible for their own security and the security of others.

ATA's Campus Security Report is available on-line at:
http://www.ata.edu/disclosures

VOTER REGISTRATION

Voter registration applications are made available to students.

SCHOOL CLOSING POLICY

ATA notifies FOX 41 Television & WHAS 840 AM radio in the event of school closing. A determination is made 1½ hours prior to class starting time for both day or evening classes cancellation. A message is also posted on the www.ata.edu website.

FOOD AND DRINKS

No food is allowed in the classrooms. Drinks are allowed in spill-proof containers only.

STUDENT SERVICES

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CAREER SERVICES

Information on job requests from businesses and industries will be made available to students who qualify. ATA does not promise or guarantee placement/employment after graduation, but will assist in obtaining initial contact with employers. Placement statistics are available online at http://www.ata.edu/disclosures

TUTORING SERVICE

The entire faculty and staff are available to the student for academic help whenever possible. Appointments should be made in advance.

BOOKSTORE

ATA has calculated an estimate of the funds needed to purchase books and supplies for each program of study. The amount may be packaged in the estimated financial aid award. This amount will be automatically loaded to reflect as charges you may make to your bookstore account. These funds will be available for use at the the campus bookstore (rm M208) during the normal business hours.

Students wishing to purchase books from a source other than ATA should check the ATA website each quarter for the title and edition of the textbooks being used. A list of ATA textbooks is available at: http://www.ata.edu/disclosuresTextbook List

TEXTBOOK RETURN

Students withdrawing from school may return unmarked textbooks (purchased from ATA) to the business office to receive a refund credit on their accounts. Quarterly, ATA will purchase used textbooks from students. Information regarding the sale of used textbooks can be received from accounting.

STUDENT LOUNGE

The student lounges provide for student relaxation before and after class and during class breaks. Water, soft drinks and light snacks may be purchased at this time.

APPEARANCE

ATA maintains a smoke free environment. Smoking, food and beverages are prohibited in the classrooms. A smoking area is located outside the building and away from all building entrances. All students are expected to leave their work areas neat and free from trash.

4   STUDENT SERVICES

RESOURCE ROOM

The Resource Room is open each week, Monday through Thursday, from 8:00 a.m. until 9:30 p.m. On Fridays, the Resource Room is open from 8:00 a.m. until 4:00 p.m. Books and periodicals may be checked out for student use. Reference materials must be used in the Resource Room. ATA has loaded appropriate encyclopedia and dictionary requirements on computers and these are available for student use. The school also provides Internet access for other student requirements. ATA subscribes to ProQuest Virtual Library. The Virtual on-line library can be accessed from the Resource Room and gives students access to over 900 periodicals, a virtual reference room, medical videos and an extensive pharmacology database.

EXTRACURRICULAR ACTIVITIES

ATA student services personnel regularly conduct activities for students such as parties, picnics and graduation activities.

GUIDANCE

The Student Services Office serves as an academic advisor to students. Students may also seek out faculty members based on their chosen program of study. Counseling of a severe/professional nature is referred to appropriate outside licensed agencies.

HOUSING

There are no school sponsored housing facilities available.

EMPLOYMENT INFORMATION

Upon request, ATA will provide information regarding employment rates of graduates of ATA. Information regarding present and future opportunities in the areas for which ATA trains will be readily supplied by the Career Services Office.

Placement rate information is available at:
http://www.ata.edu/disclosures

FINANCIAL INFORMATION

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5 FINANCIAL INFORMATION

A prospective student and his/her parents are encouraged to visit ATA's Financial Aid Office for detailed information, forms, and assistance in completing application forms for the financial assistance program available.

FINANCIAL AID PROGRAMS

Financial Assistance is available for those who qualify. Financial aid programs include student loans and grants. Convenient payment plans are also available. Students should apply early for admission in order to ensure that their financial aid can be completed by registration day.

Students attending ATA may have access to federal and state financial aid programs. In order to apply, students must complete the Free Application For Federal Student Aid (FAFSA). You can apply for funding through the Student Financial Aid Office.

FEDERAL PELL GRANTS

- This is a grant – no repayment required
- For undergraduates only

Pell Grants are awards to help undergraduates pay for their education after high school. For many students, these grants provide a "foundation" of financial aid, to which aid from other Federal and non-Federal sources may be added. Unlike loans, grants do not have to be repaid.

Pell Grant awards for the academic year will depend on program funding. How much you are actually eligible for will depend on your Expected Family Contribution (EFC), the cost of education at your school, whether you are a full-time or less than half-time student and how long you will be enrolled in the academic year.

FEDERAL DIRECT STUDENT LOANS

- This is a loan-it must be paid back
- Repayment begins 6 months after last day of academic related activity

It is the goal of ATA College to educate students regarding their rights and responsibilities so as to assure students will understand the seriousness of borrowing and be capable of repaying these loans. The Health Care and Education Reconciliation Act of 2010 (HR 4872) eliminates the Federal Family Education Loan Program (FFLP) that has been utilized since 1965 to provide federal loan funds to students. As a result, ATA College now participates in the William D. Ford Direct Loan Program (DL).

For student borrowers, Federal Loans are either subsidized or unsubsidized. If you are a regular, diploma-seeking student, enrolled in an eligible program of study at least half time, you may receive a Federal Loan, as long as you complete a Federal Loan entrance interview quiz and meet general financial aid eligibility requirements.

A subsidized loan is awarded on the basis of financial need. If you qualify for a subsidized loan, the federal government pays interest on the loan until you begin repayment and during authorized periods of deferment thereafter. An unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you will be charged interest from the time the loan disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate. If you allow it to accumulate, it will be capitalized, that is, the interest will be added to the principal amount of your loan and will increase the amount you have to repay. If you pay the interest as it accumulates, you will repay less in the long run. If you would like detailed information regarding your student loans, please visit the Department of Education's National Student Loan Data System website: www.nslds.gov

5 FINANCIAL INFORMATION

FEDERAL PLUS LOANS

The Federal Parent Loan for Undergraduate Students (PLUS) program enables parents with good credit histories to borrow to pay the educational expenses of each child who is a dependent undergraduate student enrolled at least half-time. To be eligible to receive a Federal PLUS Loan, parents generally will be required to pass a credit check. Parents might also qualify for a loan if someone who is able to pass a credit check agrees to co-sign the loan. You and your parents must also meet other general eligibility requirements for federal student financial aid.

COLLEGE ACCESS PROGRAM (CAP)

The College Access Program (CAP) provides grants to Kentucky's financially needy students to attend Kentucky colleges. CAP Grants are awarded to Kentucky residents enrolled for at least 8 quarter hours (half time) in an associate's degree program and must be Pell eligible. The amount varies yearly and is determined by Kentucky Higher Education Assistance Authority.

KENTUCKY EDUCATIONAL EXCELLENCE SCHOLARSHIP (KEES)

The Kentucky Educational Excellence Scholarship is a scholarship designed to encourage and reward high school students for good performance during their high school careers. GPA determines the amounts for each year of study and bonus dollars are awarded for ACT scores. Students must have graduated in May 1999 or thereafter. To keep the maximum award for the second year in college the student must complete their first year with a cumulative 2.5 GPA and be "on track to graduate."

VETERAN'S EDUCATIONAL BENEFITS

ATA is approved for the training of veterans, veterans' survivors, and children of disabled veterans under public laws administered by the U.S. Veterans Administration. Veterans or their families who think they may be eligible for benefits should contact their local Veterans Affairs Counselor or go to www.gibill.va.gov to register and receive a certificate of eligibility for additional information.

REHABILITATION PROGRAMS

ATA serves clients of Kentucky Vocational Rehabilitation. A student who has a substantial handicap to employment may be eligible for financial assistance while training. The amount available is determined by the respective Vocation Rehabilitation Agency and the individual circumstances of each person.

WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)

The Workforce Investment Boards provide grants to those eligible students who have been displaced or who are unemployed. Other minimum requirements and funds availability also apply. Additional information and applications to determine eligibility are available through the local WIOA Boards.

GENERAL INFORMATION FOR FINANCIAL AID

The regulations governing all financial assistance programs are subject to change. ATA's Financial Aid Office will have the latest information.

FINANCIAL AID WARNING OR SUSPENSION

Financial aid probation or suspension occurs when a student passes fewer than the minimum number of credit hours or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress.

5   FINANCIAL INFORMATION

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS-FINANCIAL AID WARNING AND SUSPENSION
For policy regarding financial aid warning or suspension see the Satisfactory Academic Progress policy
in the Academic Policy section.

POLICY WHEN A STUDENT FAILS TO ATTEND ANY OF THEIR SCHEDULED CLASSES IN THE FIRST TWO MEETINGS OF A COURSE
Students who do not sit any of their courses during the drop add period will be removed from that course via a cancel program action. These students will incur no charges since they did not sit any classes. If the student received textbooks they will incur charges for the textbooks. The cancel program action will be dated the same date as their admitted action.

COURSE RE-TAKE POLICY
Any student who opts to re-take a class to improve his/her grade point average or re-take a previously failed/or withdrawn course will be charged the current credit hour rate for the re-take of the course.

SCHEDULE CHANGES
Students who change their schedule by adding/dropping course during the course of their study should reach out to Financial Aid to see how their funds may be affected. Failure to do so may result in money owed due to changes made.

LOAN DISPUTE
If you have a loan dispute and have completed the steps to resolve your loan dispute and you still are not satisfied, you may need to contact the Federal Student Aid (FSA) Ombudsman Group of the U.S. Department of Education (ED). The Ombudsman Group is a neutral, informal, and confidential resource to help resolve disputes about your federal student loans.

Contact the Ombudsman Group as a last resort.

Via on-line assistance: http// studentaid.gov/repay-loans/disputes/prepare
Via telephone: 877-557-2575
Via fax: 606-396-4821

FSA Ombudsman Group
PO Box 1843
Monticello, KY 42633

TUITION, FEES, PAYMENT, AND REFUND POLICY

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6 TUITION, FEES, PAYMENT AND REFUND POLICY

TUITION

Current charges for tuition and fees are listed in Supplement "B", included with this catalog. Tuition, books and fees are payable quarterly in advance, any other arrangements must be made through the Financial Planner's office prior to the start of the quarter.

CANCELLATION POLICY

A full refund of all monies is made if the applicant cancels the enrollment within three (3) business days. After three (3) business days the application fee is non-refundable. Refunds will be made within 30 days of cancellation. Additionally, ATA College reserves the right to delay and/or cancel a program start when the number of students scheduled to start is too small economically to start the class. A student may elect to accept the new start date or have all monies refunded.

INSTITUTIONAL REFUND POLICY

The college shall refund both tuition and fees, based on the percentage of the quarter remaining after the last day of attendance, up until the time the student has attended 60% of the quarter. This percentage will be calculated based on the number of calendar days remaining in the quarter divided by the total number of calendar days in the quarter. Scheduled breaks of 5 or more consecutive days will be excluded in determining the calendar day's used in the calculation. After attending 60% of the quarter there will be no refund.

UNIFORM REFUND POLICY FOR INDIANA STUDENTS

Institutional Policy for Withdrawal: Indiana Residents

Sec. 6.5. (A) The postsecondary proprietary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the commission. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(B) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

(a) The student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(b) The student does not meet the postsecondary proprietary educational institution's minimum admission requirements.

(c) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(d) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program, at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

6   TUITION, FEES, PAYMENT AND REFUND POLICY

REFUND POLICY FOR STUDENTS RECEIVING VETERANS BENEFITS
VA funds returned to the student from ATA typically must be returned to VA. Please contact the Department of Veteran's Affairs to be sure, as this can affect your future eligibility.

The exact pro-ration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the charging period. Vocational refund policy will be applied as required in 5 CSR 60-900.050 (4) (E).

NOTE: Books and supplies may be purchased at ATA bookstore or any other available source. Payment for books or supplies are due at the time of purchase, however, a student may charge their books on account as a matter of convenience. Books and supplies are considered non-institutional costs and are not subject to refund provisions.

POLICY ON RETURN OF TITLE IV FUNDS
Federal financial aid funds are awarded with the expectation that students "earn" a percentage of the funds they are disbursed with each day of class attendance each quarter. When a student who has received federal financial aid funds (Title IV Funds) leaves school before the end of the term, federal law requires the institution to calculate the percentage and amount of "unearned" financial aid funds that must be returned to the federal government. Once a student has completed more than 60% of a term, he/she is considered to have earned all funding received. This calculation may have the effect of requiring the student to repay funds that have already been disbursed to the student. Students are encouraged to meet with their financial aid administrator prior to making the decision to withdraw from school.

The order of repaying the funds are as follows: (1) Unsubsidized Stafford (2) Subsidized Stafford Loan (3) PLUS Loan (4) Pell Grant (5) SEOG Grant (7) Other
Title IV programs (8) Student.

APPEALS PROCESS
Students wishing to appeal a decision made by ATA may do so by completing a written statement within two days of the incident or circumstances at issue. The written statement must explain the circumstance the student believes should be considered. The student will be notified in writing of ATA's determination of the appeal usually within one week. Challenges made in regards to grades must be made no later than the end of the drop/add period. The student status will not change while an appeal is in process. Any mitigating circumstances must be fully disclosed in the written statement provided by the student in order for ATA to make a decision regarding the appeal. The student appeals process must be completed before initiating the following grievance procedure. This letter of appeal should be directed to the office of academic affairs.

GRIEVANCE PROCEDURE

If a student has any problems or concerns regarding his/her classes or instructors, the student is encouraged to speak with the instructor first. If the problem is not resolved, the student should make an appointment with the Director of Accreditation & Compliance. Every effort should be made by both the student and ATA staff to resolve any complaint issues at the levels indicated above.

ATA College
Cindy Landry
Director of Accreditation & Compliance
10200 Linn Station Road, Ste. 325
Louisville, KY 40223
502 371-8330 Ext. 1363

FILING A COMPLAINT WITH THE KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

To file a complaint with the Kentucky Commission on Proprietary Education, each person filing must submit a completed "Form to File a Complaint" (PE-24) to the Kentucky Commission on Proprietary Education by mail to Capital Plaza Tower, Room 302, 500 Mero Street, Frankfort, Kentucky 40601. This form can be found on the website at *http://www.kcpe.ky.gov*.

STUDENT PROTECTION FUND

KRS 165A.450 requires each school licensed by the Kentucky Commission on Proprietary Education to contribute to a Student Protection Fund which will be used to pay off debt incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program. To file a claim against the Student Protection Fund, each person filing must submit a completed "Form for Claims Against the Student Protection Fund". This form can be found on the website at *http://www.kcpe.ky.gov*.

Executive Director
Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 303
500 Mero Street
Frankfort, Kentucky 40601

(502) 564-4185 (Main Number)

(502) 564-4248 (Fax Number)

Accreditation

Executive Director
Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043

PROGRAMS OF STUDY

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7 PROGRAMS OF STUDY

PROGRAMS

ATA offers programs leading to a Certificate, Diploma and/or Degree.
All programs offered by ATA are taught on campus.

Certificate Program Level
This level generally requires completion of twenty-four (24) credits and is designed to be completed in two academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Diploma Level
This level generally requires completion of thirty-six (36) but less than ninety (90) quarter credits and is designed to be completed in three to six academic quarters. This level develops skills that may enhance employment possibilities at the entry level.

Degree Level
This level requires completion of at least ninety (90) quarter credits with appropriate general education courses designed to be completed in 6 or more quarters.

All students entering ATA will enroll in the program of their choice. Students will benefit most from their selected program by uninterrupted progress toward completion of the full program; however, there may be some valid reason for a student to complete something less than the full program of study. Should the student later complete the full program, the regular academic credential will be awarded to the student.

7   PROGRAMS OF STUDY

ACADEMIC PROGRAMS

Occupational Associate Degree

Limited Medical Radiography with Medical Assisting .... 70 weeks
Medical Professional .... 70 Weeks
    Medical Coding
    Medical Assisting

Pre-Licensure Practical Nursing .... 60 weeks

Diploma Programs

Medical Office Specialist .... 30 weeks
Phlebotomy Technician... 30 weeks
Medical Assisting .... 40 weeks
Dental Assisting .... 40 weeks
Professional Coding .... 50 weeks
Patient Care Technician .... 40 weeks

* Students who start a program on an "off start" as per the academic calendar will require
5 additional weeks for program completion.

7 PROGRAMS OF STUDY

<div align="center">

Diploma In
PATIENT CARE TECHNICIAN

</div>

This program trains graduates for entry level employment to work alongside doctors and nurses to provide the day-to-day care that patients need. PCT's are called upon to perform vital clinical, laboratory and office tasks to ensure the smooth operation of the healthcare facility. The graduate will be trained in monitoring patients for changes in condition and recording and reporting these changes to the doctor or the nurse. Graduates will be able to set up and operate therapeutic equipment, instructing and supervising patients with rehabilitative therapy, including carrying out planned patient care programs, and assisting medical staff in changing dressings and conducting patient examinations. The PCT is also a vital part in the pre-operative and post operative care of patients. Patient Care technicians play a vital role in hospitals (ER, ICU, CCU, and the floor), rehabilitation centers, nursing homes and private practices.

Estimated program completion is 4 quarters (40 weeks).

Program Requirements		Credit Hours	Contact Hours
ANA101	Anatomy & Physiology	4	40
ECG100	Basic Arrhythmia/ECG	3	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
MED100	Medical Terminology	4	40
MED120	Medical Law & Ethics	4	40
MED150	Clinical Procedures 1	3	50
MED160	Laboratory Procedures 2	3	50
MNA100	Nurse Aide Training	6.5	81
NUT100	Nutrition	2	20
PCT100	Patient Care Review	4	40
PCT140	Patient Care Clinical	4	120
PHL116	Phlebotomy Technician 1	4	50
PHL117	Phlebotomy Technician 2	4	50

Total Credits Required for Graduation - Diploma   53.5   711

Outside Coursework Hours   245

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

Diploma In
MEDICAL ASSISTING

Objective: This diploma program is designed to train individuals for entry-level medical office positions. A medical assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. While medical assistants working in a smaller practice may be required to perform some administrative tasks, those working in larger medical facilities focus mainly on providing support services directly related to patient care. While administrative medical assistants work mainly at the front desk and reception area of a clinic or doctor's office, clinical medical assistants are more often found at the physician's side working in close contact with patients. Graduates of this program receive coursework relating to offering assistance to the physician in direct patient care. Graduates will be prepared to seek positions such as clinical/medical assistant.

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of negative TB Skin test must be submitted.

Medical Assistant
Credit Hours: 57
In-Class Contact Hours: 800
Out of Class Hours: 255
Length: 40 weeks day or evening

Basic Requirements		Credit Hours	Contact Hours
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
ECG100	Basic Arrhythmia	3	40
MED100	Medical Terminology	4	40
MED110	Medical Math	4	40
MED135	Medical Administrative Procedures	4	50
MED115	Pharmacology	4	40
MED150	Clinical Procedures I	3	50
MED155	Clinical Procedures II	3	50
MED160	Laboratory Procedures I	3	50
MED165	Laboratory Procedures II	3	50
MED175	Certification Review	4	40
PTH100	Pathology	4	40
EXT200	Externship	6	180

Total Credits Required for Graduation - Diploma	57	800
Outside Coursework Hours		**255**

Diploma In
MEDICAL OFFICE SPECIALIST

Objective: This diploma program is designed to train individuals for entry-level medical office positions. Graduates of this program receive not only specialized courses relating to the medical office field, but also skills necessary for any office environment. The student will understand the importance of computer and data processing in the medical field through extensive computer curricula. Graduates will be prepared to seek positions such as receptionist, medical secretary, insurance office worker, medical claims processor or records clerk.

* Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB Skin test must be submitted.

Medical Office Specialist
Credit Hours: 48
In-Class Contact Hours: 600
Length: 30 weeks (day or evening)

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40

Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED120	Medical Law and Ethics	4	40
MED135	Medical Administrative Procedures	4	50
COD128	Medical Insurance & Billing	4	50
MED110	Medical Math	4	40
MED115	Pharmacology	4	40
COD140	Basic ICD-10-CM Coding	4	50
EXT100	Externship	4	120

Total Credits Required for Graduation		45	600
Outside Coursework Hours			220

7 PROGRAMS OF STUDY

Diploma In
DENTAL ASSISTING

Objective: This diploma program is designed to train individuals for positions as dental assistants in the dental office setting. The dental assistant program has a clinical emphasis. The dental assistant will be trained to function as a member of the dental health care delivery team. Graduates of this program receive classroom training as well as lab experience and clinical experience to fully prepare them for employment in the dental office. Laboratory classes in the dental assisting program are completed off-site at the ATA extended classroom facility at the office of Drs. Pierce & Mitchell, 4825 S. 3rd Street. Graduates will be prepared to seek positions such as dental assistant or in the front office of a dental practice.

Dental Assisting
Credit Hours: 56
In-Class Contact Hours: 830
Length: 40 weeks (evening)

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
MED120	Medical Law & Ethics	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
ENG101	English I	4	40
Program Requirements			
ANA105	Basic Orofacial Anatomy	4	40
DEN101	Introduction to Dental Assisting	4	40
DEN115	Dental Materials	2	20
DEN115L	Dental Materials Lab	1	20
DEN110	Dental Radiography	2	20
DEN110L	Dental Radiography Lab	1	20
DEN120	Specialty Principles & Techniques	4	40
DEN125	Practice Management	4	40
DEN140	Expanded Functions	4	40
DEN140L	Expanded Functions Lab	2	40
DEN145	Clinical Practice	10	300

Total Credits Required for Graduation		58	830
Outside Coursework Hours			240

All DEN and ANA courses require a grade of "C" or higher for successful completion.

Note:
Students are required to show proof of immunization against Hepatitis B.
In addition, proof of a negative TB skin test must be submitted.

Diploma In
PHLEBOTOMY TECHNICIAN

Objective: This program is designed to prepare students for entry-level employment as a phlebotomist. The objective of this program is to prepare the graduate to provide high- quality, direct patient care while performing venipuncture and phlebotomy techniques.

The phlebotomy technician is a vital member of the clinical laboratory team whose main function is to obtain patients' blood specimens by venipuncture and micro-collection and transportation of other clinical specimens. Phlebotomists are employed throughout the health care system in hospitals, neighborhood health centers, medical group practices, HMOs, public health facilities, and veterans' hospitals.

Program completion time is 3 quarters (30 weeks).

To be eligible to enter this program the student must be able to provide
a.   TB skin test – within the last 12 months
b.   MMR- or proof of two (2) Vaccines, or positive titer
c.   Varicella-history of disease, or two (2) Vaccines, or proof of positive titer

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communication	4	40
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40

Program Requirements			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED150	Clinical Procedures 1	3	50
MED175P	Phlebotomy Certification Review	4	40
PHL116	Phlebotomy Techniques 1	4	50
PHL117	Phlebotomy Techniques 2	4	50
EXT200P	Phlebotomy Externship	6	180

Total Credits Required for Graduation - Diploma	**41**	**580**
Out of Course Hours		175

7 PROGRAMS OF STUDY

**Diploma In
PROFESSIONAL CODING**

Objective: This diploma program provides students with the appropriate didactic theory and hands-on skills required and necessary, for starting, maintaining and growing in a chosen health information coding career. Students are prepared to function in a variety of medical facilities within the chosen fields of medical coding and billing. The objective for this program is to prepare students to analyze medical records and assign codes to medical conditions, diagnoses and procedures using a complex health care coding classification system. Students will be scheduled for the American Academy of Professional Coders CPC Certification exam upon successful completion of the program. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor or records clerk in physicians' offices, hospitals, clinics, insurance companies, medical billing companies and medical financial consulting companies. Estimated program completion is 5 quarters (50 weeks).

* Students are required to show proof of immunization against Hepatitis B.
  In addition, proof of a negative TB Skin test must be submitted.

Basic Requirements		Credit Hours	Contact Hours
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
MED120	Medical Ethics and Law	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
COD128	Medical Insurance & Billing	4	50
COD140	Basic ICD-10-CM Coding	4	50
COD141	Advanced ICD-10-CM Coding	4	50
COD153	Intro to Procedural Coding	2	20
COD145	Auditing	4	40
MED135	Medical Administrative Procedures	4	50
MED100	Medical Terminology	4	40
PTH100	Pathology	4	40
COD155	AAPC Professional Medical Coding Curricular	10	100
COD 175	Coding Certification Review	4	40
EXT200	Externship	6	180

Total Credits Required for Graduation - Diploma 66 830
Outside Coursework Hours **300**

*All courses in this curriculum transfer into the Medical Professional: Medical Coding.

Occupational Associate Degree (AOS) In
LIMITED MEDICAL RADIOGRAPHY
WITH MEDICAL ASSISTING

Objective: This degree program is designed to provide quality career education and training in Limited Medical Radiography while also preparing the graduate to provide clinical support in the medical facility as a medical assistant. Upon completion of the program graduates will be prepared to sit for licensure as a Limited Medical Radiographer through the Board of Medical Imaging and Radiation Therapy as well as sit for certification through the American Association of Medical Assistants as a Certified Medical Assistant.

The Licensed Limited Medical Radiographer plays an important role in the medical team by providing quality radiographs for a physician or radiologist. LMR specific responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph. Graduates will be prepared to seek positions in a physicians' office as a Limited Medical Radiographer and Medical Assistant.

All applicants will be required to submit a clear criminal background check prior to entering classes. Students are required to submit a clear TB skin test, hepatitis B, varicella (chicken pox), tdap (tetanus), and MMR immunization prior to starting clinical.

Limited Medical Radiography with Medical Assisting
Credit Hours: 101
In-Class Contact Hours: 1460
Out of Class Contact Hours: 435
Length: 70 weeks (day)

7 PROGRAMS OF STUDY

Basic Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS130*	Professional Development	4
MED110	Medical Math	4
MED120	Medical Law & Ethics	4
ENG101*	English I	4
PSY101*	Introduction to Psychology	4
Program Requirements		
ANA101	Anatomy & Physiology	4
MED100	Medical Terminology	4
ECG100	Basic Arrhythmia	3
MED135	Medical Administrative Procedures	4
LAS120	Success Skills	4
LMR100	Introduction to Radiography	4
LMR102	Radiographic Anatomy	4
LMR110	Principles of Radiation	4
LMR200L	Radiographic Positioning 1/Lab	2
LMR300L	Radiographic Positioning 2/Lab	2
LMR120	Radiographic Imaging	4
LMR301	Limited Radiography Clinical	2
LMR400	Advanced Limited Radiography Clinical	6
LMR145	State Exam Review	4
MED150	Clinical Procedures 1	3
MED155	Clinical Procedures 2	3
MED160	Laboratory Procedures 1	3
MED165	Laboratory Procedures 2	3
MED115	Pharmacology	4
MED175	Medical Assisting Cert. Prep	4
EXT200	Extership (MA)	6

Total Credits Required for Graduation	**101**
Outside Coursework Hours	435

All LMR courses require a grade of "C" or higher for successful completion.

* Denotes General Education Course

**Occupational Associate Degree In
PRE-LICENSURE PRACTICAL NURSING**

Objective: This diploma program provides students with classroom and clinical experiences that allow for students with the acquisition of knowledge and skills that enable each student to meet the requirements necessary for success as a practical nurse.

Upon completion of this Pre-Licensure Practical Nursing program, the student will be able to apply for licensure and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Once licensed, the student will be able to seek employment and provide nursing care as an entry level practical nurse, working under the direction of a physician or registered nurse.

Graduates are prepared to function as professionals in accordance within the scope and standards of practical nursing practice set by the National Association of Practical Nurse Education and Service (NAPNES) and the Kentucky Board of Nursing (KBN).

This program prepares graduates for employment in numerous health care settings. Licensed practical nurses hold positions in hospitals, nursing care facilities, physician offices, community, home health, and employment agencies, outpatient care centers, and in federal, state, and local government service organizations.

Students must obtain MNA licensure by the end of quarter 2 in order to advance to quarter 3.

Nursing Health Requirements:
The following immunizations are requirements of the nursing program:
1) MMR (mumps, measles, rubella)
2) Varicella (Chicken Pox)
3) Tetanus-Diphtheria (adult)
4) PPD (Tuberculosis)- Five year chest x-ray or annual renewal is required
5) Hepatitis B (or signed waiver) .
6) Influenza vaccination

Pre-Licensure Practical Nursing
Credit Hours: 90.5
In-Class Contact Hours: 1431
Out of Class Hours: 330
Length: 60 weeks (day)

7 PROGRAMS OF STUDY

Basic Requirements		Credit Hours
LAS120N	Success Skills	4
LAS130N*	Professional Development	4
MED 105*	Medical Math (Nursing)	4
ANA101N*	Anatomy & Physiology	4
MIC100 *	Microbiology	2
NUT100*	Nutrition	2

Program Requirements		
MED100N	Medical Terminology	4
MNA100	Medicaid Nurse Aide Training	6.5
NPN100N	Introduction to Practical Nursing	6
PHA100N	Pharmacology/Medication Math	4
NPN110	Fundamentals of Practical Nursing/Role of the Practical Nurse	6
NPN120	Medical Surgical Nursing I	6
PSY100	Psychology/Growth & Developmental	2
NPN130	Medical Surgical Nursing II	6
NPN131	Pediatric Nursing	4
PHA200N	Pharmacology/Medication Math II	4
NPN140	Medical Surgical Nursing III	6
NPN141	Maternal/Newborn Nursing	4
NPN151	Psychiatric/Mental Health Nursing	4
NPN152	Long-Term Care/Geriatric Nursing/Palliative Care/Leadership	4
PRA100	Integrated Practicum	4

Total Credits Required for Graduation   90.5
Outside Coursework Hours   330

* Denotes General Education Course

Medical Professional: Associate of Occupational Science Degree (AOS)

Objective: This degree program offers two different career tracks. The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Students have the option to choose from two career concentrations: Medical Assisting or Medical Coding. Graduates of this program receive not only specialized courses relating to the medical field, but also a solid background in the basic skills necessary for most medical office positions. The student realizes the importance of the computer and data processing in the medical field through computer curricula. Depending on the career track chosen, graduates will be prepared for positions such as medical assistant, medical secretary, insurance office worker, medical claims processor, medical/hospital coders or records clerk. During the final quarter of study, students participate in an externship which will provide them with an opportunity to work in the field under the supervision and evaluation of a cooperating medical facility and the school. Estimated program completion is 7 quarters (70 weeks).

Medical Professional: Medical Coding
Credit Hours: 90
In Class Contact Hours: 1070
Out of Class Coursework Hours: 420
Length: 70 weeks day or evening

Medical Professional: Medical Assisting
Credit Hours: 91
In-Class Contact Hours: 1180
Out of Class Coursework Hours: 425
Length 70 weeks day or evening

* All laboratory and clinical classes require a C or higher for completion.
* Only one absence per clinical or laboratory class is permitted.
* Students are required to show proof of immunization against Hepatitis B.
In addition, proof of a negative TB Skin test must be submitted.

Program Core Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS120	Success Skills	4
LAS130*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110*	Medical Math	4
MED120	Medical Law and Ethics	4
ENG101*	Engish	4

7 PROGRAMS OF STUDY

Program Core Requirements

ANA101	Anatomy & Physiology	**4**
MED100	Medical Terminology	**4**
MED135	Medical Administrative Procedures	**4**
COD128	Medical Insurance & Billing	**4**
MED115	Pharmacology	**4**
EXT200	Externship	**6**

Total degree core credits   **54**

Concentration in Medical Coding		Credit Hours
COD140	Basic ICD-10-CM Coding	4
COD141	Advanced ICD-10-CM Coding	4
COD153	Intro to Procedural Coding	2
COD130	Billing Certification	4
COD145	Medical Record Auditing	4
COD155	AAPC Professional Coding	10
COD175	CPC Certification Exam Review	4
PTH100	Pathology	4
Concentration credit hours required for graduation		36
Total Credit Hours this concentration		90
Outside Coursework Hours		420

Concentration in Medical Assisting		Credit Hours
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
PHL116	Phlebotomy Techniques I	4
PHL117	Phlebotomy Techniques II	4
COD140	Basic ICD-10-CM Coding	4
MED175	Medical Assistant Certification Review	4
ECG100	Basic Arrythmia	3
NUT100	Nutrition	2
PTH100	Pathology	4
Concentration credit hours required for graduation		37
Total Credit Hours this concentration		91
Outside Coursework Hours		425

* Denotes a General Education Course

COURSE DESCRIPTIONS

ANA101 Anatomy & Physiology
4 Credit Hours
40 Lecture Hours

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course. Prerequisite: None

ANA101N Anatomy & Physiology
4 Credit Hours
40 Lecture Hours

This course introduces the structure and function of the human body. The cells and tissues of the human body are presented along with the basic structure and physiology of the integumentary, skeletal, muscular, and nervous systems. It includes the examination of the basic structure and physiology of the cardiovascular, endocrine, lymphatic, and immune, respiratory, digestive, urinary and reproductive systems. Prerequisites: None

ANA105 Basic Orafocial Anatomy
4 Credit Hours
40 Lecture Hours

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. Prerequisite: None

BIO101 Biology
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to give students a foundation in the key concepts, classification of organisms, and research trends for major fields of biology.

BUS110 Keyboarding
2 Credit Hours
40 Lab Hours

This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisite: None

BUS113 Records Management
4 Credit Hours
40 Lecture Hours

This course is designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with the systems typically used in business today. Prerequisite: None

7   COURSE DESCRIPTIONS

COD128 Medical Insurance & Billing
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course has been designed to introduce the student to the fundamentals of insurance, billing, and coding. The basics of health insurance are discussed, including coding classifications, collection strategies, and various health care payers. The primary goal of this course is to preview coding, insurance, carriers, forms, and reports. All materials covered in this course will be used to strengthen the student's knowledge of medical insurance and billing, coding, and problem solving skills.Prerequisites: None

COD130 Cert. Professional Biller Review
4 Credit Hours
40 Lecture Hours

This course is designed to prepare the student for the Certified Professional Biller (CPB™) credential. It will prepare medical billers with skills to maintain all aspects of the revenue cycle.

COD140 Basic ICD-10-CM Coding
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course develops skills in the use of ICD: International Classification of Diseases coding principles. The text will assist the student to reference course workbook, and associated manuals, while matching procedures, evaluations, and assessment to numeric codes. Additionally, students will be introduced to 'E' and 'V' codes, and their appropriate use. Also, coding laws and ethics will be discussed. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in ICD-10-CM coding challenges. Prerequisites: ANA 101

COD141 Advanced ICD-10-CM Coding
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to advance the student to a more heightened awareness of ICD-9 medical coding and to provide an advanced approach to diagnostic coding. This course is a continuation of prior exposure to coding and how the classification system is maintained. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in troubleshooting coding errors. Prerequisites: COD 140

COD145 Medical Record Auditing
4 Credit Hours
40 Lecture Hours

This course is designed to introduce the student to the structure of the inpatient & outpatient medical record and the fundamentals of E/M auditing used to determine the correct code for the level of service provided. Documentation, coding and E/M guidelines, required by third party payers, will be reviewed. The student will receive training on how to abstract necessary information from the medical record and the use of appropriate resources (audit tools) to perform E/M chart audits. Students will analyze medical case studies and perform E/M chart audits using an audit form. Students will be exposed on how to analyze and report results of the audit. Prerequisites: COD 155

COD153 Introduction to Procedural Coding
2 Credit Hours
20 Lecture Hours

This course develops skills in the use of CPT: Current Procedural Coding and HCPCS: Healthcare Common Procedure Coding System. The text will assist the student to learn proper use of the CPT and HCPCS coding manuals, including the organization of the manuals, common conventions and Iconography, Guidelines and the various sections found within the manual. Also, the use of coding modifiers will be discussed. Instructional Goals: The primary goal of this course is to introduce the procedural coding systems that the student's will be using in addition to the knowledge they have already obtained from ICD-10-CM coding.

COD155 AAPC Professional Medical Coding Curricular
10 Credit Hours
100 Lecture Hours

This course is primarily centered on the use of the CPT: Current Procedural Terminology coding system. Principles of ICD- 9-CM are covered briefly. The HCPCS (Healthcare Common Procedural Coding System) is explained and practice examples are given. The texts used cover all sections of CPT and the coding guidelines applicable to each section are discussed. End of chapter questions are assigned and reviewed. In addition, Medicare rules and regulations governing CPT coding procedures will be discussed. Prerequisites: COD 141, COD 128, MED 135

COD160 Professional Hospital Coding
6 Credit Hours
60 Lecture Hours

This course instructs students on outpatient/inpatient hospital coding, billing and reimbursement procedures, guidelines and regulations. Material will be presented through lecture and practical application exercises. Students will be instructed in how to correctly complete a UB-04 (CMS1450) claim form. Accurate utilization of ICD-10-CM Volume 3 (procedural coding) is taught. Payment methodologies, DRG's, APC's, Charge Description Master (CDM) and revenue codes are explained. A review of POA indicators for inpatient coding is included. Students will be presented with real world scenarios from inpatient/outpatient charts and taught how to abstract data and assign correct codes. Scenarios are reviewed with instructor and rationale provided for correct coding. Mock practice exams, tailored in similar format of the national exams, are given for additional preparation. Prerequisite: COD 140, COD 141, COD 155

COM151 Interpersonal Communication
4 Credit Hours
40 Lecture Hours

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts. Prerequisite: None

COD175 AAPC Certification Exam Review
4 Credit Hours
40 Lecture Hours

This course is designed to help prepare the student to perform well on the Certified Professional Coder (CPC) Certification Examination. The principal guidelines for this course are based on the American Academy of Professional Coders (AAPC) Certification Examination Content Outline. There are five major areas of comprehensive review: Medical Terminology & Anatomy, ICD-10-CM Coding Guidelines/Application, CPT Coding Guidelines/Application, HCPCS Coding Guidelines/Application & Reimbursement Guidelines/Application

7 COURSE DESCRIPTIONS

DEN101 Introduction to Dental Assisting
4 Credit Hours
40 Lecture Hours

Preview of dental practice, including specialties, history, professional and legal responsibilities and the role of the dental assistant. Dental and medical terminology; dental forms, records and charts, patient communication, telephone communications and office personnel relations. Prerequisite: None

DEN110 Dental Radiology
2 Credit Hours
20 Lecture Hours

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions. Prerequisite: None

DEN110L Dental Radiography Lab
1 Credit Hour
20 Lab Hours
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN115 Dental Materials
2 Credit Hours
20 Lecture Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. Prerequisite: None

DEN115L Dental Materials Lab
1 Credit Hour
20 Lab Hours

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials.

DEN120 Specialty Principles & Techniques
4 Credit Hours
40 Lecture Hours

This course is a study of endodontics, periodontics, pediatric dentistry, prosthetics and other specialty dental practices and the dental assistant's role in a specialty practice. Prerequisite: None

DEN125 Practice Management
4 Credit Hours
40 Lecture Hours

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. Prerequisite: None

DEN140 Expanded Functions Dental Assisting
4 Credit Hours
40 Lecture Hours

This course instructs students in the art of restorative dentistry. Prerequisite: None

DEN140L Expanded Functions Dental Assisting Lab
2 Credit Hours
40 Lab Hours

This course instructs students in the art of restorative dentistry.

DEN145 Clinical Practice
10 Credit Hours
300 Clinical Hours

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills.

ECG100 Basic Arrhythmia/ECG
3 Credit Hours
20 Lecture Hours
20 Lab Hours

This course is designed to introduce the student to basic arrhythmias and function of the electrical conduction of the heart, in order to aid in proper administration of ECGs.

ENG101 English I
4 Credit Hours
40 Lecture Hours

The course covers the development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. Includes practice in the selection, restriction, organization and development of topics. It also reinforces the student's facility with sentence structure, diction and mechanics. Prerequisite: None

EXT100 Externship
4 Credit Hours
120 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter Medical Office Assistant Program

7 COURSE DESCRIPTIONS

EXT200 Externship
6 Credit Hours
180 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Prerequisite: Final Quarter of the program.

LAS120 Success Skills (LAS120N – PN grading scale applies)
4 Credit Hours
40 Lecture Hours

This course covers the development of self-reliance through understanding and utilizing the concepts of self-esteem, goalsetting, and accountability. Topics include study skills, test taking, note taking, time management, goal setting, listening, communication and customer service skills. Prerequisite: None

LAS120A Success Skills
4 Credit Hours
30 Lecture Hours
20 Lab Hours

The development of self-reliance through understanding and utilizing the concepts of self-esteem, self-efficacy, goal setting, and accountability. Includes development of study skills, including library utilization, test taking, note taking, time management and critic thinking. This course also teaches introductory Microsoft Word 2013 and Microsoft Office Excel 2013 skills and how to apply them in a medical office setting. As a participant, you will become more prepared for your career as a Medical Professional in learning how to successfully support the front or back office of a clinic or hospital. This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisite: None

LAS130 Professional Development
2 Credit Hours
20 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective résumé. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. Prerequisite: None

LAS130A Professional Development
4 Credit Hours
40 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective résumé. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. In addition, it covers professionalism in the workplace and the importance of the externship. Prerequisite: None

LMR100 Introduction to Radiography
4 Credit Hours
40 Lecture Hours

This introductory course provides the student with general information about the profession of the limited medical radiographer and introduces basic radiographic imaging principles and radiation protection. Special emphasis is also placed on medical ethics and professional conduct as well as patient care techniques. Prerequisite: None

7 COURSE DESCRIPTIONS

LMR102 Radiographic Anatomy
4 Credit Hours
40 Lecture Hours

This course for limited radiography students builds upon the basic understanding of the human anatomy and provides the student with in-depth identification of specific bone landmarks and bone markings that are to be identifiable on the x-ray film by the student. Co-requisite: LMR100

LMR110 Principles of Radiation
4 Credit Hours
40 Lecture Hours

This course gives the student an understanding of the importance of radiation protection and radiation's effects on the human body. The student will also be familiarized with the regulatory agencies and the agency's guidelines as they govern and pertain to radiation. Co-requisite: LMR100

LMR120 Radiographic Imaging
4 Credit Hours
40 Lecture Hours

This course presents additional concepts of x-ray physics and their relationship to the quality of the resultant radiograph. The properties of density, contrast, detail and distortion are analyzed extensively with emphasis on the factors that control and influence them. This includes such topics as screen/film combinations, grid usage, effects of collimation, processing, etc. The role these factors play in radiation exposure and protection is also emphasized. Prerequisites: LMR110

LMR145 State Exam Review
4 Credit Hours
40 Lecture Hours

This course for limited radiography students is designed to prepare the students to take the ARRT Limited Scope Radiography exam. This course includes review over patient care, radiographic procedures, equipment operation, image production and evaluation, radiation protection, anatomy and test taking skills. Prerequisites: LMR120, LMR102, LMR110, LMR200, MED100

LMR200 Radiographic Positioning I
4 Credit Hours
40 Lecture Hours

This course for limited Rrdiography students offers laboratory experience to develop competency in performing x-ray examinations of the extremities, shoulder girdle, pelvic girdle, spines, and chest. Attention is also directed toward the organization of the radiology department — examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. LMR100 co-requisite. Must be taken and successfully completed with LMR200L.

LMR 200L Radiographic Positioning 1 Lab
2 Credit Hours
40 Lab Hours

This course for limited radiography students offers laboratory experience to develop competency in performing x-ray examinations of the upper and lower extremities, shoulder girdle, pelvic girdle, chest, and abdomen. Attention is also directed toward the organization of the radiology department examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Must be taken and successfully completed with LMR200.

7   COURSE DESCRIPTIONS

LMR300 Radiographic Positioning II
4 Credit Hours
40 Lecture Hours

This course for limited radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, skull, sinuses, facial bones and the abdomen. Attention is also directed toward the organization of the radiology department — examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Prerequisites: LMR200. Must be taken and successfully completed with LMR300L.

LMR300L Radiographic Positioning 2 Lab
2 Credit Hours
40 Lab Hours

This course for limited radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, spine, skull, sinuses, and the facial bones. Attention is also directed toward the organization of the radiology department - examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Must be taken and successfully completed with LMR300.

LMR301 Limited Radiography Clinical
2 Credit Hours
80 Clinical Hours

This competency based course for limited radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 80 hours of clinical experience. Prerequisites: LMR100, LMR102, LMR110, LMR200, MED100, MED101

LMR400 Advanced Limited Radiography Clinical
6 Credit Hours
180 Clinical Hours

This competency based course for limited radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 180 hours of clinical experience. Prerequisites: LMR120, LMR102, LMR 110, LMR 200, MED 100, MED 101

MED100 Medical Terminology
4 Credit Hours
40 Lecture Hours

This course provides the student with an understanding of the medical language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system. Prerequisite: None

MED100N Medical Terminology
4 Credit Hours
40 Lecture Hours

This course focuses on analyzing and combining prefixes, root words, and suffixes. The spelling, meaning, and pronunciation of these components, and commonly used medical terms are presented. Included are medical abbreviations. Prerequisites: None.

MED101 Health and Safety Techniques
4 Credit Hours
30 Lecture Hours
20 Lab Hours

In this course students become CPR certified health care provider American Heart Association. Basic patient care skills, OSHA standards, medical asepsis and standard precautions are discussed. Competency in vital signs, first aid procedures, and patient transport/transfer complete the course. Prerequisites: ANA101

MED105A Nursing Math
4 Credit Hours
40 Lecture Hours

This course provides instruction on the math skills and understanding of other mathematical processes needed for nursing mathematics. Mathematical operations covered include: whole numbers, fractions, decimals, percentages, and algebra. Basic medication dosage calculations and medication preparations are also covered. A combination of lecture and demonstration are utilized to prepare students to perform these operations as related to nursing practice. Prerequisites: None.

MED110 Medical Math
4 Credit Hours
40 Lecture Hours

This course includes instruction in essentials of mathematics for a health care provider. Drug dosages, intake and output, weights and measures, temperatures, IV drip rate and conversions are a focus, and illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts allow the students to practice real-life health care skills requiring mathematics and algebraic skills. Skills necessary to problem solve and apply appropriate mathematical concepts to daily life are developed: Prerequisite. None

MED115 Pharmacology
4 Credit Hours
40 Lecture Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisite: None

MED120 Medical Law & Ethics
4 Credit Hours
40 Lecture Hours

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are covered. Prerequisite: None

MED126 Computers in Healthcare
4 Credit Hours
30 Lecture Hours
20 Lab Hours

 Designed for students in medical assisting, nursing, and allied health programs. This course teaches introductory Microsoft Word 2013 and Microsoft Excel 2013 skills and how to apply them in a medical office setting. As a participant, you will become more prepared for your career as a Medical Professional in learning how to successfully support the front or back office of a clinic or hospital. Prerequisites: None

7   COURSE DESCRIPTIONS

MED135 Medical Administrative Procedures
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a billing software program. Prerequisite: MED100

MED135A Medical Administrative Procedures
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone etiquette, and procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program. The course is also designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with systems typically used in medical practices today.

MED150 Clinical Procedures I
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to introduce the student to the medical assistant program and to his/her role as a medical assistant. The student will be introduced to the components of the medical record, how to identify the different types of documents within the medical record and how to prepare charts. The important concepts relating to the measurement of vital signs will also be introduced and the student will have the opportunity to learn several methods of taking temperature, pulse, blood pressure, respiration and ECGS. Prerequisite: ANA101, MED100

MED155 Clinical Procedures II
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to provide the student with an opportunity to learn the principles and methods used to promote tissue healing and minor surgery, how to assist the physician, and patient during a gynecological examination and prenatal care. The student will also be provided with an opportunity to learn how to assist the physician during a flexible sigmoidoscopic examination. The medical assistant will learn skills to prepare and administer oral and parenteral drugs. CPR skills and basic first aid training. Prerequisite: MED150

MED160 Laboratory Procedures I
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to develop student skills in a simulated laboratory and will provide the student with an opportunity to learn about laboratory testing as a diagnostic tool as well as the steps that are taken when specimens are tested at an outside laboratory. Specifically, the student will be provided with an opportunity to learn about urinalysis, including the physical, chemical and microscopic analysis of urine. The student will also be provided with the opportunity to learn the proper procedures for collection of various urine specimens. Prerequisite: ANA101, MED100

MED165 Laboratory Procedures II
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course is designed to assist the student in developing skills in a simulated laboratory setting and will provide the student with an opportunity to learn and develop skills in preparing for and performing venipuncture, as well as learning about the various components of the blood. The student will also be provided with an opportunity to learn the purpose and functions of various blood chemistry tests, including specimen requirements, normal values and those conditions resulting in abnormal values. Prerequisite: MED160
Blood born pathogens certification.

MED175 Medical Assistant Certification Review
4 Credit Hours
40 Lecture Hours

This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, & a practice exam. Prerequisite: MED155, MED165

MED175P Phlebotomist Certification Review
4 Credit Hours
40 Lecture Hours

This course is designed to help prepare the student to perform well on the Phlebotomy Certification Exam. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) and the American Medical Technologist (AMT) content outline. Prerequisite: PHL101, PHL102

MIC100 Microbiology
2 Credit Hours
20 Lecture Hours

This course introduces a brief history of persons involved with early development of microbiology, the study of microorganisms (fungi, parasites, bacteria, & viruses) in relation to health and disease. Discussed are the impact that these organisms have on the human body in health and wellness. The concepts of infection and immunity will also be examined. Also included will be Standard/Transmission Precautions, OSHA Standards, Health and Safety measures in health care arena. Prerequisites: ANA101N, MED100N, NPN100

MNA100 Medicaid Nurse Aide
6.5 Credit Hours
55 Lecture
16 Clinical Hours
10 Lab Hours

This course is designed to prepare students for entry level employment as a Nurse Aide. The objective of this course is to prepare the nurse aide to provide high quality, direct patient care under the supervision of licensed nurse personnel. Upon completion of the program a nurse aide will have a working knowledge of the physiological, psychological and sociological impact of institutionalization on the nursing facility resident. Upon conclusion of this course students will sit for licensure as a Medicaid Nurse Aide.

NPN100N Introduction to Practical Nursing
6 Credit Hours
30 Lecture
90 Clinical Hours

Introduction to history of nursing, health care system, roles and responsibilities of healthcare team with emphasis on nursing; role of practical nursing, development of therapeutic communication skills, legal standards for nursing practice, KBN regulations, development awareness of culture and diversity, importance of professional and student organization, and physical assessment skills. Prerequisites: MNA, CPR/HCP

NPN110 Fundamentals of Practical Nursing/Role of the Practical Nurse
6 Credit Hours
30 Lecture
90 Clinical Hours

Introduction to practical nursing skills procedures requiring medical/surgical asepsis and "Nursing Process" as a basis for problem solving related to needs of general physical and emotional condition of the client across the lifespan; emphasis on nursing documentation and subsequent care which will meet the legal standard of nursing practice. It is designed to progress from the simple to the more complex. Students will practice basic skills, techniques in the Fundamental laboratory and then progressing to the clinical experiences which will be area hospitals, long term care facilities, rehabilitation units, clinics and community settings. Prerequisites: NPN100, ANA101N Corequisite: MED100N

NPN120 Medical Surgical Nursing I
6 Credit Hours
30 Lecture Hours
90 Clinical Hours

This course introduces concepts of health and illness. This course provides essential information relative to the management of patients with health problems resulting from alterations in various body systems. Emphasis is placed on providing safe and knowledgeable nursing care to adults while utilizing critical thinking within the nursing process. Selected topics of system disorders include: respiratory, musculoskeletal, and integumentary. Laboratory and clinical experiences are designed to compliment, integrate, and enhance this knowledge of health alterations and to assist with the application of holistic and therapeutic nursing care to adults in a variety of clinical settings. Prerequisites: PHA100, NUT100, MIC100

NPN130 Medical Surgical Nursing II
6 Credit Hours
30 Lecture Hours
90 Clinical Hours

This course is a continuation of Medical Surgical Nursing; areas of study include alternations in hematological, lymphatic/immune, cardiovascular, endocrine, and gastrointestinal. Emphasis is placed on the application of the nursing process and health promotion in the support of basis human needs, critical thinking, and providing clients with safe and competent care; including principles that govern practical nursing standards. Prerequisites: NPN120, PSY100

NPN131 Pediatric Nursing
4 Credit Hours
30 lecture
30 Clinical Hours

This course introduces concepts in the application of caring for children in various phases of development. The stages of childhood development that are examined include the newborn, infant, toddler, preschooler, school-age child, and the adolescent. The focus is on basic growth and development, and on nursing care in children with real and potential health disorders, common within the pediatric population. Essential information is presented that is necessary for the understanding of health and health alterations in children and the roles and responsibilities of the practical nurse. Laboratory and clinical experiences provide opportunities in applying the nursing process while caring for and meeting the needs of the pediatric client in a variety of diverse clinical settings. Prerequisites: NPN120, PSY100

NPN140 Medical Surgical Nursing III
6 Credit Hours
30 Lecture
90 Clinical Hours

This course is a continuation of Medical Surgical Nursing II. This course provides essential information relative to the management of patients with health problems resulting from alterations in various body systems. Emphasis is placed on providing safe and knowledgeable nursing care to adults while utilizing critical thinking within the nursing process and practicing within the scope of Practical Nursing. Selected topics of system disorders include: neurologic, sensory, renal, and reproductive. Laboratory and clinical experiences are designed to compliment, integrate, and enhance this knowledge of health alterations and to assist with the application of holistic and therapeutic nursing care to adults in a variety of clinical settings. Prerequisites: NPN130, NPN131, PHA200

NPN141 Maternal/Newborn Nursing
4 Credit Hours
25 Lecture
45 Clinical Hours

This course introduces the concepts of the reproductive processes. This course presents essential information necessary for understanding health and the issues in the well-being of the childbearing family. Emphasis is placed on the application of nursing care for the maternal/newborn clients during their antepartum, intrapartum, and postpartum phases within scope of legal and ethical parameters of Practical Nursing standards. Laboratory and clinical opportunities provide experience in applying the nursing process in the prenatal period, during labor and delivery, the postpartum period in a variety of clinical settings. Prerequisites: NPN130, NPN131, PHA200

NPN151 Psychiatric/Mental Health Nursing
4 Credit Hours
25 Lecture
45 Clinical

This course introduces the concepts of psychiatric health. This course presents essential information necessary for understanding mental health and illness. The focus is placed on the application of the nursing process in caring for clients who experience mental health alterations and by incorporating the roles and responsibilities of the psychiatric nurse. Emphasis is placed on the restoration and protection of the mental health of individuals and groups. Clinical experiences allow for opportunities to provide care to clients with psychiatric issues. A variety of clinical settings will be used to provide learning experiences in the continuum of mental health treatment using the standard legal scope of Practical Nursing. Prerequisites: NPN130, NPN131, PHA200

NPN152 Long Term Care/Geriatric Nursing/Palliative Care/Leadership
4 Credit Hours
25 Lecture
45 Clinical Hours

This course presents the concepts and principles of Gerontological nursing. This course provides the necessary information for understanding the processes of normal aging. This course assists in identifying leadership styles, appropriately delegating and prioritizing patient care according to board standards, and understanding code of ethics and laws that govern practical nursing. The focus is on gaining knowledge that will assist in maximizing the health promotion and maintenance of the geriatric client. Emphasis is placed on special topics in caring for the older adult that includes: physiologic and cognitive alterations, social needs, end of life care, along with nutritional, communication, and safety issues. Clinical experiences are designed to allow for the integration of the nursing process while caring for the aging population in a variety of settings. Prerequisites: NPN130, NPN131

NUT100 Nutrition
2 Credit Hours
20 Lecture Hours

This course provides the student with an introduction to the principles of nutritional needs and its relationship in maintaining health during infancy, childhood, adolescence, young, middle, and late adulthood. The chemical substances (nutrients: carbohydrates, fats, proteins, vitamins, minerals & water) that are necessary for life are examined along with variations in food patterns based on individual cultures, religions, and philosophies. Included will be U.S. Government Guidelines for Americans. Prerequisites: ANA101N, NPN100 Corequisite: MED100N

PCT100 Patient Care Technician Certification Review
4 Credit Hours
40 Lecture Hours

This course is a capstone course which will be utilized to review concepts and skills learned during the program. Upon completion of the course the student will be prepared to seek certification as a PCT.

PCT140 Patient Care Clinical
4 Credit Hours
120 Clinical Hours

Clinical observation provides the student an opportunity to visit and work in a healthcare facility under supervision. The student will be exposed to day-to-day operations of the medical facility. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. This class will provide an opportunity for the student to observe other medical personnel in an actual work setting.

7   COURSE DESCRIPTIONS

PHA100 Pharmacology/Medication Math I
4 Credit Hours
40 Lecture Hours

This course provides an introduction of the study of drugs, examined are the concepts of measurement of systems, drug orders, drug labels, and drug dosage calculations. Emphasis will be placed on techniques used to administer commonly used drugs; included are the classifications, indications, actions, contraindications, side effects, nursing implications for administration and pertinent client teaching in the use of these various agents. Also included will be; ethical and legal responsibilities of the practical nurse in administering medications and common therapeutic and diagnostic procedure with pharmacological implications. Prerequisites: NPN100, ANA101N, MED100N

PHA200 Pharmacology/Medication Math II
4 Credit Hours
40 Lecture Hours

This course is a continuation of Pharmacology/Medication Math I, including the introduction of Intravenous Therapy along with preparation, assessment, planning, implementation, calculation of IV flow rates. Emphasis is placed on the classification of drugs that are prescribed to treat cardiovascular, endocrine, respiratory, gastrointestinal, reproductive disorders, vaccines and drugs that interfere with microbial growth. Included is the developmental skills for administration of oral and parenteral medications denoting and using the nursing process. Also included will be Kentucky Board of Nursing guidelines for administration of mediations within the scope of Practical Nursing. Prerequisites: NPN120, PSY100, PHA100, PHL101, PHL102, PHL103, PHL104

PHL101 Phlebotomy Lab I
3 Credit Hours
10 Lecture Hours
40 Lab Hours

This course was designed to provide, through lecture and lab instruction, the theoretical basis for phlebotomy and venipuncture techniques. Didactic lectures cover the history of the phlebotomist's role, as well as roles of various clinical laboratory personnel. Lab instruction provides hands-on training in interpersonal communication, safety and infection control, as well as an introduction into venipuncture technique, and collection of non blood specimen

PHL102 Phlebotomy Lab II
6 Credit Hours
20 Lecture Hours
80 Lab Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture. Lab instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. Prerequisites: PHL 101

PHL102N Phlebotomy Lab II
4 Credit Hours
20 Lecture Hours
40 Lab Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture. Lab instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system.

7   COURSE DESCRIPTIONS

PHL103 Phlebotomy Lab III
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture and capillary puncture technique, as well as the collection of special blood tests. Prerequisites: PHL 102

PHL104 Phlebotomy Clinical
4 Credit Hours
120 Clinical Hours

This program was designed to provide, through lecture and lab instruction, training in venipuncture and capillary puncture technique, as well as the collection of special blood tests. Clinical observation experience provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day-to-day operations of the medical office as it relates to phlebotomy. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. This class will provide an opportunity for the student to observe a phlebotomist in an actual work setting. Prerequisites: Class must be taken in the last quarter of the phlebotomy program.

PHL116 Phlebotomy Technician Lab I
4 Credit Hours
30 lecture hours
20 lab hours

This course provides a history of the phlebotomist's role in healthcare as well as quality assurance, legal issues and infection control surrounding phlebotomy. The theory content of capillary, venipuncture, and the correct order of blood draw are emphasized. Hands-on experience in a laboratory setting allows the student the opportunity to perform capillary and venipuncture techniques. The course also covers collection of non-blood specimens and considerations surrounding specimen collection.

PHL117 Phlebotomy Techniques II
4 Credit Hours
30 lecture hours
20 lab hours

This course provides a review of concepts learned in Phlebotomy Techniques I (PHL 116). It also introduces procedures as they relate to the pediatric and geriatric populations. Arterial blood gases will be discussed as well as specialty tests. The student will gain further experience in venipuncture techniques as well as lab requisition. Different roles available surrounding phlebotomy will be discussed.

PRA100 Integrated Practicum
4 Credit Hours
120 Clinical Hours

This practicum consists of concentrated direct patient care in a health care facility. The clinical hours must be completed within the last seven week period Students must show competence in application and critical thinking to be successful in this course.During the final quarter of the nursing program as regulated by the Kentucky Board of Nursing. This is described as a "capstone experience" that is defined by the Board as being "an opportunity for students to demonstrate that they have achieved the goals for learning established by their educational institution or major." Prerequisites: Successful completion of all Practical Nursing courses.

7 COURSE DESCRIPTIONS

PSY101 Introduction to Psychology
4 Credit Hours
40 Lecture Hours

This course is designed to show students how psychology helps them understand themselves and the world, and uses psychological principles to illuminate the variety of opportunities they have in their lives and their careers. Prerequisite: None

PSY100 Psychology/Growth & Development
2 Credit Hours
20 Lecture Hours

This course introduces developmental theories of Freud, Piaget, Jung, Erickson, Kohlberg, Havinghurst and Maslow of human growth and development; emphasis is placed on the psychological development of the human being over the life span from infancy throughout life's developmental stages of maturity and old age. Prerequisites: MIC100, NUT100, PHA100

PTH100 Pathology
4 Credit Hours
40 Lecture Hours

This course will provide the student with the basic concepts underlying various pathological processes. The student will study the pathogenesis of diseases, learn their mechanism and understand how they develop. The student will also learn the etiology of pathologic changes and understand the causes of many diseases. Prerequisite: ANA 101

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