



LEARN WELL. LIVE WELL.



## COURSE CATALOG

TRI-COUNTY CAMPUS

Volume 2: Print Date July, 2021

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## Addendum

- Addendum A - Faculty Listing
- Addendum B - Tuition & Fee Schedule

# SOCIAL MEDIA POLICY

## Social Media Policy

This section outlines governing regulations that apply to all users of ATA College 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 2019–2021

### ON-START

	Week 1 Begins	Week 10 Ends
<b>2020</b>		
<b>Term 1</b>	Dec. 30, 2019	Mar. 7, 2020
<b>Term 2</b>	Mar. 9, 2020	May. 16, 2020
<b>Term 3</b>	May. 18, 2020	Aug. 1, 2020
<b>Term 4</b>	Aug. 3, 2020	Oct. 10, 2020
<b>Term 5</b>	Oct. 12, 2020	Dec. 19, 2020
<b>2021</b>		
<b>Term 1</b>	Jan. 4, 2021	Mar. 13, 2021
<b>Term 2</b>	Mar. 15, 2021	May. 22, 2021
<b>Term 3</b>	May. 24, 2021	July. 31, 2021
<b>Term 4</b>	Aug. 2, 2021	Oct. 9, 2021
<b>Term 5</b>	Oct. 11, 2021	Dec. 18, 2021
<b>2022</b>		
<b>Term 1</b>	Jan. 3, 2022	Mar. 12, 2022
<b>Term 2</b>	Mar. 14, 2022	May. 21, 2022
<b>Term 3</b>	May. 23, 2022	Jul. 30, 2022
<b>Term 4</b>	Aug. 1, 2022	Oct. 8, 2022
<b>Term 5</b>	Oct. 10, 2022	Dec. 17, 2022

### OFF-START

	Week 6 Begins	Week 10 Ends
<b>2020</b>		
<b>Term 1</b>	Feb. 3, 2020	Mar. 7, 2020
<b>Term 2</b>	Apr. 13, 2020	May. 16, 2020
<b>Term 3</b>	Jun. 29, 2020	Aug. 1, 2020
<b>Term 4</b>	Sep. 7, 2020	Oct. 10, 2020
<b>Term 5</b>	Nov. 16, 2020	Dec. 19, 2020
<b>2021</b>		
<b>Term 1</b>	Feb. 8, 2021	Mar. 13, 2021
<b>Term 2</b>	Apr. 19, 2021	May. 22, 2021
<b>Term 3</b>	Jun. 28, 2021	Jul. 31, 2021
<b>Term 4</b>	Sep. 6, 2021	Oct. 9, 2021
<b>Term 5</b>	Nov. 15, 2021	Dec. 18, 2021
<b>2022</b>		
<b>Term 1</b>	Feb. 7, 2022	Mar. 12, 2022
<b>Term 2</b>	Apr. 18, 2022	May. 21, 2022
<b>Term 3</b>	Jun. 27, 2022	Jul. 30, 2022
<b>Term 4</b>	Sep. 5, 2022	Oct. 8, 2022
<b>Term 5</b>	Nov. 14, 2022	Dec. 17, 2022

\*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.
- Martin Luther King Jr. Day
- Holiday Break 2019: 12.16.19 - 1.1.19
- Holiday Break 2020: 12.21.20 -1.2.21
- Summer Break 2020: 6.22.20 -6.26.21
- Holiday Break 2021: 12.18.21–01.02.22



# ORGANIZATION AND STRUCTURE

## Organization and Structure

A Technological Advantage, DBA, ATA College, a Kentucky Corporation.  
502-371-8330 : 502-371-8598 (fax)

### CORPORATE OFFICER

Donald Jones ..... President & CEO

### CORPORATE ADMINISTRATION AND SUPPORT

Donald Jones ..... President & CEO  
Jeremy Wright..... Chief Financial Officer  
Brett Weber ..... Vice President and COO  
Cindy Landry..... Compliance/ Accreditation Officer  
Kyle Riggs ..... Vice President of Admissions and Marketing  
Chad Bertelkamp ..... Director of Financial Aid

### OHIO ADMINISTRATION AND SUPPORT

Alison Jones..... Campus Operations Manager  
Kelly Dugas..... Registrar  
Sandra Rice ..... Learning Assistance Center Coordinator  
Beth McFarland..... Student Services Advisor  
Eboni Miles ..... Career Services Director

### ADMISSIONS

Jann Embers ..... Senior Admissions Representative  
Lakisha Adkins..... Admissions Representative  
Michael Asbury ..... Admissions Representative

### FINANCIAL ASSISTANCE

Christina Asbury ..... Financial Aid Advisor  
Cody Sumrall ..... Financial Aid Advisor

### FACULTY

See Catalog Addendum "A"

## ACCREDITATION, APPROVALS, AND MEMBERSHIPS

### BOARD OF DIRECTORS

Donald A. Jones, President, CEO, & Board Chair  
10200 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, Vice President  
and Chief Operations Officer  
10200 Linn Station Road  
Louisville, KY 40223

### ACCREDITATION - INSTITUTIONAL NON-MAIN CAMPUS I-039-03

Accredited by the Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314N  
Falls Church, VA 22043  
Phone: (703) 917-9503

### APPROVALS AND MEMBERSHIPS OHIO

The Tri-County campus is approved by the Ohio State Board of Career Colleges and Schools (Registration Number 1875)

### APPROVALS AND CERTIFICATIONS OHIO

Practical Nursing - Ohio Board of Nursing

PROVISIONAL March 2019 due to Low NCLEX pass rates

Date of Last Survey Visit: October 22, 2020

Registered Nursing - Associate of Applied Science - Ohio Board of Nursing

Approval Status: PROVISIONAL as of March 2018 due to Low NCLEX pass rates

Date of Last Survey Visit: September 13, 2019



# 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).

In September, 2018 ATA acquired the Tri-County campus of Beckfield College. A process began to replicate the successful course offerings of ATA College and Career Education. This process is on-going. ATA has committed to continue the current student population at the time of the purchase through either graduation or withdrawal. In March 2019 ATA enrolled the first classes of students in the ATA programs.

## 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.

# 1 LOCATION

## LOCATION

The Tri-County campus (non-main) occupies two floors of the Pictoria Tower in Springdale, Ohio, a northern suburb of Cincinnati, easily accessible by two expressways, I-75 and I-275. The address is 225 Pictoria Drive, Suite 200, Springdale, OH 45246. The campus is housed in a modern, well-maintained, wheelchair-accessible facility that includes lecture classrooms, science, allied health, and nursing laboratories, a computer laboratory, a resource room, administrative and faculty offices, and a student lounge. Smoking and consumption of other tobacco products are restricted to a designated area outside the building. Parking is available in a garage adjacent to the building.

## ADDRESS

225 Pictoria Drive, Ste. 200, Cincinnati, OH 45246

## 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  
225 Pictoria Drive  
Cincinnati, Ohio 45246  
513-671-1920

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.

Prospective students who completed secondary education outside of the United States are required to have their transcript translated by a NACES agency to confirm equivalency to a US high school diploma. The cost of this translation is borne by the prospective student.

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.

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.

Satisfactorily pass a criminal background screening

## 2 ADMISSIONS

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

### **Exemptions to TOEFL Requirement:**

Students will be exempt from the TOEFL if they graduated from a high school where instruction was given in English or Successfully completed a full-time curriculum at another post-secondary institution for at least 2 semesters/terms/quarters where the primary language of instruction was English or ACT Composite Score of 19 or above; SAT Composite Score of 1350 or above; PAX Composite Score of 92 or above

### **ADMISSIONS REQUIREMENTS FOR DISTANCE EDUCATION**

ATA has approval to offer full-distance education programs in Florida, Kentucky and Ohio. This approval requires ATA to determine the student's physical location at the time of enrollment and establish the process by which students notify the institution of a change to their physical location. A disclosure that student relocation to a state in which ATA does not have approval to operate may adversely impact the student's ability to complete the program.

The basis utilized for determining the student's physical location may include, but is not limited to, government issued identification, signed student attestation, or other documentation of physical location. The policy is consistently applied to all students participating in distance education.

Admissions requirements for distance education courses are the same as those for residential courses. There are no entrance exams or tests required for admittance into online courses; however, students taking online courses will complete an online learning readiness assessment to assist students and administration in determining whether or not a student is ready to take online courses. ATA offers distance education courses at the Kentucky, Ohio and Florida campus of ATA.

### **ONLINE ENROLLMENT REQUIREMENTS**

Access to an online course requires that the student:

- has completed the orientation to online courses
- has reliable access to a computer and the Internet
- has completed an Online Learning Readiness Assessment

### **ONLINE TECHNOLOGY REQUIREMENTS**

The online student must have access to a reliable computer that meets the following minimum requirements\*:

- 2 GHz processor
- 2 GB RAM (4 GB recommended)
- Audio with speakers or headphones
- 10 GB of available hard drive space
- CD drive for CD installation (CD/DVD drive recommended)

## 2 ADMISSIONS

- Most recent version of Windows operating system strongly encouraged • Internet Explorer 9 or higher, Mozilla Firefox (latest two public releases), Apple Safari (latest two public releases), or Google Chrome (latest two public releases)
- Adobe Flash and Adobe Acrobat Reader
- Microsoft® Office Suite or other suite capable of saving in Microsoft® Word, Excel, and PowerPoint
- Reliable Internet access (broadband recommended)

### 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:

- Diploma Pre-Licensure Practical Nursing
- LPN to RN Bridge Associate Degree Nursing program
- Registered Nursing Associate Degree program

#### Diploma 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:

1. Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.
2. 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

Exemptions to TOEFL Requirement:

Students will be exempt from the TOEFL if they graduated from a high school where instruction was given in English

Successfully completed a full-time curriculum at another post-secondary institution for at least 2 semesters/terms/quarters where the primary language of instruction was English

ACT Composite Score of 19 or above; SAT Composite Score of 1350 or above; PAX Composite Score of 92 or above

3. Satisfactorily pass a criminal background screening prior to the start of classes.
4. Satisfactorily pass a 9 panel drug screen test administered by a facility chosen by ATA prior to beginning clinical experiences



## ADMISSIONS

5. Complete all necessary medical documentation required to attend clinical.

6. 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 Students:**

A student who has been withdrawn will be required to meet the following criteria:

1. Students seeking re-entry should complete a Re-Entry Application which will be reviewed by the Re-Entry Committee.
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.

### **PROGRAM ADMISSION REQUIREMENTS**

#### **General Admission Requirements RN Program:**

1. Provide proof of high school graduation or documentation of a General Equivalency Diploma (GED) diploma.
2. Have an earned:
  - ACT\* composite score of at least 19 or higher
  - SAT\* composite score of at least 1350 or
  - TEAS-RN\*\* composite score at the proficient level into the Associate Degree Nursing program.
    - 69% in Reading
    - 63% in Math
    - 60% in English and Language Usage

\* ACT/SAT scores must have been earned within the last five years. \*\* Each prospective student is permitted two attempts to pass the TEAS.

3. Must be able to 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

#### **Exemptions to TOEFL Requirement:**

Students will be exempt from the TOEFL if they graduated from a high school where instruction was given in English

Successfully completed a full-time curriculum at another post-secondary institution for at least 2 semesters/terms/quarters where the primary language of instruction was English

ACT Composite Score of 19 or above; SAT Composite Score of 1350 or above; PAX Composite Score of 92 or above

# ADMISSIONS

## **Enrollment Process Following Program Acceptance:**

Schedule appointment with an Admissions Representative to sign enrollment agreement and arrange for payment of tuition and fees.\* Attend orientation held prior to the first day of classes. Orientation familiarizes students with ATA officials, policies, and procedures. Submit a medical packet that includes physical examination and immunization record documentation to the office of the registrar. Pass criminal background screening prior to start of classes. Criminal background screening fee is nonrefundable.

## **Transcripts from Foreign Schools:**

Transcripts from foreign schools must be reviewed by a National Association of Credential Evaluation Services (NACES) approved evaluating agency. Visit [www.naces.org/members.htm](http://www.naces.org/members.htm) for a list of approved agencies. The official transcript evaluation must be submitted directly to the office of the Registrar. Confirmation of equivalency must be received prior to the student starting classes.

## **ADMISSION PROCESS FOR LPN-RN BRIDGE PROGRAM**

In order to be considered for admission to the LPN-RN Bridge program, the applicant must meet the following qualifications:

1. Satisfactorily pass a criminal background screening prior to the end of drop/add period.
2. Satisfactorily pass a 9 panel drug screen test administered by a company selected by ATA during the first 2 weeks of class at ATA.
3. Complete all necessary clinical documentation required to attend clinical.

## **Entrance Process:**

4. Must provide proof of current, active, unencumbered PN license.
5. Must meet all general admission requirements.
6. Must provide a transcript from the school where they studied for their PN license, this transcript must reflect a 2.5 or higher cumulative grade point average.
7. Fill out Questionnaire

## **Questions Concerning Admission**

All applicants should direct all admission inquiries to:

ATA College

Office of Admissions  
225 Pictoria Drive  
Cincinnati, Ohio 45246  
513-671-1920

### 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.

#### EQUIVALENCY FOR DISTANCE EDUCATION

Online courses have been designed so that content, coursework, homework and learning in the online classroom are equivalent to what is achieved in a traditional/residential classroom for its equivalent on-ground course. Online instruction plus student activity hours are equal to the sum of out of class work plus instructional hours.

#### 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. 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

#### Add/Drop Policy for 10 week quarter

- A student has 15 calendar days after the term start date to notify ATA administrators of any request to add/drop a course from their schedule.
- After 15 calendar days, the students schedule is locked and the student incurs charges based on the schedule of classes in which they are enrolled.
- If student does not attend a class at any time during the first 15 calendar days of the term, their enrollment is automatically cancelled out of that class on the add/drop day. They incur no charges for that class.
- If student attends a course in week 1, those hours would be charged, even if they never attend after that. If the student wishes to cancel a course during the first 15 calendar days of the term it is their responsibility to notify ATA administration.
- This notification can be made by emailing [cancel@ata.edu](mailto:cancel@ata.edu). The email should designate the course number that the student wishes to drop/cancel.
- If course begins during weeks 6-10 of the term and student cancels prior to the course start (ex: week 3), the course is cancelled with no charge and financial aid eligibility is adjusted during processing of R2T4 with ineligible funds being returned.
- If student attends the 2nd 5 weeks course, even once, they are charged and paid federal student aid based off attendance in that one class.

#### Add/Drop Policy for 5 week Mini-Terms

- The student has 6 calendar days after a mini term begins to notify ATA to add/drop a course or program entirely with no charges.
- After 6 calendar days, the student's schedule is locked and the student incurs tuition charges based on the number of hours on their schedule.
- This notification can be made by emailing [cancel@ata.edu](mailto:cancel@ata.edu). The email should designate the course number that the student wishes to drop/cancel.

The 6th day of the quarter is the normal drop add period. Students who do not attend a scheduled class during this time period will be removed from the class as a cancel and incur no charges.

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.

### LAST DATE OF ATTENDANCE FOR DISTANCE ED. COURSES

(LDA) will be defined differently for online courses than residential courses. LDA for online courses will not be defined as a physical or virtual presence in the classroom. LDA for online courses will be defined as the last date in which a student participates in an online course. Participation for determining LDA in an online course will be defined as any activity carrying weight in the course (e.g. posting a comment for a grade or points, submitting work for a grade or points, etc.)

### 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

The PRA100 course must be completed in the final 10 weeks of study for a practical nursing student. 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.**

Nursing 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 program follow the ATA grading scale below:

LPN: ANA101N, MED100N, LAS120N, LAS130N, MED105N, NUT100N, and MIC100

RN: ANA200, ANA202, ENG200, HUM201, LAS120A, MAT200, MIC212, NUT100N, PSY202, SOC201

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.

#### 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.

### 3 ACADEMIC POLICIES

#### 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 externship 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.



# ACADEMIC POLICIES

## 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.

To meet Satisfactory Academic Progress and to be considered eligible to receive federal financial aid for attendance at ATA College students are required to make academic progress toward completion of a degree or diploma. Satisfactory academic progress for a clock hour program is evaluated at the end of each academic quarter, while Financial Aid progress will be evaluated at the end of each payment period. Below are detailed requirements that must be met and a description of the consequences if they are not met. This policy applies to all federal and state aid programs offered at ATA, including Pell Grant, SEOG Grant, Stafford Loan, PLUS Loan, and Veteran's Affairs Benefits.

To meet Satisfactory Academic Progress and to be considered eligible for the financial aid programs named above, a student must meet all of the following conditions:

Qualitative – Grade Point Average Clock Hour students must maintain a CGPA of at least 2.0 each academic quarter. For financial aid purposes, students must maintain a CPGA of 2.0 at the end of each payment period.

Quantitative – Rate of Progress All students must complete their program requirements within 150% of the time it normally takes to complete the diploma programs (as measured in calendar time). A student enrolled in a 12-month program must complete all coursework within 18 months.

Students must meet attendance requirements.

### 3 ACADEMIC POLICIES

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:  $1.5 \times 57 \text{ credit hours} = 85.5 \text{ credit hours}$ .

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 Ohio state financial aid.

#### 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 Ohio 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 Ohio 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 Ohio state financial aid.

**Academic Warning** - A previous "Active" status student who is receiving Title IV HEA and/ or Ohio 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.

### 3 ACADEMIC POLICIES

**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 Ohio 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 Ohio 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 Ohio 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 Ohio 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 Ohio 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 Ohio 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 Ohio 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 Ohio 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

### 3 ACADEMIC POLICIES

lose Title IV HEA and Ohio 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 not receive Title IV HEA or Ohio 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 Ohio 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 Ohio 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 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:

### 3 ACADEMIC POLICIES

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 Ohio 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 Ohio 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.

#### **PROGRAM CHANGES & ATA GRADUATES EARNING ADDITIONAL CERTIFICATES, DIPLOMAS, OR DEGREES**

If a student changes their program, those credits previously taken and passed 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.

### 3 ACADEMIC POLICIES

#### 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. Re-entering students complete a re-entry questionnaire. This questionnaire is reviewed by ATA administrative staff.

As a part of the ATA reentry process, any Medical Assisting student who has not been enrolled during the last 6 months, who will be re-entering and who will be going out on externship upon re-entry must participate in a skills/competency remediation and check off prior to entering externship.

The skills/competency remediation and check off allows the student one-on-one time with an instructor to become refreshed with the skills needed for externship and then demonstrate the successful performance of these skills. This ensures the student is knowledgeable about the skills and is competent in performing them safely on patients in externship. A list of skills/competencies can be obtained from the department director.

#### 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.



### 3 ACADEMIC POLICIES

#### TRANSFER OF CREDITS

##### Transfer of Credit Policy

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 an official transcript provided by the student. Credit will be awarded where appropriate. ATA will notify the student and appropriate agencies (i.e. Veterans Administration, Vocational 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. 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. Generally, no more than 25% of the total program credits may be applied toward any program of study at ATA. Exceptions to this may be made by Student Services, the Registrar, and the Program Director. 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. Students who have earned a Bachelor's Degree or Associates Degree at another accredited institution are exempt from taking Success Skills.

##### Non-Nursing Transfer Credit

Courses taken at other institutions may be transferred if they were completed within the last 7 years with a C or better, and are similar in course description and title.

##### Nursing Transfer of Credit

General education courses may be transferred if they were completed with a C or better, and are similar in course description and title. Core nursing courses may be transferred if they were completed with a C or better. Any class with a clinical component must be taken at ATA.

Students with an active, current, unencumbered PN license will be awarded 12 credit hours and gain advanced standing in the first quarter LPN-RN Bridge Program.

Students transferring from the Beckfield Legacy Nursing Curriculum will be evaluated on a case-by-case basis to determine placement and transfer of credit. Once admitted to the ATA College curriculum, the student will adhere to the rules and policies of ATA College.

The Registrar has discretion to accept or reject transfer credits.

#### 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.



### 3 ACADEMIC POLICIES

#### 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.

#### Advanced Standing for Military Experience

**For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, ATA shall have a process in place to:**

- (a) Review the individual's military education and skills training;
- (b) Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;
- (c) Award credit to the individual for any substantially equivalent military education or skills training;

#### 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 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.

#### 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.

## 3 ACADEMIC POLICIES

### 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.

### 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.

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

### ATTENDANCE POLICY DISTANCE EDUCATION COURSES:

All students are expected to engage in their online classes weekly. Students will be required to complete at least one assignment, quiz, or discussion for each online course every 7 days. The no show period is defined as the first 2 weeks of the term.

### ATTENDANCE POLICY NURSING CLINICALS

A clinical makeup fee will be assessed for makeup hours. Students will be responsible for \$200 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 Nursing 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.

### 3 ACADEMIC POLICIES

#### **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.

#### **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 \$10.00 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, Associate of Occupational Science degrees, and Academic Associate 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.

### 3 ACADEMIC POLICIES

#### 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

#### 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.

#### 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.

#### 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.

### 3 ACADEMIC POLICIES

**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.

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.

### 3 ACADEMIC POLICIES

Consumer Information is available online at:  
<http://www.ohio.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.

#### **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.

Impairment including developmental disabilities, also known as intellectual disabilities, must be disclosed to the Director of Student Services with documentation from a medical doctor or psychologist that includes the following:

1. A diagnosis of the student's current disability
2. The date of the diagnosis
3. How that diagnosis was reached
4. The credentials of the diagnosing professional
5. Information on how the disability effects the student's academic performance
6. Specific recommendations for accommodations to be made by the school

ATA will review the request for accommodations and may offer that academic adjustment or offer an effective alternative.

Please note: An individualized education program (IEP) or Section 504 is not sufficient documentation due to the differences between postsecondary and high school education.

#### **ADA Grievance Process:**

Students need to notify the Director of Student Services as soon as the student is aware that the results of the academic accommodation are not what was expected. ATA and the student will work together to resolve the grievance. If a resolution is not reached between the student and the Director of Student Services, the student may write a grievance letter to the Academic Review Committee. The Committee will meet, make a determination on the appeal within 2 weeks, and notify the student of the outcome.

### 3 ACADEMIC POLICIES

#### **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.

#### **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.

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.ohio.ata.edu/disclosures/>

#### **VOTER REGISTRATION**

Voter registration applications are made available to students.

#### **SCHOOL CLOSING POLICY**

A determination is made 1½ hours prior to class starting time for both day or evening classes cancellation. A message is posted on the [www.ohio.ata.edu](http://www.ohio.ata.edu)

#### **FOOD AND DRINKS**

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



## 4 STUDENT SERVICES

### **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 [www.ohio.ata.edu/disclosures/](http://www.ohio.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 during the normal business hours.

Students wishing to purchase books from a source other than ATA should check their ATA class schedule each quarter for the title and edition of the textbooks being used.

### **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 without spill-proof tops 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.

### 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.ohio.ata.edu/disclosures/>

## 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](http://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.

### 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](http://www.gibill.va.gov) to register and receive a certificate of eligibility for additional information.

### REHABILITATION PROGRAMS

ATA serves clients of Ohio 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.

### 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.

### 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 (the first 15 days of the term) 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.

## 5 FINANCIAL INFORMATION

### **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](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**

**6**

## 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.

### Fees

Registration Fee \$50

General Fee (due quarterly) non-nursing students \$200

General Fee (due quarterly) nursing students \$200

Change of Program/Restart/Bridge Fee \$50

Bypass Exam Fee \$50

Bypass Credit Fee \$150

Nursing Clinical Makeup Fee \$200

Academic Transcript Fee \$10

Student ID Replacement Fee \$10

CPR Training fee \$50

Certificate/Diploma reprint fee \$50

These fees are due as a cash payment and may not be incorporated in the title IV student aid packaging.

### CANCELLATION POLICY

A full refund of all monies is made if the applicant cancels the enrollment within three (3) business days of signing the enrollment agreement.. After three (3) business days the registration 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.

### TUITION REFUND POLICY

Tuition refunds are made within thirty days provided official notification is given. Otherwise, refunds will be made thirty days from the date the institution determines the student to be withdrawn. REFUNDS ARE BASED ON THE LAST DATE OF RECORDED ATTENDANCE. Charges are based on the percent of quarter scheduled through the last date of attendance. Cost of books and supplies are not refundable.

During week one (1) of the quarter, the institution shall refund (90%) of the tuition.

During weeks two (2) through three (3) of the quarter, the institution will refund fifty (50%) of the tuition.

During weeks four (4) and five (5), the institution will refund 25% of the tuition.

After week five (5) of the quarter, there is no refund of the quarter's tuition.

## 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.



## 6 TUITION, FEES, PAYMENT AND REFUND POLICY

### **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 Campus Director. Every effort should be made by both the student and ATA staff to resolve any complaint issues at the levels indicated above.

### **Executive Director**

Ohio State Board of Career Colleges and Schools  
30 East Broad Street, Suite 2481  
Columbus, OH 43215  
(614) 466-2752  
877-275-4219 Toll Free

### **Accreditation**

Executive Director  
Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314N  
Falls Church, VA 22043  
(703) 917-9503

## 7 PROGRAMS OF STUDY

### PROGRAMS

ATA is approved to offer programs via a blended delivery format. RN to BSN Completer, Medical Professional: Medical Coding and Professional Coding program are offered via full distance delivery.

ATA offers programs leading to a Certificate, Diploma and/or Degree.

#### 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

The Bachelor Degree in Nursing program requires 90 credits in transfer and an unencumbered RN license, students complete 90 credit hours through on-line courses to total 180.5 credit hours.

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.

#### Program Course Order

ATA utilizes a program plan template which applies to each course in the program. Pre-requisites are not established rather students are scheduled by ATA based upon the program plan template.

## 7 PROGRAMS OF STUDY

### ACADEMIC PROGRAMS

#### Bachelor Degree

Registered Nurse to BSN Completer ..... 50 weeks

#### Associate of Applied Science Degree

Medical Professional: Medical Coding ..... 70 weeks

Medical Professional: Medical Assisting ..... 70 weeks

Registered Nursing ..... 80 weeks

LPN to Registered Nurse Bridge ..... 60 weeks

#### Diploma Programs

Medical Assisting ..... 40 weeks

Professional Coding ..... 50 weeks

Pre-Licensure Practical Nursing ..... 60 weeks

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

#### Beckfield Programs currently in teach out status

Practical Nursing-Diploma

Associate of Applied Science Nursing

## 7 PROGRAMS OF STUDY

### 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

Delivery Mode: Blended

Basic Requirements		Credit Hours	Contact Hours
LAS120	Success Skills	4	50
LAS130	Professional Development	4	40
<b>Program Requirements</b>			
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
<b>Total Credits Required for Graduation - Diploma</b>		<b>57</b>	<b>800</b>
<b>Outside Coursework Hours</b>			<b>255</b>

## 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.

#### Professional Coding

Credit Hours: 66  
Length in Weeks: 50  
Delivery Mode: Full Distance

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	10	100
COD 175	Curricular	4	40
EXT200	Coding Certification Review	6	180
	Externship		
Total Credits Required for Graduation - Diploma		66	830
Outside Coursework Hours			300

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

## 7 PROGRAMS OF STUDY

### **Diploma 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 Ohio Board of Nursing (OBN).

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: 84.5

In-Class Contact Hours: 1371

Out of Class Hours: 287

Delivery Mode: Blended

Length: 60 weeks (day)

## 7 PROGRAMS OF STUDY

<b>Basic Requirements</b>		<b>Credit Hours</b>
LAS120N	Success Skills	4
MED 105	Medical Math (Nursing)	4
ANA101N	Anatomy & Physiology	4
MIC100	Microbiology	2
NUT100	Nutrition	2
<b>Program Requirements</b>		
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
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
<b>Total Credits Required for Graduation</b>		<b>84.5</b>
Outside Coursework Hours		287

## 7 PROGRAMS OF STUDY

### Associate of Occupational Science Degree MEDICAL PROFESSIONAL: MEDICAL CODING

This degree 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. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor, insurance office worker, medical claims processor or records clerk in physicians' offices, hospitals, clinics, medical billing companies and medical financial consulting companies. Program completion in 7 quarters.

#### Medical Professional: Medical Coding

**Credit Hours: 90**

**In-Class Contact Hours: 1070**

**Out of Class Coursework: 420**

**Length: 70 weeks day or evening**

**Delivery Method: Full-distance**

**Total Hours: 1490**

Basic 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
ANA101	Anatomy & Physiology	4
ENG101*	English	4
MED100	Medical Terminology	4
MED135	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
<b>Total Core Curriculum</b>		<b>54</b>
Program Requirements		
COD130	Billing Certification Review	4
COD140	Basic ICD-10-CM Coding	4
COD141	Advanced ICD-10-CM Coding	4
COD145	Medical Record Auditing	4
COD153	Introduction to Procedural Coding	2
COD155	AAPC Professional Coding	10
COD175	CPC Certification Exam Review	4
PTH100	Pathology	4
<b>Concentration credit hours required for graduation</b>		<b>36</b>
<b>Total Credit Hours</b>		<b>90</b>

\* General Education course

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.



## 7 PROGRAMS OF STUDY

### Associate of Occupational Science Degree MEDICAL PROFESSIONAL: MEDICAL ASSISTING

Objective: The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Graduates of this program receive not only specialised courses relating to the medical field, but also a solid background in the basic skills necessary for most office positions. Graduates will be prepared for positions such as medical assistant or clinical assistant. 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. Upon completion of the program, graduates will be eligible to sit for a certification exam as a medical assistant through the NCCT for the NCMA certification. Program completion is 7 quarters.

Note: All laboratory classes require a "c" or higher grade for successful completion. Only one absence is permitted for laboratory clinical classes. Students must show proof of immunization against HEB B and a clear TB Skin Test.

#### Medical Professional: Medical Assisting

**Credit Hours: 91**

**In-Class Contact Hours: 1180**

**Out of Class Coursework: 425**

**Delivery Mode: Blended**

**Total Hours: 1605**

Basic 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
ANA101	Anatomy & Physiology	4
ENG101*	English	4
MED100	Medical Terminology	4
MED135	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
<b>Total Core Curriculum</b>		<b>54</b>
Program Requirements		
MED150	Clinical Procedures I	3
MED155	Clinical Procedures 2	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures 2	3
COD140	Basic ICD-10-CM Coding	4
MED175	Medical Assistant Certification Review	4
ECG100	Basic Arrhythmia	3
NUT100	Nutrition	2
PHL116	Phlebotomy Techniques 1	4
PHL117	Phlebotomy Techniques 2	4
PTH100	Pathology	4
<b>Concentration credit hours required for graduation</b>		<b>37</b>
* General Education course		
<b>Total Credit Hours</b>		<b>91</b>

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

## 7 PROGRAMS OF STUDY

### Associate Degree Registered Nursing

Objective: This degree program will provide an avenue of instruction for the individuals who wish to obtain an Associate Degree in Nursing. The program includes theory on role transition in the current health care system, related professional ethical and legal issues, understanding and application of critical thinking skills, the application of the nursing process in the adult clinical setting, basic intravenous therapy, and the methods of techniques of effective interdisciplinary communication and therapeutic patient communication. The program provides the foundational understanding of the role of the Registered Nurse as the provider of care, member of the discipline and manager of care.

At the conclusion of the program the graduate will be able to apply for licensure and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This program prepares graduates for employment in numerous health care settings. Registered Nurses hold positions in hospitals, nursing care facilities, physician offices, home health and in federal state and local government service organizations. Program completion is 80 weeks, program.

Delivery Mode: Blended

Basic Requirements		Credit Hours
ANA200*	Anatomy & Physiology 1	4
ANA202*	Anatomy & Physiology 2	4
ENG200*	English Composition	4
MAT200*	College Algebra	3
HUM201*	American Literature	3
SOC 201*	Introduction to Sociology	3
PSY202*	Developmental Psychology	3
MIC212*	Microbiology	4
<b>Program Requirements</b>		
COM201	Nursing Informatics	4
LAS120	Nursing Success	4
NPN201	Introduction to Professional Nursing	4
NPN208	Medical Surgical Nursing 1	8
NPN209	Mental Health Nursing	5
NPN210	Medical Surgical Nursing II	6
NPN211	Maternal Health/OB Nursing	5.5
NPN212	Pediatric Nursing	5.5
NPN213	Transcultural & Community Health Nursing	5
NPN214	Acute Care Nursing	6
NPN220	Geriatric, Leadership and Management	6
NUT200	Nutrition	2
PHA202	Advanced Pharmacology	4
PRA215	Integrated Practicum	4

**Total**

**Total Credits required for completion**

**97**

\* Denotes General Education Course

## 7 PROGRAMS OF STUDY

### Associate Degree Registered Nursing LPN to Registered Nurse Bridge

Objective: This degree program will provide an avenue of instruction for the Licensed Practical Nurse who wishes to obtain an Associate Degree in Nursing. The course will build upon previous knowledge gained from an accredited Licensed Practical Nursing (LPN) program. The LPN entering the program will have basic competencies which this program will build upon. The program includes theory on role transition in the current health care system, related professional ethical and legal issues, understanding and application of critical thinking skills, the application of the nursing process in the adult clinical setting, basic intravenous therapy, and the methods of techniques of effective interdisciplinary communication and therapeutic patient communication. The program provides the foundational understanding of the role of the Registered Nurse as the provider of care, member of the discipline and manager of care.

At the conclusion of the program the graduate will be able to apply for licensure and take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This program prepares graduates for employment in numerous health care settings. Registered Nurses hold positions in hospitals, nursing care facilities, physician offices, home health and in federal state and local government service organizations. Program completion is 60 weeks. Delivery Mode: Blended

Basic Requirements		Credit Hours
ANA200*	Anatomy & Physiology 1	4
ANA202*	Anatomy & Physiology 2	4
ENG200*	English Composition	4
MAT200*	College Algebra	3
HUM201*	American Literature	3
SOC 201*	Introduction to Sociology	3
PSY202*	Developmental Psychology	3
MIC212*	Microbiology	4
<b>Program Requirements</b>		
COM201	Nursing Informatics	4
NPN200	LPN to RN Role Transition	2
NPN208	Medical Surgical Nursing 1	8
NPN209	Mental Health Nursing	5
NPN210	Medical Surgical Nursing II	6
NPN211	Maternal Health/OB Nursing	5.5
NPN212	Pediatric Nursing	5.5
NPN214	Acute Care Nursing	6
PHA202	Advanced Pharmacology	4
PRA215	Integrated Practicum	4
<b>Total</b>		<b>78</b>
<b>Credit Awarded for PN License</b>		<b>12</b>
<b>Total Credits required for completion</b>		<b>90</b>

\* Denotes General Education Course

## PROGRAMS OF STUDY

### Registered Nurse to Bachelor Degree in Nursing Completer Program

Objective: The Bachelor of Science in Nursing (BSN) degree program offers a RN to BSN degree completion option for registered nurses wishing to complete their BSN degree in as few as 5 quarters (50 wks). The licensed Registered Nurse with an associate degree or diploma may complete the BSN degree via online instruction. Professional nursing care incorporates evidence-based principles, sciences and critical reasoning and judgment in the development of responses to real or perceived healthcare needs. The BSN graduate will have been provided training in the necessary knowledge and core competencies to meet the challenges of a dynamic and evolving profession in the 21st century.

Graduates with a **Bachelor of Science in Nursing (BSN)** degree are prepared to provide safe, comprehensive, professional nursing care across the lifespan to individuals, families, aggregates and communities in global societies in many settings. The BSN degree program encourages service to the profession and community and supports the concept of lifelong learning.

#### RN to BSN (Completer)

**Credit Hours: 65.5**

**Total Clock Hours: 670**

**Transfer Credit: 65 credit hours for previous training.**

**50 hours for unencumbered Registered Nursing License.**

**Delivery Mode: Full Distance**

General Education Curriculum		Credit Hours
HUM401	Communication	4
ENG301	Critical Thinking	4
ENG302	Technical Writing	4
SOC301	Consumer Culture	4
ETH401	Ethics	4
PSY305	Stress Management	4
ENG400	AP Research	4
MTH300	Statistics	4
<b>Total</b>		<b>32</b>
<b>Core Curriculum</b>		
NUR301	Concepts of Nursing Health Assessment	5.5
NUR302	Concepts of Nursing Throughout the Lifespan	4
NUR303	Concepts in Nursing Informatics	4
NUR304	Concepts in Critical Care Nursing	4
NUR305	Concepts in Nursing Leadership and Management	6
NUR306	Concepts in Community Health Nursing	4
NUR310	Nursing Theory Research Capstone	6
<b>Total</b>		<b>33.5</b>
<b>Credit Awarded for RN License</b>		<b>50</b>
<b>Transfer Credits General Education</b>		<b>22</b>
<b>Transfer Credits Core</b>		<b>43</b>
<b>Total</b>		<b>180.5</b>

This program has not been approved by any state professional licensing body, and this program is not intended to lead to any state-issued professional license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence

## 7 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 Orafacial 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

### **ANA200 Anatomy & Physiology I\***

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This is the first course in a two-course sequence designed to provide the student with knowledge of human anatomy and physiology starting from the molecular level and progressing to the level of integrated systems. Emphasis is on normal structure and homeostatic function of the human organism, although some clinical examples are included. Scientific criteria and methods are explored as they relate to natural knowledge of the human organism and health sciences. Introductory content includes basic anatomical terminology, basic and biochemistry, cell structure and function, and tissues. The anatomy, histology, and physiology of the following body systems are addressed in both lecture and lab: integumentary system, skeletal system, muscular system, and nervous system. Laboratory sessions include histological examination of tissues, mammalian anatomical dissections, and physiological exercises appropriate to each system. Pre-requisite: None

### **ANA202 Anatomy & Physiology II\***

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This anatomy and physiology class is a second quarter equivalent of the two quarter course dealing with structure and function of the human body and mechanisms for maintaining homeostasis within it. Topics include the study of blood, cardiovascular system including lymphatic system, immune system, respiratory system, digestive system, urinary system and male and female reproductive systems. Emphasis is placed on the integration of systems as they relate to normal health. Laboratory exercises provide first-hand experience with the structure and processes discussed in lecture. Pre-requisites: ANA200

## 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

## 7 COURSE DESCRIPTIONS

### **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

### **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

### **COM201 Nursing Informatics**

4 Credit Hours

40 Lecture Hours

Understanding the fundamentals of computer systems and how they are applied to support nursing and health care administration. Emphasizes the use of computer applications software for Internet research as well as data analysis and reporting. Learn the basics of ATI website navigation. Basic knowledge of computers and Windows environment is required for this course. Pre-requisite: 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

### **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.

## 7 COURSE DESCRIPTIONS

### **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

### **ENG200 English Composition\***

4 Credit Hours

40 Lecture Hours

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, dictions and mechanics. Pre-requisite: None

### **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.

### **HUM201 American Literature\***

3 Credit Hours

30 Lecture Hours

American Literature I surveys a range of work produced in the United States of America from the time of the European immigrations of the 1600s through the post-Civil War era. Representative literary works by men and women from diverse ethnic, racial, and social groups are studied in their historical, social, political, and economic context for what they both reflect and reveal about the evolving American experience – including fiction, nonfiction and writings from the American Revolution. This course is writing intensive. Pre-requisite: 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

### **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



## 7 COURSE DESCRIPTIONS

### **MAT200 College Algebra**

3 Credit Hours

30 Lecture Hours

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included. Pre-requisites: None

### **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.

### **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

## 7 COURSE DESCRIPTIONS

### **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

### **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. Prerequisite: MED100.

### **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

## 7 COURSE DESCRIPTIONS

### **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

### **MIC212 Microbiology\***

4 Credit Hours

30 Lecture Hours

20 Lab Hours

Study the basic concepts of microbiology with emphasis on microbial pathogenesis and immunity. Medically important microorganisms including bacteria, fungi, viruses, rickettsia, protozoa, and the diseases which they produce will be studied. Laboratory exercises develop fundamental skills in aseptic technique, microscopy, pure culture study, and the isolation and identification of pathogenic microorganisms. Pre-requisites: NPN210, NPN211

## 7 COURSE DESCRIPTIONS

### **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

## 7 COURSE DESCRIPTIONS

### **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 basic 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

## COURSE DESCRIPTIONS

### **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

### **NPN200 LPN Role Transition**

2 Credit Hours  
20 Lecture Hours

Delineate between the Licensed Practical Nurse and the Registered Nurse's roles by examining legal responsibilities, reviewing basic skills and concepts pertaining to the nursing field, and analyzing the expectations of the Registered Nurse. Pre-requisite: None

### **NPN201 Introduction to Professional Nursing:**

4 Credit hours  
20 Lecture  
40 Lab

Examine evidenced based practices of fundamental nursing skills. Understand how to apply the nursing process and critical thinking strategies as they pertain to patient care in healthcare institutions. Integrate appropriate nursing skills as they relate to patient care, disease preventions and management.

## 7 COURSE DESCRIPTIONS

### **NPN203 Transcultural Nursing**

4 Credit Hours

40 Lecture Hours

This course will offer an introduction to the concepts of trans-cultural nursing originally developed by Madeleine Leininger. The course will focus on cultural and spiritual differences and similarities related to human health and illness, among individuals, families and communities across the lifespan. The course will provide the learner with specific, competent, and congruent nursing interventions to care for people of diverse cultures. An overview of important terminology such as race, ethnicity, culture, cultural values, ethnography, and diverse nursing care, with the course goal being culturally specific healthcare, will be the framework for this course.

### **NPN208 Medical Surgical Nursing I**

8 Credit Hours

40 Lecture Hours

40 Lab Hours

60 Clinical Hours

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 the Registered Nurse. Selected topics of system disorders include: Immune/lymphatic, sleeping disorders, hematology, integumentary complications, infection and HIV, musculoskeletal abnormalities, respiratory complications, cancer, sensory disorders and integumentary complications. Clinical experiences are designed to compliment, integrate, and enhance the knowledge of health alterations and to assist with the application of holistic and therapeutic nursing care to adults in a variety of clinical settings. Pre-requisites: None

### **NPN209 Mental Health Nursing**

5 Credit Hours

40 Lecture Hours

30 Clinical Hours

Provides an overview of selected theories of human behavior which guide the nursing care of persons across the lifespan who are on various points of the mental health –illness continuum. Emphasis is placed on the therapeutic use of self in the application of the Nursing Process. The student has opportunities to participate as a member of the interdisciplinary mental health team and to provide nursing care to individuals who have acute and or severely disabling mental disorders. Clinical experience is provided in both public and private, acute and community mental health facilities. Students will be assigned to either the public or private acute setting. Pre-requisites: None

### **NPN210 Medical Surgical Nursing II**

6 Credit Hours

40 Lecture Hours

60 Clinical Hours

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 the Registered Nurse. Selected topics of system disorders include: neurologic disorders, cardiovascular difficulties, renal dysfunctions, endocrine abnormalities, gastrointestinal function/disorders. 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. Pre-requisites: None

## COURSE DESCRIPTIONS

### **NPN211 Maternal Health/OB Nursing**

5.5 Credit Hours

40 Didactic Hours

45 Clinical Hours

Understand the gestational development and how the mother contributes to the growth of the baby. Analyze pregnancy complications and apply nursing interventions to care for the mother and baby during pregnancy. Apply the nursing process to care for the mother and the fetus throughout the gestational period. Pre-requisites: None

### **NPN212 Pediatric Nursing**

5.5 Credit Hours

40 Lecture Hours

45 Clinical Hours

Learn the stages of development from infant to adolescence and apply appropriate nursing care according to the physical and mental development of the child. Study various pediatric diseases and correlate proper medical treatment needed to improve health status. Understand and discern normal versus abnormal growth processes of children.

Pre-requisites: None

### **NPN213 Community Health Nursing**

5 Credit Hours

40 Lecture Hours

30 Clinical Hours

This course focuses on health promotion, disease prevention, and the health maintenance needs of aggregates in populations. Emphasis is placed on application of nursing process, case management, and health teaching for groups of clients in a variety of community agencies. A major focus of the course will be to participate in community assessments and establishment of statistical databases to promote analysis and development of interventions to achieve positive outcomes for change. Analysis of the acceptability, availability, and accessibility of needed services to improve the health status of aggregates and to identify barriers to health care will be studied.

### **NPN214 Acute Care Nursing**

6 Credit Hours

40 Lecture Hours

60 Clinical Hours

Focuses on the care of adult patients experiencing complex, multi-system health problems, including shock, and trauma. Designed to refine, deepen, and extend critical thinking skills in situations where dynamics of core survival are threatened. Guided by established professional standards, guidelines, competencies, and best practices, clinical experiences provide learners the opportunity to apply psychomotor skills, psychosocial concepts, communication, legal and ethical responsibilities, and the nursing process to provide safe, quality, and patient centered nursing care for adult patients. Pre-requisites: None



## COURSE DESCRIPTIONS

### **NPN220 Leadership and Management**

6 Credit Hours

40 Lecture Hours

60 Clinical Hours

Leadership/Management in Nursing is a quarter long course designed to prepare the Licensed Practical Nursing student to function as Registered Nurse. Focus includes the managerial/leadership role, interdisciplinary practice, legal challenges of clinical practice, and trends within the nursing profession. Critical thinking and problem solving skills will be employed through group exercises and independent study with consideration for the Registered Nurse scope of practice.

### **NUT100 Nutrition**

2 Credit Hours

20 Lecture 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 basic human needs, critical thinking, and providing clients with safe and competent care; including principles that govern practical nursing standards. Prerequisites: NPN120, PSY100

### **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 Ohio Board of Nursing guidelines for administration of medications within the scope of Practical Nursing. Prerequisites: None

### **PHA202 Advanced Pharmacology**

4 Credit Hours

40 Lecture Hours

This course will offer a clear approach explaining drug prototypes and how they work to include drug mechanisms and effects. It will provide the background needed to understand related drugs currently on the market, as well as drugs yet to be released. In simplifying a complex subject, this course focuses on the essentials of pharmacology and will identify the major nursing implications and their application to the clinical setting. Specifically this course will focus on the following: central nervous system, autonomic nervous system, cardio-pulmonary system, anti-microbials, anti-inflammatory and endocrine agents. A review of over the counter and herbal preparations will also be discussed. Pre-requisites: None

## COURSE DESCRIPTIONS

### **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. 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.

### **PRA 215 Integrated Practicum**

4 Credit Hours  
120 Clinical Hours

Builds on the knowledge and skills obtained in the nursing curriculum concepts. In varied/diverse practice settings. Synthesis of management, organizational culture and interpersonal, relationship principles are applied with developing independence in the practice of nursing. This course facilitates the student's evaluation of principles and practices of the profession of nursing while assisting in the role transition to a practice registered nurse. Clinical environments could be, but are not limited to: medical-surgical, mental health, pediatric, maternity, critical care, nursing home and extended or ambulatory care units. Pre-requisites: Successful completion all program courses.

### **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

## 7 COURSE DESCRIPTIONS

### **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

### **PSY202 Developmental Psychology\***

3 Credit Hours

30 Lecture Hours

This course provides an introduction to physical, cognitive, social, and emotional development from conception through adolescence by means of lectures, in-class participation, assignments, and exams. Pre-requisites: None

### **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

### **SOC201 Introduction to Sociology\***

3 Credit Hours

30 Lecture Hours

Provides a broad overview of sociology and how it applies to everyday life. Major theoretical perspectives and concepts are presented, including sociological imagination, culture, deviance, inequality, social change, and social structure. Students also explore the influence of social class and social institutions, such as churches, education, healthcare, government, economy, and environment. The family as a social structure is also examined. Pre-requisite: None



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