ata
COLLEGE

LEARN WELL. LIVE WELL.

COURSE CATALOG
LOUISVILLE CAMPUS

Volume 27: July 2025

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS

Tuition and Fee Schedule and Faculty Supplement can be found at https://www.ata.edu/disclosures/

ACADEMIC CALENDAR

TERM START DATES 2025–2027

ON-START	Week 1 Begins	Week 10 Ends
2025		
Term 1	Dec. 30, 2024	Mar. 8, 2025
Term 2	Mar. 10, 2025	May 17, 2025
Term 3	May 19, 2025	Aug. 2, 2025
Term 4	Aug. 4, 2025	Oct. 11, 2025
Term 5	Oct. 13, 2025	Dec. 20, 2025
2026		
Term 1	Jan. 5, 2026	Mar. 14, 2026
Term 2	Mar. 16, 2026	May 23, 2026
Term 3	May 25, 2026	Aug. 1, 2026
Term 4	Aug. 3, 2026	Oct. 10, 2026
Term 5	Oct. 12, 2026	Dec. 19, 2026
2027		
Term 1	Jan. 4, 2027	Mar. 13, 2027
Term 2	Mar. 15, 2027	May 22, 2027
Term 3	May 24, 2027	Jul. 31, 2027
Term 4	Aug. 2, 2027	Oct. 9, 2027
Term 5	Oct. 11, 2027	Dec. 18, 2027

OFF-START	Week 6 Begins	Week 10 Ends
2025		
Term 1	Feb. 3, 2025	Mar. 8, 2025
Term 2	Apr. 14, 2025	May 17, 2025
Term 3	Jun. 30, 2025	Aug. 2, 2025
Term 4	Sep. 8, 2025	Oct. 11, 2025
Term 5	Nov. 17, 2025	Dec. 20, 2025
2026		
Term 1	Feb. 9, 2026	Mar. 14, 2026
Term 2	Apr. 20, 2026	May 23, 2026
Term 3	Jun. 29, 2026	Aug. 1, 2026
Term 4	Sep. 7, 2026	Oct. 10, 2026
Term 5	Nov. 16, 2026	Dec. 19, 2026
2027		
Term 1	Feb. 8, 2027	Mar. 13, 2027
Term 2	Apr. 19, 2027	May 22, 2027
Term 3	Jun. 28, 2027	Jul. 31, 2027
Term 4	Sep. 6, 2027	Oct. 9, 2027
Term 5	Nov. 15, 2027	Dec. 18, 2027

*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
- Martin Luther King Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day

- Summer Break 2025: 6.22.25 – 6.28.25
- Thanksgiving Break: Thanksgiving Day plus the Friday and Saturday which follow.
- Holiday Break 2025: 12.21.25 – 1.4.26
- Holiday Break 2026: 12.20.26 – 1.3.27
- Holiday Break 2027: 12.19.27 - 1.2.28

ORGANIZATION AND STRUCTURE

Organization and Structure

A Technological Advantage, DBA, ATA College, ATA Corporate Training is wholly owned by

A Technological Advantage, Inc., a Kentucky Corporation.

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

CORPORATE OFFICER

Brent L. Mills .... President & CEO, Board Chair

ADMINISTRATION AND SUPPORT

Brent L. Mills .... President & CEO
Ellie Mikel .... Chief Operating Officer/Campus Director
Jeremy Wright .... Controller
Brett Weber .... Vice President
Angela Manzanares .... Accreditation & Compliance Officer
Jordan D'Amico .... Director of Student Services
Kellee Dean .... Career Services Advisor
Sarah Norris........................ Career Services Advisor
Gay Pearce BS, RN .... Corporate Director of Nursing/ Quality Assurance Director

ADMISSIONS AND MARKETING

Kyle Riggs .... Vice President of Marketing and Admissions
Annelise Cook .... Admissions Representative
Tricia DeGeorge .... Admissions Representative
Matt Hill .... Admissions Representative

FINANCIAL ASSISTANCE

Chad Bertelkamp .... Director Financial Aid
Mary Conley .... Financial Aid Advisor
Caleb Morton .... Financial Aid Advisor
Cody Sumrall .... Financial Aid Advisor

FACULTY

See Catalog Addendum "A"

BOARD OF DIRECTORS

Brent L. Mills, President & CEO, Board Chair
10200 Linn Station Road, Suite 125
Louisville, KY 40223

Sutton Mills, Vice Chair
10200 Linn Station Road, Suite 125
Louisville, KY 40223

Brett Weber, Vice President & COO, Corporate Secretary
10200 Linn Station Road, Suite 125
Louisville, KY 40223

ACCREDITATION - INSTITUTIONAL

Accredited by the Accrediting Bureau of Health Education Schools
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
301-291-7550

APPROVALS AND MEMBERSHIPS

Kentucky Commission for Proprietary Education

Kentucky Board of Nursing - Full Approval, Pre-Licensure Practical Nursing

Initial Approval: LPN to RN Bridge Associate Degree Nursing

Registered Nursing, Associate Degree Nursing

Kentucky Board of Medical Imaging and Radiation Therapy Kentucky

Board of Dentistry

Kentucky Board of Dentistry: Dental Radiation Safety and Technique

Vocational Rehabilitation, Departments of Kentucky and Indiana American

Academy of Professional Coders

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

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

WELCOME 1

1   PRESIDENT'S WELCOME

Welcome!

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

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

Brent Mills, President & CEO

HISTORY

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

MISSION STATEMENT

ATA College is committed to providing quality

instruction, hands-on training, and effective career preparation

in a comfortable environment that facilitates the learning experience.

NURSING MISSION STATEMENT: Thoroughly prepare nursing students to provide holistic and competent care to all patients, present as leaders in the health care arena and serve as catalysts for the advancement of the nursing profession. To educate caring nurses committed to excellence, who will serve the healthcare needs of the community as well as the diverse community in the region.

NURSING PHILOSOPHY STATEMENT: ATA believes in providing quality educational opportunities in the field of nursing to all individuals with the passion and desire to become a registered nurse. ATA's Nursing Program will provide a foundation of knowledge that will incorporate the biological, physiological, psychological, and sociological aspects of nursing. Community service is an integral component in the professional nursing experience. This program is committed to providing service to the community, and to the development of the nurse with an appropriate balance of caring
and professionalism. Nursing as a science allows for human caring processes that facilitate health and healing. Nursing is a vocation and profession in which the practitioner integrates learning, teaching, leading, caring, communicating, facilitating, evaluating, managing, planning, and professionalism to promote, maintain, and restore quality of health to communities, environment, family and self.

NOTICE

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

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

1 PHILOSOPHY

ATA PHILOSOPHY

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

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

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

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

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

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

ATA LEARNING OUTCOME OBJECTIVES

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

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

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

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

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

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

LOCATION

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

ATA has up-to-date computer equipment in every laboratory classroom. Each computer is loaded with current applications of software and is updated as needed. Each classroom is furnished with ample desk space and comfortable seating. Overhead projectors are also located in each classroom. ATA has 20 classrooms available, which will seat from 12 to 30 students comfortably, a nursing lab, medical assisting lab, limited medical radiography lab, phlebotomy lab, dental assisting lab and a student resource room. The facility is well lighted and climate controlled.
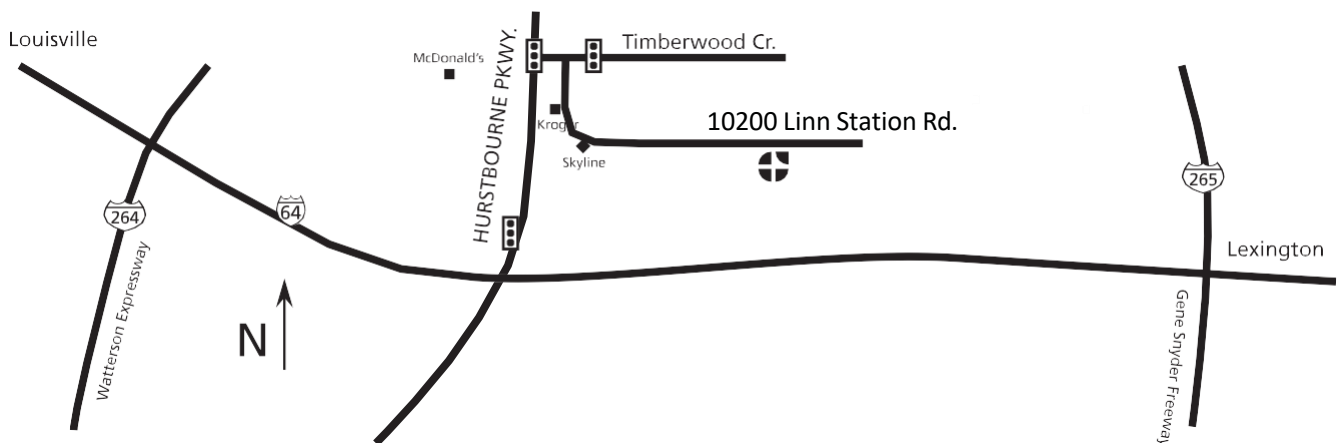
Location
10200 Linn Station Rd., Suite 125, Louisville, KY 40223

ADMISSIONS

2

2   ADMISSIONS

ADMISSION PHILOSOPHY

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

GENERAL INFORMATION

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

ATA College
Office of Admission
10200 Linn Station Rd., Ste. 125
Louisville, KY 40223
(502) 371-8330

ADMISSION PROCEDURES

ATA welcomes all applicants regardless of age, race, creed, color, sex, national origin, or religion, ethnic background, or physical handicap. All applicants must be 18-years of age and beyond the age of compulsory school attendance.
If a student wishes to apply, they must complete the interview process and pass the entrance requirements. After eligibility-for admission is confirmed, accepted students may enroll only after all the prerequisite documents have been received by ATA. NOTE: These admission standards are general. In addition to the above, each program has program specific acceptance requirements which follow this section.

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.

2   ADMISSIONS

ATA GENERAL ADMISSION REQUIREMENTS FOR ALL PROGRAMS

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

Communicate effectively in English. This criterion 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 REQUIREMENTS FOR 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 will offer distance education courses at the Kentucky, Ohio and Florida and Oklahoma campus of ATA.

ONLINE ENROLLMENT REQUIREMENTS

Access to an online course requires that the student –
• has completed and Online Learning Readiness Assessment
• has completed the orientation to online courses
• has reliable access to a computer and the Internet

ONLINE TECHNOLOGY REQUIREMENTS

The online student must have access to a reliable computer (excluding Chromebooks) that meets the following minimum requirements:

• Most recent version of IOS, Android, Windows, or Mac operating system strongly encouraged
• Microsoft Edge (latest two public releases), Mozilla Firefox (latest two public releases), Apple Safari (latest two public releases), or Google Chrome (latest two public releases)
• Microsoft® Office Suite or other suite capable of saving documents, spreadsheets, or slide shows
• Reliable Internet access

ATA uses the Brightspace platform for online courses. Recommended supported browser information can be found at https://community.d2l.com/brightspace/kb/articles/5663-browser-support

Students can also visit https://help.metisholdings.net/ and click on "Is my computer Brightspace ready?" to determine if their browser is properly configured.

Students enrolling in the Occupational Associate Degree Medical Professional: Medical Coding program or Diploma Professional Coding program must be a resident of Kentucky, Florida, or Ohio.

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.

Transcripts from Foreign Schools:
College transcripts from foreign institutions must be translated and evaluated by an agency recognized by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), National Association of Credential Evaluation Services, Inc. (www.naces.org), or Association of International Credential Evaluators (AICE). The appropriate academic department personnel will perform the evaluation of credits.

SPECIAL ADMISSION PROGRAMS

The following programs have application and admissions procedures in addition to the general application and admission procedures for admission to ATA College:

- Occupational Associates Degree Pre-Licensure Practical Nursing

- LPN to RN Bridge Associate Degree Nursing program

- Registered Nursing Associate Degree program

- Occupational Associates Degree Diagnostic Medical Sonography

You may obtain information about the Board of Nursing requirements related to nursing programs by contacting:

Kentucky Board of Nursing
312 Whittington Parkway, Suite 300
Louisville, KY 40222-5172
(800) 305-2042 or (502) 429-3300
http://kbn.ky.gov

2 ADMISSIONS

ADMISSION REQUIREMENTS FOR THE OCCUPATIONAL ASSOCIATES DEGREE PRE- LICENSURE PRACTICAL NURSING PROGRAM

In order to be considered for admission to the Practical Nursing program, the applicant must meet the following qualifications in addition to the general admission policies:

1. Complete the nursing application.
2. Acceptance by the program director.
3. Satisfactorily pass a 9-panel drug screen test
4. Complete all necessary medical documentation required to attend clinical:

   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
   7) Students are strongly encouraged to receive the COVID-19 vaccine. Many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the students' ability to complete the program.

ADMISSION REQUIREMENTS FOR THE REGISTERED NURSING AND LPN TO RN BRIDGE PROGRAMS

In order to be considered for admission to the Registered Nursing program, the applicant must meet the following qualifications in addition to the general admission policies:

1. All ATA College prospective students must take the HESI A2 content exams in the following areas: Reading Comprehension and Math. A score of at least 80% must be obtained in each content area for all applicants.
2. Applicants that are unsuccessful on the first attempt of either content area must wait at least 15 days to retake that portion of the exam.
3. Applicants who are unsuccessful on the second attempt for that section must wait at least 30 days from the date of the second attempt to retake the exam.
4. Applicants unsuccessful on the third attempt must wait at least a year from the third attempt to retake all sections of the exam.
5. HESI A2 scores on each content area will be considered valid for up to 12 months.
6. Applicants with previous college admissions must demonstrate at least an average of a 2.0 GPA on a 4.0 scale.
7. Applicants with previous college experience with lower than 2.0 GPA must score 85% or better on both sections of the HESI A2 test to be considered for admission.
8. Applicants may be granted acceptance based upon the following equivalent entrance test scores within the last 5 years: ACT – 19, SAT – 1030, PAX – 95, TEAS – 55
9. Provide proof of a current, active unencumbered Practical Nursing license (LPN to RN Bridge applicants only).
10. Provide a transcript from the school where practical nursing was studied (LPN to RN Bridge applicants only).
11. Satisfactorily pass a 9-panel drug screen test.
12. Submit a medical packet that includes a physical examination and immunization record:

    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
    7) Students are strongly encouraged to receive the COVID-19 vaccine. Many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the students' ability to complete the program.

ADMISSION REQUIREMENTS FOR THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

In order to be considered for admission to Diagnostic Medical Sonography program, the applicant must meet the following qualifications in addition to the general admission policies:

1. Take the Wonderlic entrance exam.
2. Complete the DMS application.
3. Submit two professional letters or recommendation.
4. Interview with the program director.
5. Acceptance by program director.
6. Satisfactorily pass a 9-panel drug screen test.
7. Complete all necessary medical documentation required to attend clinical:

    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
    7) Students are strongly encouraged to receive the COVID-19 vaccine. Many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the students' ability to complete the program.

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

ACADEMIC POLICIES

3

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.

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.

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.

3   ACADEMIC POLICIES

PROGRAM PROGRESSION POLICY

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 subject taken by the student.

Note: final exams are given during the last week of the quarter.

GRADE POINTS PER CREDIT HOUR/GRADING POLICY

A cumulative grade point average of 2.0 or higher is required for graduation from all programs.

Letter Grades	Definitions	Quality Points
A	90 – 100% = Excellent	4
B	80 – 89% = Above Average	3
C	70 – 79% = Average	2
F	69% 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, F, W, P, T and I are included in the quantitative satisfactory progress measurement calculations. The grade of AU is not included in the quantitative satisfactory progress measurement calculations

MAKE-UP WORK/INCOMPLETE GRADES

All course requirements (written work, reports and tests) must be made up and/or submitted by finals week. A student who fails to complete course requirements, with permission of the instructor, will receive a grade of "I" incomplete for that class. Course requirements must then be completed within two weeks of the end of the quarter in order for a letter grade to be substituted for the incomplete grade. Failure to complete class requirements by the deadline will result in a final grade of "F". Incomplete grades will not be calculated in the credit hours attempted portion of the satisfactory academic progress measure and maximum time frame. 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. 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. The email should designate the course number that the student wishes to drop/cancel.

The 15th 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 notwithstanding.

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

(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 PROGRAMS GRADING POLICIES

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 follow the grading scale below:
LPN: ANA101N, MED100N, LAS120NA, LAS130NA, MED105A, MIC100, NUT100N
RN and RNB: ANA200, ANA202, ENG200, HUM201, LAS120NA, MAT200, MIC212, NUT100N, PSY202, SOC201

90 to 100: A (4.00) ………………Excellent
80 to 89: B (3.00) ……………….Above Average
70 to 79: C (2.00) ……………….Average
69 and under: F (0.00) ………..Failing

CLINICAL SKILLS EVALUATION

Students will participate in a variety of instructional methods which may include, but are not limited to: critical thinking, assignments, discussions, demonstrations, return demonstrations, audio visual aids, clinical or simulation lab experience. Assignments may include care plans, critical thinking papers, observation evaluations, simulations, and virtual excursions.

CLINICAL GRADING SCALE

PASS (80 % or better) - indicates student was successful in their skills and professionalism related to patient care. Student exhibited safe practices and responsibility at the clinical site.

FAIL (Less than 80%) - indicates student was unsuccessful for various reasons pertaining to their performance at the clinical site. These may include: unsafe practice, lack of professionalism, disrespecting personnel, insubordination, failure to call before an absence or late, or any other reason not stated that projects a negative connotation for the student or the college.

If a student has demonstrated proficiency in the clinical field by achieving 80% or greater, a grade will be awarded accordingly and the student will be allowed to take the didactic final examination. If the student fails to perform proficiently, a failing grade in the clinical section will be awarded and the student will forfeit opportunity to take the final examination, therefore failing the overall course.

NURSING PROGRAM COURSE COMPLETION
Pre-Licensure Practical Nursing Program
Students who fail 4 classes with the NPN, PRA or PHA extension will be terminated from the nursing program. Students must successfully complete theory and clinical portion of a course in order to pass the course. Failure of theory or clinical portion results in a required course repeat.

Registered Nursing and LPN to RN Bridge Programs
Students who fail any 2 classes (general education or core) will be terminated from the program. Students must successfully complete theory and clinical portion of a course in order to pass the course. Failure of theory or clinical portion results in a required course repeat.

3   ACADEMIC POLICIES

DIAGNOSTIC MEDICAL SONOGRAPHY GRADING POLICY

92 to 100: A (4.00)................Excellent
83 to 91: B (3.00)..................Above Average
75 to 82: C (2.00)..................Average
74 and under: F (0.00) ....Failing

GRADE APPEAL - ALL PROGRAMS

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 week 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.

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 (NON-NURSING PROGRAMS)

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.

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.

The following chart provides direction as to the required rates:

SAP Table:

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

The following are considered when evaluating quantitative satisfactory academic progress:

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

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

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

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

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

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

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

C. Maximum Time Frame

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

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

STUDENT STATUS DEFINITIONS

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

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

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

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

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

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

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

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

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

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

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

MITIGATING CIRCUMSTANCES

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

SATISFACTORY ACADEMIC PROGRESS (SAP) APPEAL POLICY

A student who believes he/she has encountered an extenuating and/or special circumstance(s) which has impeded their academic progress may submit a written appeal to the appropriate campus academic services office. The appeal process provides a student who has not met the College's satisfactory academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the College to rectify any SAP deficiencies and/or to re- establish eligibility for Title IV HEA and/or Kentucky state financial aid. The student wishing to appeal their SAP

status and/or request re-entry to the College must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in their unsatisfactory academic performance and indicating what has changed in his or her situation that will allow the student to succeed and achieve SAP standards. The Academic Review Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the College. If the student is granted a successful appeal by the Academic Review Committee, the student's appeal will be forwarded

to the Financial Aid Appeal Committee for its review and consideration. The Financial Aid Appeal Committee will determine if the student's financial aid is to be reinstated based on federal and state financial aid guidelines, the student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided. Each appeal committee has the independent discretion to accept or decline the student's appeal. The approval of reentry by the Academic Review Committee does not automatically guarantee the student's approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing

to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees' requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations the appeal will be denied. The student has the burden of validating the reasons why he/she could not meet SAP requirements and justifying the reason(s) the committee(s) should grant the appeal. The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances: Death of a relative of the student; Injury or illness of the student; Other special extenuating circumstance(s) warranting consideration. To appeal a SAP-related suspension or other punitive action the student must submit a clear and concise appeal letter with the following elements:

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

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

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

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

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

3   ACADEMIC POLICIES

ACADEMIC RECOVERY PLAN

If the Financial Aid Appeal Committee approves the student's appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Financial Aid Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan. If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re- established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the College, the Academic Probation by Appeal student may pay for college expenses by personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan.

Upon the conclusion of the quarter of Academic Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan. A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan (ARP) as developed and prescribed by an appropriate academic school official. Any student on an Academic Recovery Plan will remain on the assigned student status as long the requirements of the Academic Recovery Plan are being met. Once minimum SAP standards are not met, the student will be suspended from the College for a minimum of one academic quarter, and the student status will become "Suspension." Re-entry to the College and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

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

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

RE-ENTERING STUDENTS

Students re-entering ATA College will have their academic records reviewed and a determination made on qualification for re-entry. Any student approved to re-enter the College from a financial aid warning or suspension status will automatically be placed on financial aid warning until SAP as previously outlined has been met. The College reserves the right not to re-admit a student who has been dropped or withdrawn. Re-entering students complete a re-entry application. This application is reviewed by ATA administrative staff.

As a part of the ATA reentry process, any Medical Assisting or Limited Medical Radiography with 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.

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 can 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.

3   ACADEMIC POLICIES

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 in the last 5 years with a B or better. Any class with a clinical component must be taken at ATA.

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.

ADVANCED PLACEMENT/EXPERIENTIAL LEARNING

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

PROFICIENCY TESTING

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

1. A test out may only be taken one time per subject.

2. A student may not test out of a course that he/she had previously started and withdrawn from.

3. A student may not test out of any academic subject in which a grade has been received.

4. The student will receive a grade of "P" if credit is granted. Test out results are not computed in the student's GPA, but are counted as credits completed.

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

3   ACADEMIC POLICIES

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 student's academic standing and progression.

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

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

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

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

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

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

AUDIT POLICY

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

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

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

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

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

CHANGE OF CURRICULUM

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

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

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 in the Practical Nursing Program is included in the Nursing Handbook.

3   ACADEMIC POLICIES

Attendance Policy for Student Receiving VA Educational Benefits

Special accommodations can be made for military personnel who are called to active duty or reserve training. Service members should see the Director of Education prior to the first date the student will be absent. A copy of military orders must be provided. Upon approval, the Director of Education will grant an extension of time based on the days of required military service and for necessary travel time to and from military duty.

The College will not take any of the following actions when a service member receives an order for a period of service (i.e., active duty, inactive duty training, or state service):
- Assigning the member a failing grade,
- Reducing the member's grade point average,
- Characterizing any member's absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdraw or leave of absence due to receiving orders for service.

The College will take the following actions when a member withdraws or takes a leave of absence from a course(s) due to receiving orders for a period of service:
- Refunding all tuition and fees paid for the academic term to the appropriate party,
- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and
- Providing the opportunity to complete the term after the period of service.

Compliance with 38 USC §3679 (E): Allowing Veterans to Attend or Participate in Courses Pending VA Payment

In accordance with Title 38 US Code 3679(e), ATA College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from VA. The College will not:
- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).

ATTENDANCE POLICY FOR 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, and discussion for each online course. 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.

3 ACADEMIC POLICIES

TARDY POLICY

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

DISMISSAL FROM SCHOOL

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

APPEALS PROCESS

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

GRIEVANCE PROCEDURE

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

ATA College
Campus Director
10200 Linn Station Road, Ste. 125
Louisville, KY 40223
502 371-8330 Ext. 1327

FILING A COMPLAINT WITH THE KENTUCKY COMMISSION ON PROPRIETARY EDUCATION

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

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

Executive Director
Kentucky Commission on Proprietary Education
500 Metro Street 4th Floor
Frankfort, Kentucky 40601
(502) 564-4185 (Main Number)
(502) 564-4248 (Fax Number)

Accreditation
Executive Director
Accrediting Bureau of Health Education Schools
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852

3 ACADEMIC POLICIES

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.

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.

3   ACADEMIC POLICIES

COURSE RE-TAKE POLICY - NON-GRADUATE

Any student who retakes a previously failed class will be charged the current credit hour rate for the re-take of the class. Practical Nursing students must take and pass the PRA100 Integrated Practicum in their last quarter of enrollment; if another course is failed which requires an additional quarter of enrollment; The PRA100 course is considered completed for up to 7 months following program completion.

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 <u>required</u> to wear scrubs and closed toe shoes while in the lab or at clinical.

NURSING CLINICAL EXPERIENCE DRESS CODE:

All students are expected to present with neat, cleaned and ironed uniforms. Dresses and skirts are to reach knees.
• All Students: black uniforms may have a white only under shirts (no visible logos).
• While in uniform, the student must always have a watch with a second hand, a pen, note pad, bandage scissors, blood pressure cuff, stethoscope, penlight and ATA school name/photo ID badge. The uniform must be worn to and from the facility. All uniform tops must have the ATA embroidered prior to clinical/skills lab or they will be sent home and counted as absent, all cost for make-up if allowed will be applied.
• Wear your uniform with pride and dignity befitting your profession, remembering it identifies you as a student of ATA College and your conduct reflects on others.
• Footwear: white or black comfortable leather or simulated leather is recommended, neatly polished, shoelaces clean if applicable (no clogs, sandals, or canvas shoes).
• Hair: must be worn away from the face and off the collar in a neat orderly fashion. This prevents transfer of microorganisms and contamination. Color of hair must be professional and non-distracting. No bright tones allowed. No hair is to be extended over the student's ears or forehead.
• Males: beards and mustaches must be neat and trimmed.
• Females: Extreme hairstyles are to be avoided. Barrettes and combs should be color of hair. No hair ribbons or bows are to be worn.
• Make-up: must be moderate and in good taste. No false eyelashes are permitted.
• Jewelry/Tattoos: no jewelry except watch and plain wedding band, small pierced post earrings of silver, gold or pearl (one per earlobes only). No necklaces, no engagement rings, no rings with stones (transfer of microorganism/ infection control). No visible body piercing (eyebrow, tongue, etc.) will be allowed. Tattoos must be covered.
• Fingernails: must be short (below fingertips) and clean with no colored polish or artificial nails (not permitted in the healthcare facilities).
• Personal Hygiene: this is most important. The student is expected to be well groomed and free of offensive odors. You will be dismissed from clinical if an odor is present. Perfume or after shave should never be worn in the clinical area as odors cannot be tolerated by some ill patients.
• Smoking while in uniform or before client contact is not permitted. No odor of smoke can be tolerated. If found smoking while in uniform, student will be dismissed for the day and required to make-up missed hours. Student will be charged the make-up fee based on hours missed.
• No gum chewing is allowed on clinical unit or while in uniform at all times. Students may have breath mints.

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.

IDENTITY VERIFICATION AND PRIVACY PROTECTION

The institution takes identity verification and privacy protection very seriously. The institution and student have a shared responsibility to ensure that the student's privacy and the integrity of the program are protected. In order to secure the private information of the student and the institution, the institution creates a unique username and password (credentials) for each student, faculty member, and administrator. This will ensure that private information is seen only by the respective student and appropriate faculty and administration. It also helps to ensure that each student's work is his/her own. If the institution believes that the student's privacy has been or is at risk of being compromised, it will notify the student immediately and take whatever appropriate actions are necessary to reestablish security. It is the responsibility of the student not to share his/her credentials with anyone. If a student intentionally shares their unique credentials it is grounds for, but not limited to, dismissal from online course participation. If a student believes their credentials have been compromised, they are to notify the academic dean immediately so that the credentials can be reset. There is no additional cost to the student for identity verification.

STUDENT CONDUCT POLICY

Academic Integrity Policy

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

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

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

Student Conduct

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

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

3 ACADEMIC POLICIES

NURSING STUDENT CONDUCT POLICY

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

   (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice

(8) A student shall use universal and standard precautions

(9) A student shall not:

   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

   (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

   (a) Engage in behavior to seek or obtain personal gain at the patient's expense;

   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

   (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

   (a) Engage in sexual conduct with a patient;

   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

   (a) Sexual contact

   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the cabinet for Health and Human Services, or administration of medications as a medication aide without a certificate issued by the cabinet for Health and Human Services.

(21) A student shall not administer any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

3   ACADEMIC POLICIES

AMERICAN NURSES ASSOCIATION CODE OF ETHICS

The Registered Nurse shall:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population
3. The nurse promotes, advocates for, and protects the rights, safety and health of the patient
4. The nurse has authority, accountability, and responsibility of nursing practice; makes decisions; and takes action consistent with the obligation to promote health and provide optimal care.

Nursing websites:

ANA Code of Ethics – Expected behaviors:

http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.asp

Information Regarding Licensure Eligibility

Kentucky Nursing Statute (KRS chapter 314)

http://www.lrc.ky.gov/KRS/314-00/chapter/htm

Information regarding NCLEX

National Council of State Board of Nursing

testinghttps://www.ncsbn.org/nclex.htm

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.

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

Medical Marijuana

Regardless of a student's status as a medical marijuana license holder, the possession and use of marijuana is not allowed on the premises of ATA or at any college sponsored function. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in some states, the law does not limit the ability of the college to establish, continue, or enforce a drug-free school and workplace program or policies. Marijuana is a prohibited controlled substance under federal law, regardless of the use being for medical purposes.

Accordingly, the possession and use of marijuana by any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of ATA College campus, going to and from and attending school sponsored functions (either on or off campus), events, and/or externships/clinicals. If a student is found to have used, possess or to have possessed marijuana in any of the instances stated above, the College will proceed with all actions and consequences that are afforded under any state or federal law, campus drug policy, or any other authority applicable to or adopted by the College

Definitions
The terms "marijuana" and "possession of marijuana" will be interpreted by the College in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant Cannabis sativa L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

Nondiscrimination
There will be no discrimination because of an individual's status as a medical marijuana license holder. The College recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana affect many areas of the college's current policies regarding employees, students, and individuals on the premises or attending college events. The college will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the college will consider and/or examine the institution's policies to assess whether revisions, if any, may be needed to comply with state and federal law.

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

CELL PHONE POLICY
Courtesy and respect towards others is expected at all times. Cell phones are to be silenced during class and put away in a purse or backpack. Cell phones are not permitted on clinical sites. Any student found with a cell phone at the clinical site will be dismissed for the day. All missed clinical hours will be required to be made up and a fee will be assessed based on hours missed.

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.

TITLE IX COMPLIANCE

ATA College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity. Gender-based and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from College programs or activities.

Each student is provided a Sexual and Gender-Based Harassment Policy upon Orientation. This Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and laws that prohibit discrimination on the basis of sex, sexual orientation, and gender identity. It does not preclude application or enforcement of other College or School policies. Retaliation against an individual for raising an allegation of sexual or gender-based harassment, for cooperating in an investigation of such a complaint, or for opposing discriminatory practices is prohibited. Submitting a complaint that is not in good faith or providing false or misleading information in any investigation of complaints is also prohibited.

Information on how to file a complaint can be found at ATA College's website: https://www.ata.edu/disclosures/

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.

3 ACADEMIC POLICIES

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.

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 beginning August 1991, and will provide a copy of this information to all students and employees. ATA will also provide this information to all prospective students and employees, upon request, beginning September 1, 1992 and each year thereafter.

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

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

3   ACADEMIC POLICIES

Social Media Policy

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

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

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

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

VOTER REGISTRATION

Voter registration applications are made available to students.

SCHOOL CLOSING POLICY ATA notifies students in the event of school closings. A determination is made 1 1/2 hours prior to class starting time for both day or evening class cancellation. A message is also posted on the ATA College website.

FOOD AND DRINKS

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

NURSING CONCEPTUAL FRAMEWORK

The conceptual/organizational framework of ATA's Registered Nursing Program is illustrated through the circular strands exemplifying the philosophy and objectives of the LPN to RN Bridge and Registered Nursing Program. The concepts reflect the significance of the nurse/client relationship.

This framework exemplifies the boundless community.
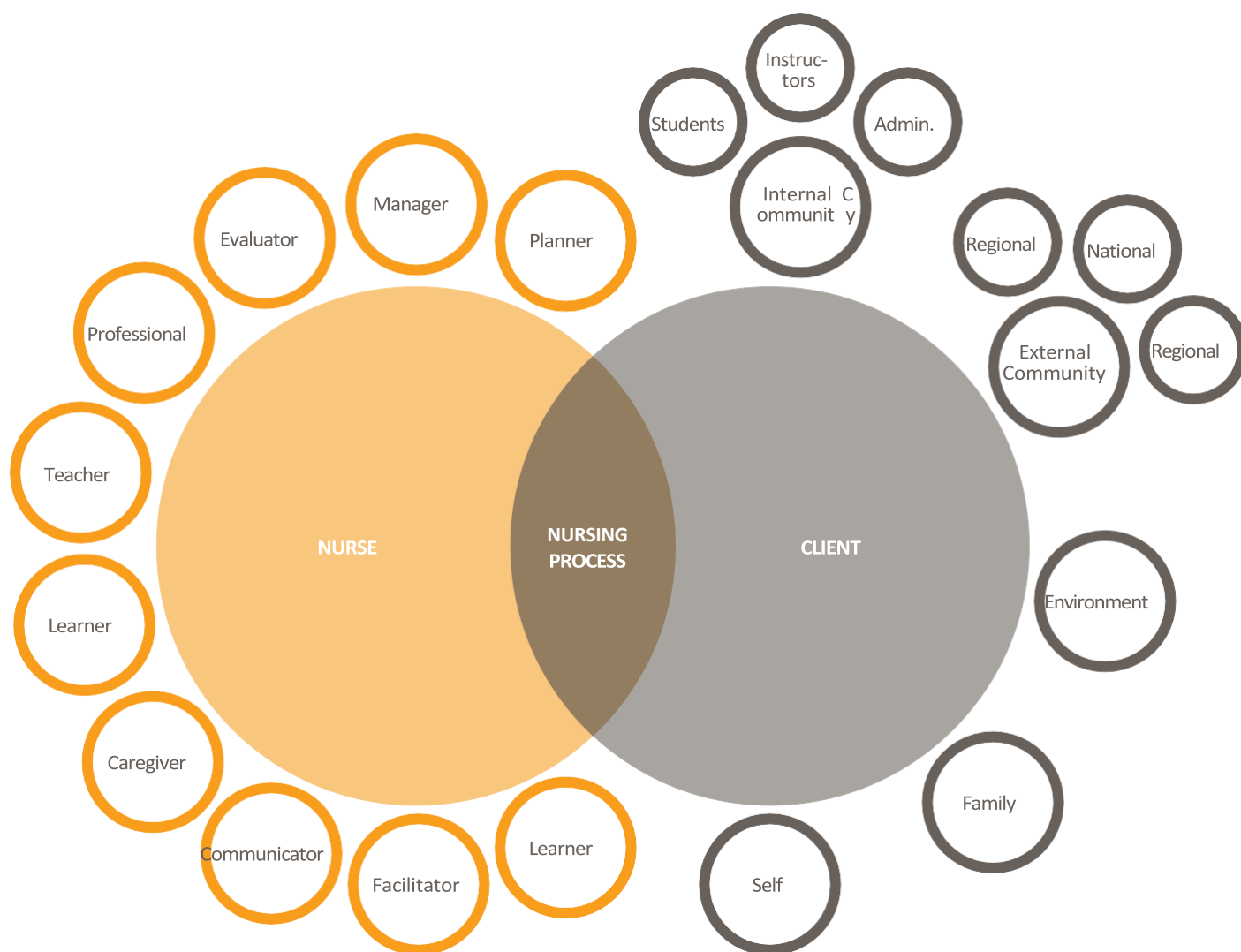
3 ACADEMIC POLICIES

End of Program Student Learning Outcomes are achieved by successfully demonstrating competencies in the didactic and clinical setting to independently practice upon graduation. Evaluation is achieved through the following model:

Clinical Learning Outcomes   **Student Learning Outcomes**

Method of Evaluation

Cognitive Application

Benchmark Testing Clinical

Demonstration & Application
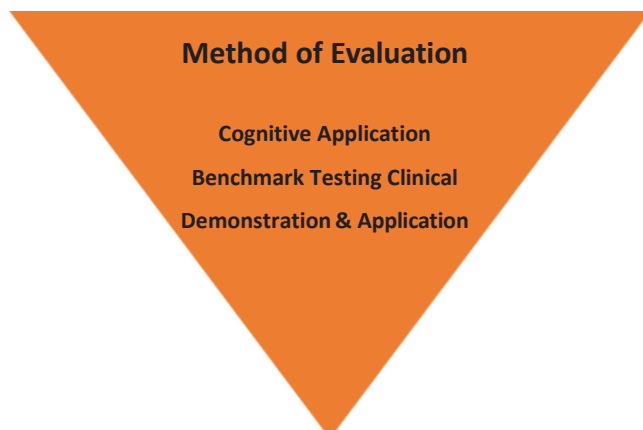
End of program Student Learning Outcomes

Clinical Learning Outcomes:

CLO 1: Collaborative Inclusivity: Demonstrate the inclusion of clients, families, and interdisciplinary teams in the decision-making process of patient holistic care.

CLO 2: Cultural Acknowledgement: Implement cultural sensitivity when providing care to patients and attending to their family units.

CLO 3: Competent Care: Demonstrate competent clinical decisions based on individualized client needs to improve patient outcomes.

CLO 4: Professional Integrity: Ethically provide nurs- ing care that is congruent with regulatory mandates.

CLO 5: Evidence Based Practices: Make judicious decisions that aligns with current evidenced based research and proven practices.

CLO 6: Technological Patient Management: Manage patient care utilizing current technological capabilities.

Student Learning Outcomes:

Competent Care: The student will demonstrate systematic clinical decisions according to individualized client needs to improve patient outcomes.

Cultural Acknowledgement: The student will inquire about cultural needs when providing care to patients and their family

Collaborative Inclusivity: The student will provide pa- tient care involving patient, family, and ancillary teams

Evidenced Based Practices: The student will dis- cuss nursing skills based on current evidenced based research and practices

Professional integrity: The student will understand laws relating to the nursing profession **Technological Patient Management:** The student
will demonstrate an understanding of practical skills of current

End of Program Student Learning Outcomes:

1) **Competent Care:** The graduate will execute nursing care within the scope of practice of the nursing discipline.

2) **Cultural Acknowledgement:** The graduate will implement cultural sensitivity when providing nursing care to patient and family

3) **Collaborative Inclusivity:** The graduate will collaborate with clients, families, and interdisciplinary teams in the decision- making process of holistic patient care

4) **Evidenced Based Practice:** The graduate will incorporate best nursing practices that align with current evidenced based research and proven clinical algorithms

5) **Professional Integrity:** The graduate will differentiate nursing care that is incongruent with regulatory mandates

3 ACADEMIC POLICIES

THEORY/CLASSROOM/DIDACTIC POLICY

Regular class attendance and punctuality are expected in all classrooms. Students shall assume responsibility for regular attendance; completion of all assignments; completion of all examinations; and completion of required skills and clinical time.

The following are specific to nursing theory class, clinical/classroom laboratories, and test. Refer to your course syllabi for expectations.

Classroom Expectations
1. Read, understand, and adhere to all course policies and schedules.
2. Abide by all policies in course catalog and class syllabi
3. Complete all required coursework as outlined per course syllabi.
4. Arrive on time and prepared for class, and remain in class for the entire period.
5. Give full attention and participation to the class activities.
6. Avoid any behavior that may disrupt other students' learning.
7. Demonstrate respect in expressing opinions and listening to others.
8. Notify the instructor (outside of class) regarding problems with any of the above regulations or about situations that interfere with learning.

CLINICAL POLICY:

Clinical education is a mandatory component of the program. Due to accreditation requirements of the clinical education centers, students will be required to obtain a criminal background check and undergo drug testing prior to acceptance to the clinical assignment. Any student who fails acceptance to the clinical assignment will be unable to complete the program. If a student is denied acceptance at a specific clinical site, every effort will be made to place the student elsewhere. If no acceptable/available site is found, the student will be unable to complete the program.

Students may be assigned to clinical facilities other than those in the immediate area. Transportation to and from any clinical setting is the responsibility of the student. Staff is prohibited from transporting students.

All students must attend orientation for each clinical course. Every facility requires an orientation for students. This orientation is only provided at scheduled dates and times and cannot be rescheduled or conducted more than once. Any student who does not attend orientation will immediately fail the clinical assigned. The only exception is for a student who had previously attended an orientation with the same facility and was returning due to extenuating circumstances which must be documented and approved per the Nursing Program Director. Those hours missed will still be required to be made-up. There is no make-up for missing clinical orientation.

The curriculum includes an integrated practicum. The integrated practicum consists of a minimum of 120 clock hours of concentrated clinical experience of direct patient care in a healthcare facility or health care organization in Kentucky. The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session during the last semester or quarter of a nursing program.

Clinical Site Policy

Students entering the program will not attend any clinical site until a minimum of 16 hours of classroom instruction have been completed.

Facility Policy

For a hospital setting, indirect supervision may occur only if there is direct supervision by an assigned clinical preceptor, a supervising program faculty member is available by telephone, and such arrangement is approved by the clinical facility.

Clinical Staff to Student Ratios:
1:6 Kentucky

CLINICAL AND SKILLS LAB GUIDELINES

1. Report to the clinical instructor when arriving and leaving the clinical area.
2. Call the clinical instructor one hour before the time of the clinical experience if absence is necessary.
3. No texting or emailing is permitted. Contact must be with the instructor assigned for the clinical only.
4. Follow and abide by the policies and procedures of the clinical facility where assigned.
5. Follow and abide by the confidentiality statement
6. Be able to participate in clinical assignments during day or evening hours as clinical space is made available (students will be given ample warning of a change in the times).
7. Be available between 6:30am and 11:00pm Monday–Saturday.
8. Any student who misses skills check-off will be assess a penalty of one attempt and only have two attempts to complete all skills assigned for that check-off day.
9. Failure to successfully pass skills or a skill will result in the inability to perform in the clinical setting (including instructor presence) this will reflect in the clinical evaluation.
10. If a student is not able to correct a skill's deficit at the scheduled remediation they may fail the course.
11. Students are to leave the clinical premises upon the dismissal of the class.

The clinical instructor has the right to dismiss a student from the clinical or skills lab area for lack of professional judgment, unpreparedness for clinical experience or lab, evidence of physical or mental health impairments that prohibits provision of safe care or if the student exhibits unprofessional behavior in the clinical site with anyone and if the student is not in proper uniform of the school or lacking evidence of proper identification badge. In cases of physical or mental health impairment, the student may have to find an alternative method of transportation to destination (e.g. cab, ambulance, family member).

The school may require students who miss lab or clinical due to illness to present a physician, APRN, or Physician Assistant statement upon their return to school. Statements must be from the physician, APRN or Physician Assistant stating the student can perform clinical expectations without limitations.

In the clinical area the following procedures are for all oral and written materials related to assigned patients in the clinical facility: Students are responsible for maintaining strict confidentiality of patient information. A breach will result in disciplinary action and possible dismissal from the nursing program. Patient confidentiality includes oral and written communication about the patient. It also includes electronic documentation systems utilized   by the hospitals.

3 ACADEMIC POLICIES

The Health Insurance Portability and Accountability Act (HIPAA) is a Federal Law that prohibits unauthorized disclosure of private patient information. HIPAA provides both civil and criminal penalties for violation that can range up to fines of $250,000 and 10 years in prison.

1. Remove names, initials, DOB, or other data that identifies an individual patient from all written documents related to patient assignments.
2. No photocopies of the patient record are ever to be made by nursing students.
3. Hand written notes for post conference or preparation for patient care cannot have names, initials, DOB, social security number, address or telephone numbers listed.
4. Violation of patient confidentiality will result in permanent dismissal from the program.

PATIENT/CLIENT RIGHTS

The patients/clients have a right to safe and quality nursing care and that right is protected by the Board of Nursing and governing agencies. Behavior by a student that threatens the health or safety of the patient is a breach of this ethical responsibility and may result in dismissal from the program.

UNIVERSAL BLOOD AND BODY SUBSTANCE PRECAUTIONS:

An Exposure Incident is Described As: Contact with blood, body fluids or other potentially infectious material by splattering onto your eyes, mouth, mucous membranes, or non-intact skin. All sticks from a used needle or used sharp object also qualify as an exposure.

Generally accepted standards to assure protection of health care workers include: Routine use of appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids:

1. Wearing gloves when:
   a. Touching blood and body fluids; mucous membranes, or non-intact skin
   b. Handling items or surfaces soiled with blood or body fluids
   c. Performing venipuncture and other vascular procedures
2. Applying mask and eye protection for procedures likely to result in splashing or spraying of blood or body fluids about the face.
3. The use of a gown/apron during procedures likely to soil clothing
4. The use of disposable resuscitation equipment.
5. Thorough and immediate hand washing after:
   a. Patient care
   b. Removing gloves
   c. Contamination with blood/body fluids
6. Implementation of precautions to prevent injuries caused by needles, scalpels or other sharp objects such as:
   a. Not recapping needles
   b. Not bending or breaking a needle by hand
   c. Disposing needles, scalpels, and sharps in appropriate containers
7. Use of needless systems whenever possible
8. Avoiding direct patient care or handling of patient care equipment if a fresh, open or weeping lesion is present on the health care worker.

GENERAL GUIDELINES FOR NURSING STUDENTS

In the event of an accidental exposure, the student should contact the nursing instructor immediately and then begin a thorough washing of the area involved. The instructor will contact the facility designee and an incident report will be filed. The facility/school's accidental exposure procedure will be initiated. Post exposure treatment should be initiated within 1-2 hours after exposure. Therefore, it is important to immediately report to the Nursing Instructor or the nearest provider of care. All exposures must be documented and reported to the clinical facility and to ATA's student services.

Students are responsible to acquaint themselves with each clinical affiliate's exposure follow-up policy. This will be covered in orientation to the clinical facility and with the facility's student handbook.

Policies of the clinical affiliate must be followed. All exposures must be reported immediately to the responsible clinical faculty. All exposures must be reported to the department and the appropriate office at the clinical site. Neither the clinical agency nor ATA will be responsible for costs. The student is responsible for all medical costs. This includes costs of evaluation and treatment for the student and tests for documentation of the source. Students should check with their insurance provider regarding coverage.

EPIDEMIC EXPOSURE PLAN

Objectives:

1. Protect the students, staff and faculty wellbeing
2. Maintain compliance with CDC, State Board of Health, and affiliating organizations
3. Facilitate student success

The following protocol shall be instituted at ATA College for all national, regional and local epidemic outbreaks:

1. Traveling students must have entered the US by all legal processes and protocol. 2) Students must provide proof of date returned to the US
2. Students must have received and provide proof of all recommended and required immunizations upon return to the US
3. Students must adhere to and provide evidence of following prevention recommendations or requirements of the CDC, State Board of Health and affiliating agencies (e.g. clinical sites).
4. Students must provide documentation that he/she has been evaluated by a certified physician.
5. A release form must be electronically submitted to the school by a certified physician.
6. Students may not return to school with any signs or symptoms of the epidemic infection
7. Students may not return to school sooner than 10 days past the incubation stages of the epidemic infection, regardless of provided documentation.
8. Student is required to inform school of possible exposure to infection.

ATA holds the right to alter, update and implement new processes to this plan as necessary.

Fees

Students attending ATA will be responsible for certain fees, as applicable:

Registration Fee: $50 due upon enrollment
Quarterly Fee: $200 per quarter due on the 5th week of the term
Supplies: $50(Estimated) Requires purchase of leather shoes and a wristwatch with a second-hand
Physical Exam and Required Immunizations: Cost varies depending on insurance and provider CPR:
Included in tuition

Student Participation in Program Development, Implementation, and Governance:

ATA encourages students to actively participate in programmatic governance through end of course surveys, graduate surveys, student satisfaction surveys, and the Nursing Student Council Meetings. A Nursing Student Council meets quarterly to discuss program policies, rules, and implementation. A representative is nominated from each cohort to attend the Nursing Student Council. The meeting minutes are then distributed to the Program Director, COO, and Director of Student Services. Students interested in serving on the Nursing Student Advisory Board should contact the Nursing Program Director.

Faculty Participation in Program Development of Practices and Policies:

Faculty meetings are held quarterly and faculty feedback is solicited in order to continuously improve the program. Meeting minutes are recorded and sent to all nursing faculty members, including the program administration.

STUDENT SERVICES

4

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 http://www.ata.edu/disclosures

TUTORING SERVICE

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

BOOKSTORE

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

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

TEXTBOOK RETURN

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

STUDENT LOUNGE

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

APPEARANCE

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

RESOURCE ROOM

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

EXTRACURRICULAR ACTIVITIES

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

GUIDANCE

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

HOUSING

There are no school sponsored housing facilities available.

EMPLOYMENT INFORMATION

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

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

FINANCIAL INFORMATION

5

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

FEDERAL PLUS LOANS

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

COLLEGE ACCESS PROGRAM (CAP)

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

KENTUCKY EDUCATIONAL EXCELLENCE SCHOLARSHIP (KEES)

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

VETERAN'S EDUCATIONAL BENEFITS

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

REHABILITATION PROGRAMS

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

WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)

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

GENERAL INFORMATION FOR FINANCIAL AID

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

FINANCIAL AID WARNING OR SUSPENSION

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

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.

SCHEDULE CHANGES

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

LOAN DISPUTE

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

Contact the Ombudsman Group as a last resort.

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

FSA Ombudsman Group
PO Box 1843
Monticello, KY 42633

TUITION, FEES, PAYMENT, AND REFUND POLICY

6

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.

INSTITUTIONAL REFUND POLICY

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

UNIFORM REFUND POLICY FOR INDIANA STUDENTS

Institutional Policy for Withdrawal: Indiana Residents

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

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

6 TUITION, FEES, PAYMENT AND REFUND

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

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

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

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

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

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

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.

COLLECTIONS POLICY
All student accounts are required to be paid in full or current on payment arrangements for all tuition, books, and fees. Any and all collection activities will be aligned with the Fair Debt Collection Practices Act as well as applied consistently to all students.

Procedures
When an account becomes delinquent, the following steps are taken in this order:
- An overdue notice is sent to the student, and a hold is placed on their account. The students are restricted to receive an official transcript and/or diploma.
- A series of three-consecutive running letters is sent to their email or mailing address of record.
- Following failure to resolve the account balance, the account is referred to an outside collection agency.

6 TUITION, FEES, PAYMENT AND REFUND POLICY

Guidelines

Active Students -

If the student has a delinquent balance they will receive an email advising you that registration for the following term is conditional. The email reviews financial aid procedures and offers assistance to the student if special arrangements are needed. If the college does not receive payment in full or acceptable payment arrangements have not been made with the Accounting Office, the student may be unable to register for the subsequent term.

Inactive Students -

If a student leaves the college owing a balance and without making payment arrangements, they will receive a letter approximately 30 days after the effective of withdraw or graduation. The letter will ask the student to make immediate payment or payment arrangements.

If the student had to take a leave from the college due to unforeseen circumstances and would like information on options for resolving an outstanding tuition account balance, student is required to email the Student Accounts directly to discuss at studentaccounts@ata.edu.

Collections -

If the student is an inactive student and they fail to make acceptable payment arrangements, their account will be forwarded to an outside collection agency. Once an account is forwarded to an outside collection agency they will have to contact that agency for payment arrangements as this balance will be reported to the major credit bureaus.

Holds -

If the student's account has an unpaid balance, they will have a hold placed on their account, preventing registration. Holds will prevent the release of official transcripts and diplomas as well as further registration until the balance is paid in full or payment arrangements are made.

If the student has an accounting hold on their account, they can still obtain unofficial transcripts.

Official transcripts for employment purposes can be released directly to their employer. Please email studentaccounts@ata.edu and attach a copy of the employer's transcript request or official employment offer letter.

Balance Write Off -

Uncollectible accounts are written off to allowance for uncollectible debt. The Accounting Office initiates such write-offs. Approval levels are as follows:

- Student Account Representative up to $5,000
- Student Account Manager over $5,000 and up to $15,000
- CFO over $15,000

Write off of an account in no way forgives the debt to the college on behalf of the student. Rather,
write-off is an administrative action taken to adhere to accounting policy. ATA College maintains records of accounts written off and will reinstate collection activity if the former student requests transcripts or any other college services.

Responsibilities

The Accounting Office is responsible for day-to-day collection efforts on student accounts. Executive administrators (CEO, COO, CFO) are responsible for the enforcement of policy regarding allowing students with balances to register, receive transcripts, and receive diplomas.

PROGRAMS OF STUDY

7

PROGRAMS

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

Online/Distance Education

This institution is committed to utilizing technology in the provision of its educational offerings. As technology advances and is more fully integrated into the economy it becomes more important for students to be comfortable in accomplishing goals through technology. For some programs, students have the option to complete a portion of their program of study through online or other distance education modalities. Students taking online courses must meet the technical requirements.

Diploma Level

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

Degree Level

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

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

7   PROGRAMS OF STUDY

ACADEMIC PROGRAMS

Associate of Occupational Science Degree

Diagnostic Medical Sonography …………………………………………..70 weeks
Delivery Mode: Blended

Limited Medical Radiography with Medical Assisting.......................70 weeks
Delivery Mode: Blended

Medical Professional ....70 weeks
Medical Coding
Delivery Mode: Full Distance
Medical Assisting
Delivery Mode: Blended

Pre-Licensure Practical Nursing ....60 weeks
Delivery Mode: Blended

Associates Degree in Nursing

LPN to RN Bridge, Associate Degree Nursing...................................60 weeks
Delivery Mode: Blended

Registered Nursing, Associate Degree Nursing ....80 weeks
Delivery Mode: Blended

Diploma Programs

Medical Assisting ....40 weeks
Delivery Mode: Blended
Dental Assisting..40 weeks
Delivery Mode: Blended
Professional Coding...50 weeks
Delivery Mode: Full Distance

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

Students enrolling in the Occupational Associate Degree Medical Professional: Medical Coding program or Diploma
Professional Coding program must be a resident of Kentucky, Florida, or Ohio.

Diploma in
MEDICAL ASSISTANT

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
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
Program Requirements			
ANA101	Anatomy & Physiology	4	40
ECG100	Basic Arrhythmia/ECG	3	40
MED100	Medical Terminology	4	40
MED110	Medical Math	4	40
MED135A	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	Medical Assisting Certification Review	4	40
PTH100	Pathology	4	40
EXT200	Externship	6	180

Total Credits Required for Graduation - Diploma		**57**	800
Outside Coursework Hours			255
Total Hours			**1055**

**Diploma in
DENTAL ASSISTING**

Objective: This diploma program is designed to train individuals for positions as dental assistants in the dental office setting. The dental assistant program has a clinical emphasis. The dental assistant will be trained to function as a member of the dental health care delivery team. Graduates of this program receive classroom training as well as lab experience and clinical experience to fully prepare them for employment in the dental office. Graduates will be prepared to seek positions such as dental assistant or in the front office of a dental practice.

Dental Assisting
Credit Hours: 58
In-Class Contact Hours: 830
Out of Class Hours: 240
Length: 40 weeks (day)
Delivery Mode: Blended

Basic Requirements		Credit Hours	Contact Hours
COM151	Interpersonal Communications	4	40
MED120	Medical Law & Ethics	4	40
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
ENG101	English I	4	40
Program Requirements			
ANA105	Basic Orofacial Anatomy	4	40
DEN101	Introduction to Dental Assisting	4	40
DEN115	Dental Materials	2	20
DEN115L	Dental Materials Lab	1	20
DEN110	Dental Radiology	2	20
DEN110L	Dental Radiology Lab	1	20
DEN120	Specialty Principles & Techniques	4	40
DEN125	Practice Management	4	40
DEN140	Advanced Operative Procedures	4	40
DEN140L	Advanced Operative Procedures Lab	2	40
DEN145	Clinical Practice	10	300

Total Credits Required for Graduation		**58**	830
Outside Coursework Hours			240
Total Hours			**1070**

All DEN and ANA courses require a grade of "C" or higher for successful completion. Note: Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB skin test must be submitted.

**Diploma in
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).

Professional Coding
Credit Hours: 66
In-Class Contact Hours: 830
Out of Class Hours: 300
Length: 50 weeks (day/evening)
Delivery Mode: Full-distance

Basic Requirements		Credit Hours	Contact Hours
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
MED120	Medical Law & Ethics	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	Introduction to Procedural Coding	2	20
COD145	Medical Record Auditing	4	40
MED135A	Medical Administrative Procedures	4	50
MED100	Medical Terminology	4	40
PTH100	Pathology	4	40
COD155	AAPC Professional Medical Coding	10	100
COD 175	Coding Certification Review	4	40
EXT200	Externship	6	180

Total Credits Required for Graduation - Diploma		**66**	830
Outside Coursework Hours			**300**
Total Hours			**1130**

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

Associate of Occupational Science Degree

DIAGNOSTIC MEDICAL SONOGRAPHY

Objective: This Diagnostic Medical Sonography program is designed to provide entry-level training to persons with at least a High School or equivalent education who wish to embark on a career as a sonographer. A sonographer explains the sonographic procedure to the patient, prepares him/her for the examination, and then administers it. As part of the sonogram the sonographer obtains images in real time, performs the necessary measurements on anatomy being imaged, and then provides this information to the interpreting physician who makes the best possible diagnosis based on the findings. This program prepares the student to take the registry for RTS credential through ARRT and to perform sonograms. This specialized technical knowledge and training will provide the student the best foundation for entry level employment in the field of sonography. It may be noted that ATA only undertakes to assist its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate.

This program is offered in a blended format with some coursework completed via distance education. This program is instructed in the English language.

Diagnostic Medical Sonography
Credit Hours: 122.5
In-Class Contact Hours: 2050
Length: 70 weeks (day/evening)
Delivery Mode: Blended

Basic Requirements		**Credit Hours**
ANA101	Anatomy & Physiology	4
ENG101	English I	4
LAS130	Professional Development	4
MAT200	College Algebra	3
MED100	Medical Terminology	4
MED120	Medical Law & Ethics	4

Program Requirements		
DMSA190	Introduction to Sonography	3.5
DMSA200	Small Parts Sonography 2	3
DMSA201	Ultrasound Physics 1	4
DMSA202	Ultrasound Physics 2	4
DMSA203	Abdominal Sonography 1	5
DMSA203L	Abdominal/Small Parts Scan Lab 1	6
DMSA205	Small Parts Sonography 1	3
DMSA206	Abdominal Sonography 2	5
DMSA206L	Abdominal/Small Parts Scan Lab 2	6
DMSA208	GYN Sonography	6
DMSA208L	GYN Scan Lab	4
DMSA209	OB Sonography	6
DMSA209L	OB Scan Lab	4
DMSA210	Vascular Sonography 1	3
DMSA210L	Vascular Scan Lab 1	4

DMSA211	Vascular Sonography 2	3
DMSA211L	Vascular Scan Lab 2	4
DMSA212	Clinical Rotation 1	5
DMSA213	Clinical Rotation 2	5
DMSA214	Clinical Rotation 3	8
DMSA215	Clinical Rotation 4	8
Total Credits Required for Graduation		**122.5**

Associate of Occupational Science Degree
LIMITED MEDICAL RADIOGRAPHY
WITH MEDICAL ASSISTING

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

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

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

Limited Medical Radiography with Medical Assisting
Credit Hours: 101
In-Class Contact Hours: 1460
Out of Class Contact Hours: 435
Length: 70 weeks (day/evening)
Delivery Mode: Blended
Total Hours: 1895

Limited Medical Radiography with Medical Assisting

Basic Requirements		Credit Hours
COM151*	Interpersonal Communications	4
LAS130A*	Professional Development	4
MED110	Medical Math	4
MED120	Medical Law & Ethics	4
ENG101*	English I	4
PSY101*	Introduction to Psychology	4
Program Requirements		
ANA101	Anatomy & Physiology	4
MED100	Medical Terminology	4
ECG100	Basic Arrhythmia/ECG	3
MED135A	Medical Administrative Procedures	4
LAS120A	Success Skills	4
LMR100	Introduction to Radiography	4
LMR102	Radiographic Anatomy	4
LMR110	Principles of Radiation	4
LMR200	Radiographic Positioning I Lab	2
LMR300	Radiographic Positioning II Lab	2
LMR120	Radiographic Imaging	4
LMR301	Limited Radiography Clinical	2
LMR400	Advanced Limited Radiography Clinical	6
LMR145	Kentucky State Exam LXMO Review	4
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
MED115	Pharmacology	4
MED175	Medical Assisting Certification Review	4
EXT200	Externship	6

Total Credits Required for Graduation	**101**

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

* Denotes General Education Course

ATA COLLEGE I WWW.ATA.EDU

Associate of Occupational Science Degree
PRE-LICENSURE PRACTICAL NURSING

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

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

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

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

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
7) Students are strongly encouraged to receive the COVID-19 vaccine. Many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the student's ability to complete the program.

Pre-Licensure Practical Nursing
Credit Hours: 90.5
In-Class Contact Hours: 1431
Out of Class Hours: 330
Length: 60 weeks (day)
Delivery Mode: Blended
Total Hours: 1761

Pre-Licensure Practical Nursing

Basic Requirements		Credit Hours
LAS120NA	Success Skills	4
LAS130NA*	Professional Development	4
MED105A*	Medical Math for Nursing	4
ANA101N*	Anatomy & Physiology for Nursing	4
MIC100 *	Microbiology	2
NUT100N*	Nutrition	2
Program Requirements		
MED100N	Medical Terminology for Nursing	4
MNA100	Medicaid Nurse Aide Training	6.5
NPN100N	Introduction to Practical Nursing	6
PHA100N	Pharmacology/Medication Math I	4
NPN110	Fundamentals of Practical Nursing	6
NPN120	Medical-Surgical Nursing I	6
PSY100	Developmental Psychology	2
NPN130	Medical-Surgical Nursing II	6
NPN131	Pediatric Nursing	4
PHA200N	Pharmacology/Medication Math II	4
NPN140	Medical-Surgical Nursing III	6
NPN141	Maternal-Newborn Nursing	4
NPN151	Psychiatric/Mental Health Nursing	4
NPN152	Long-Term Care/Geriatric Nursing	4
PRA100	Integrated Practicum	4

Total Credits Required for Graduation	**90.5**

* Denotes General Education Courses

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/evening)

Delivery Method: Full-distance

Total Hours: 14

Basic Requirements		Credit Hours
COM151*	Interpersonal Communications	4
LAS120A	Success Skills	4
LAS130A*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110	Medical Math	4
MED120	Medical Law & Ethics	4
ANA101	Anatomy & Physiology	4
ENG101*	English I	4
MED100	Medical Terminology	4
MED135A	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
Total Core Curriculum		**54**

Program Requirements		
COD130	Certified Professional Biller 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 Medical Coding	10
COD175	Coding Certification Review	4
PTH100	Pathology	4
Concentration credit hours required for graduation		**36**

Total Credit Hours		**90**

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.

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 specialized 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 AAMA.

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
Length: 60 weeks (day/evening)
Delivery Mode: Blended
Total Hours: 1605

Basic Requirements		Credit Hours
COM151*	Interpersonal Communications	4
LAS120A	Success Skills	4
LAS130A*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110	Medical Math	4
MED120	Medical Law & Ethics	4
ANA101	Anatomy & Physiology	4
ENG101*	English I	4
MED100	Medical Terminology	4
MED135A	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
Total Core Curriculum		**54**

Program Requirements		
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
COD140	Basic ICD-10-CM Coding	4
MED175	Medical Assisting Certification Review	4
ECG100	Basic Arrhythmia/ECG	3
NUT100	Nutrition	2
PHL116	Phlebotomy Techniques I	4
PHL117	Phlebotomy Techniques II	4
PTH100	Pathology	4
Concentration credit hours required for graduation		**37**

Total Credit Hours		**91**

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.

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 is blended.

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

7) Students are strongly encouraged to receive the COVID-19 vaccine. Many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the student's ability to complete the program.

Registered Nursing
Credit Hours: 97
In-Class Contact Hours: 1390
Out of Class Hours: 0 Length:
80 weeks (day) Delivery
Mode: Blended
Total Hours: 1390

Associate Degree Registered Nursing

Basic Requirements		Credit Hours
ANA200*	Anatomy & Physiology I	4
ANA202*	Anatomy & Physiology II	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
Program Requirements		
COM201	Nursing Informatics	4
LAS120A	Success Skills	4
NPN201	Introduction to Professional Nursing	4
NPN208	Medical-Surgical Nursing I	8
NPN209	Mental Health Nursing	5
NPN210	Medical-Surgical Nursing II	6
NPN211	Maternal Health	5.5
NPN212	Pediatric Nursing	5.5
NPN213	Transcultural and Community Health Nursing	5
NPN214	Acute Care Nursing	6
NPN220	Geriatric Leadership and Management Nursing	6
NUT100N	Nutrition	2
PHA202	Advanced Pharmacology	4
PRA215	Practicum	4

Total
Total Credits required for completion   **97**

* Denotes General Education Course

Associate Degree
LPN to REGISTERED NURSING 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, program delivery is blended.

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

7) Students are strongly encouraged to receive the COVID-19 vaccine. Many of the nursing program clinical sites require vaccination. Failure to be able to provide proof of vaccination against COVID can impact the student's ability to complete the program.

LPN to Registered Nursing Bridge
Credit Hours: 78
In-Class Contact Hours: 1120
Out of Class Hours: 0 Length:
60 weeks (day) Delivery
Mode: Blended
Total Hours: 1120

**Associate Degree Registered LPN to
Registered Nurse Bridge**

Basic Requirements		Credit Hours
ANA200*	Anatomy & Physiology I	4
ANA202*	Anatomy & Physiology II	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
Program Requirements		
COM201	Nursing Informatics	4
NPN200	LPN to RN Role Transition	2
NPN208	Medical-Surgical Nursing I	8
NPN209	Mental Health Nursing	5
NPN210	Medical-Surgical Nursing II	6
NPN211	Maternal Health	5.5
NPN212	Pediatric Nursing	5.5
NPN214	Acute Care Nursing	6
PHA202	Advanced Pharmacology	4
PRA215	Practicum	4

Total	78
Credit Awarded for PN License	12
Total Credits required for completion	**90**

* Denotes General Education Course

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. Prerequisites: None

ANA101N Anatomy & Physiology for Nursing
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 Orofacial 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: ANA200

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 Certified 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. Prerequisites: COD128

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. 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: ANA101

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-10 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: COD140

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: COD155

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. Prerequisites: COD140

COD155 AAPC Professional Medical Coding
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: COD140, COD141

COD175 Coding Certification 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. Prerequisites: COD155

COM151 Interpersonal Communications
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. Prerequisites: 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. Prerequisites: None

DEN101 Introduction to Dental Assisting
4 Credit Hours
40 Lecture Hours

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

DEN110 Dental Radiology

2 Credit Hours

20 Lecture Hours

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

DEN110L Dental Radiology Lab

1 Credit Hour

20 Lab Hours

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

DEN115 Dental Materials

2 Credit Hours

20 Lecture Hours

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

DEN115L Dental Materials Lab

1 Credit Hour

20 Lab Hours

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

DEN120 Specialty Principles & Techniques

4 Credit Hours

40 Lecture Hours

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

DEN125 Practice Management

4 Credit Hours

40 Lecture Hours

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

DEN140 Advanced Operative Procedures
4 Credit Hours
40 Lecture Hours

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

DEN140L Advanced Operative Procedures Lab
2 Credit Hours
40 Lab Hours

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

DEN145 Clinical Practice
10 Credit Hours
300 Clinical Hours

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

DMSA190 Introduction to Sonography
3.5 Credit Hours
30 Lecture Hours
10 Lab Hours

This course provides the new student with a basic knowledge of the history and evolution of sonography, a description of career opportunities for sonographers, and an introduction to the vocabulary, scan planes, ergonomics and landmarks used in sonography as well as demonstrations of basic patient care essentials such as acquiring vital signs and moving patients. Also, the course will provide discussions regarding communication with the patient and infection control. Prerequisites: None

DMSA200 Small Parts Sonography 2
3 Credit Hours
30 Lecture Hours

This course provides the student with an understanding of pediatric sonography applications. In addition, the course will provide the student with an understanding of musculoskeletal sonography applications. Prerequisites: DMSA205

DMSA201 Ultrasound Physics 1
4 Credit Hours
40 Lecture Hours

This course provides students with knowledge for the understanding of diagnostic ultrasound physics, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues. This covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, color and spectral Doppler, and bio-effects. Prerequisites: None

DMSA202 Ultrasound Physics 2
4 Credit Hours
40 Lecture Hours

This course provides students with knowledge for the understanding of diagnostic ultrasound physics, by discussing definitions and relationships of ultrasound wave motion, frequency, and wavelength, and interactions with human tissues.

This covers the interactive characteristics of refraction, reflection, scattering, absorption, and attenuation, transducer construction and types, machine instrumentation, color and spectral Doppler, and bio-effects. Student will provide the student with knowledge to pass the ARDMS SPI registry. Prerequisites: DMSA201

DMSA203 Abdominal Sonography 1
5 Credit Hours
50 Lecture Hours

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic conditions seen in sonographic procedures are covered. This course will include study of the pancreas, gallbladder, biliary tract, urinary tract, adrenal glands, and abdominal vessels. Prerequisites: None

DMSA203L Abdominal/Small Parts Scan Lab 1
6 Credit Hours
120 Lab Hours

This is a lab class involving developing hands-on scanning skills for the abdominal sonography protocols. Prerequisites: None

DMSA205 Small Parts Sonography 1
3 Credit Hours
30 Lecture Hours

This course provides the student with an understanding of the anatomy, physiology and common pathology, as well as sonographic appearance of the thyroid and parathyroid glands, the male and female breast, the prostate gland, the scrotum and its contents. Prerequisites: None

DMSA206 Abdominal Sonography 2
5 Credit Hours
50 Lecture Hours

This course will give the student knowledge and an understanding of normal sonographic appearance and anatomy of the abdominal structures. Scanning protocols and pathologic conditions seen in sonographic procedures are covered. This course will cover the spleen, gastrointestinal tract, liver, abdominal spaces and pathologies, ultrasound guidance procedures and pleural space sonographic applications. Prerequisites: DMSA203

DMSA206L Abdominal/Small Parts Scan Lab 2
6 Credit Hours
120 Lab Hours

This is a lab class involving developing hands-on scanning skills for the abdominal sonography protocols. Prerequisites: None

DMSA208 GYN Sonography
6 Credit Hours
60 Lecture Hours

This course covers transabdominal and transvaginal imaging. Sonographic scanning protocols and scanning techniques will be covered for evaluating the non-pregnant female pelvis. Infertility and oncology will be given special attention. Prerequisites: None

DMSA208L GYN Scan Lab
4 Credit Hours
80 Lab Hours

This is a lab class which develops hands-on scanning skills for the GYN sonography protocols. Prerequisites: None

DMSA209 OB Sonography
6 Credit Hours
60 Lecture Hours

This course covers the development of the human from conception to birth. Origin and development of organs and tissues are discussed. Origin of common birth defects regarding to timing and various types of insults. Also covered will be the normal anatomy and sonographic appearance of the pregnant uterus, ovaries, placenta, and fetus at all stages of pregnancy. Transabdominal and transvaginal imaging will be discussed. Dating and clinical stages of pregnancy, complications, and possible pathologies will also be covered. The student should have a better understanding of the timing of specific exams utilized in screening the fetus sonographically for birth defects. The role of color Doppler in evaluating the fetus and placenta will also be discussed. Sonographic scanning protocols and scanning techniques will be covered for evaluating fetus at all stages. Multiple gestations, fetal anomalies, will be given specific attention. Prerequisites: DMSA208

DMSA209L OB Scan Lab
4 Credit Hours
80 Lab Hours

This is a lab class which develops hands-on scanning skills for the OB sonography protocols. Prerequisites: None

DMSA210 Vascular Sonography 1
3 Credit Hours
30 Lecture Hours

The anatomy and physiology of the venous and arterial systems of the upper and lower limbs, abdomen, extracranial and intracranial systems are reviewed, with pathologic processes and ultrasound findings discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols. Prerequisites: None

DMSA210L Vascular Scan Lab 1
4 Credit Hours
80 Lab Hours

This is a lab class which develops hands-on scanning skills for the vascular duplex ultrasound exam protocols. Prerequisites: None

DMSA211 Vascular Sonography 2
3 Credit Hours
30 Lecture Hours

The anatomy and physiology of the venous and arterial systems of the upper and lower limbs, abdomen, extracranial and intracranial systems are reviewed, with pathologic processes and ultrasound findings discussed in detail. The course will provide an understanding of hemodynamic flow concepts and sonographic scanning techniques and protocols. Prerequisites: DMSA210

DMSA211L Vascular Scan Lab 2
4 Credit Hours
80 Lab Hours

This is a lab class which develops hands-on scanning skills for the vascular duplex ultrasound exam protocols. Prerequisites: None

7 COURSE DESCRIPTIONS

DMSA212 Clinical Rotation 1
5 Credit Hours
160 Clinical Hours

During this phase, the student will be placed in an externship/clinical at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe abnormal pathology. Prerequisites: None

DMSA213 Clinical Rotation 2
5 Credit Hours
160 Clinical Hours

During this phase, the student will be placed in an externship/clinical at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe abnormal pathology. Prerequisites: DMSA212

DMSA214 Clinical Rotation 3
8 Credit Hours
240 Clinical Hours

During this phase, the student will be placed in an externship/clinical at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe abnormal pathology. Prerequisites: DMSA213

DMSA215 Clinical Rotation 4
8 Credit Hours
240 Clinical Hours

During this phase, the student will be placed in an externship/clinical at a hospital, imaging clinic, or doctor's office, where the objective is that the student should be involved with procedures, under the supervision of a physician or sonographer. This course allows the student to experience hands on procedures and observe abnormal pathology. Prerequisites: DMSA214

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. Prerequisites: None

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. Prerequisites: 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. Prerequisites: 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. Prerequisites: Final Quarter of the program

HUM201 American Literature
3 Credit Hours
30 Lecture Hours

American Literature 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. Prerequisites: 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.
Prerequisites: None

LAS120NA Success Skills for Nursing
4 Credit Hours
30 Lecture Hours
20 Lab Hours

This course explores the historical evolution of the nursing profession. Analyze the legal and ethical aspects of nursing relating to patient care, communication and management. Dissect the various dimensions of nursing and the impact nursing has on patient care. Understand various test taking methodologies that will enhance test taking skills.
Prerequisites: 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 resumé. 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. Prerequisites: None

LAS130NA Professional Development for Nursing

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 resumé. Interviewing skills, referral letters, cover letters. In addition, it covers professionalism in the workplace and the importance of the clinicals. Professional licensing requirements are covered. Prerequisites: None

LMR100 Introduction to Radiography

4 Credit Hours

40 Lecture Hours

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

LMR102 Radiographic Anatomy

4 Credit Hours

40 Lecture Hours

This course for limited radiography students builds upon the basic understanding of the human anatomy and provides the student with in-depth identification of specific bone landmarks and bone markings that are to be identifiable on the x-ray film by the student. Prerequisites: None

LMR110 Principles of Radiation

4 Credit Hours

40 Lecture Hours

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

LMR120 Radiographic Imaging

4 Credit Hours

40 Lecture Hours

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

LMR145 Kentucky State Exam LXMO Review

4 Credit Hours

40 Lecture Hours

This course for limited radiography students is designed to prepare the students to take the ARRT Limited Scope Radiography exam. This course includes review over patient care, radiographic procedures, equipment operation, image production and evaluation, radiation protection, anatomy and test taking skills. Prerequisites: LMR100, LMR102, LMR110, LMR120, LMR200, LMR300

LMR200 Radiographic Positioning I Lab

2 Credit Hours

40 Lab Hours

This course for limited radiography students offers laboratory experience to develop competency in performing x-ray examinations of the upper and lower extremities, shoulder girdle, pelvic girdle, chest, and abdomen. Attention is also directed toward the organization of the radiology department examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Prerequisites: None

LMR300 Radiographic Positioning II Lab

2 Credit Hours

40 Lab Hours

This course for limited radiography students offers additional laboratory experience to develop competency in performing x-ray examinations of the thorax, spine, skull, sinuses, and the facial bones. Attention is also directed toward the organization of the radiology department - examination priorities, patient preparation, processing and archiving of x-ray images, etc. A combination of lecture, demonstration, and laboratory simulation are utilized to prepare students to perform these x-ray examinations. Prerequisites: None

LMR301 Limited Radiography Clinical

2 Credit Hours

80 Clinical Hours

This competency-based course for limited radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 80 hours of clinical experience. Prerequisites: LMR100, LMR102, LMR110, LMR120, LMR200, LMR300

LMR400 Advanced Limited Radiography Clinical

6 Credit Hours

180 Clinical Hours

This competency-based course for limited radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 180 hours of clinical experience. Prerequisites: LMR100, LMR102, LMR110, LMR120, LMR200, LMR300

MAT200 College Algebra

3 Credit Hours

30 Lecture Hours

This course offers a review of the math skills and understanding other mathematical processes needed for nursing mathematics and related courses. Mathematical operations covered include: algebra, IV drip rates, metrics, and dosage calculations. Prerequisites: 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. Prerequisites: None

MED100N Medical Terminology for Nursing

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 Medical Math for Nursing

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: Prerequisites: 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. Prerequisites: None

MED120 Medical Law & Ethics

4 Credit Hours

40 Lecture Hours

An overview of the role of the allied health professional in the legal and ethical concerns faced in the medical office; confidentiality of medical records and physicians' licensure requirements are covered. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: 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. Prerequisites: ANA101, MED100

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

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

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. Prerequisites: MED155, MED165

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, NPN100N

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. Prerequisites: None

MNA100 Medicaid Nurse Aide Training
6.5 Credit Hours
55 Lecture Hours
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. Prerequisites: None

NPN100N Introduction to Practical Nursing
6 Credit Hours
30 Lecture Hours
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: None

NPN110 Fundamentals of Practical Nursing
6 Credit Hours
30 Lecture Hours
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: None

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 complement, 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: None

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, endocrine, and cardiovascular system. 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, PHA200N

NPN131 Pediatric Nursing
4 Credit Hours
25 Lecture Hours
45 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: None

NPN140 Medical-Surgical Nursing III
6 Credit Hours
30 Lecture Hours
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 complement, 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: NPN120, NPN130

NPN141 Maternal-Newborn Nursing
4 Credit Hours
25 Lecture Hours
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: None

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

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: None

NPN152 Long-Term Care Geriatric Nursing/Leadership
4 Credit Hours
25 Lecture Hours
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. 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, but is not limited to: physiologic and cognitive alterations, social needs, end of life care, specific nutritional needs of this population, communication, and safety concerns. The geriatric clinical component is designed to integrate the nursing process in caring for the aging population in a variety of settings. This leadership course presents the concepts and principles of leadership within the nursing profession. The focus will be on the laws that govern nurses and the nurse's scope of practice, the code of ethics for nurses and how they relate to the working nurse. Also, this course will present the differing leadership styles, delegation involved in nursing as well as cover preparation for the taking of the NCLEX test. Prerequisites: None

NPN200 LPN to RN Role Transition
2 Credit Hours
20 Lecture Hours

This course focuses on delineating 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. Prerequisites: None

NPN201 Introduction to Professional Nursing

4 Credit Hours
20 Lecture Hours
40 Lab Hours

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. Prerequisites: None

NPN208 Medical-Surgical Nursing I
8 Credit Hours
40 Lecture Hours
40 Lab Hours
60 Clinical Hours

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 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 complement, 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. Prerequisites: None

NPN209 Mental Health Nursing
5 Credit Hours
40 Lecture Hours
30 Clinical Hours

This course 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. Prerequisites: None

NPN210 Medical-Surgical Nursing II
6 Credit Hours
40 Lecture Hours
60 Clinical Hours

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 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 complement, 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: None

NPN211 Maternal Health
5.5 Credit Hours
40 Didactic Hours
50 Clinical Hours

This course introduces the concepts of 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 maternal/newborn clients during their antepartum, intrapartum, and postpartum phases within the scope of legal and ethical parameters of nursing standards. Laboratory and clinical opportunities provide experience in applying the nursing process in the prenatal period, during labor and delivery, and the post-partum period in a variety of clinical settings. Prerequisites: None

NPN212 Pediatric Nursing
5.5 Credit Hours
40 Lecture Hours
50 Clinical Hours

This course focuses on the stages of development from infant to adolescence and applying appropriate nursing care according to the physical and mental development of the child. Course content includes various pediatric diseases and the correlation of proper medical treatment needed to improve health status. The student will understand and discern normal versus abnormal growth processes of children while collaboratively working with the family and interdisciplinary teams. 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 pediatric patients in acute and chronic medical conditions. Prerequisites: None

NPN213 Transcultural and Community Health Nursing
5 Credit Hours
40 Lecture Hours
30 Clinical Hours

The course focuses on the introduction to concepts of community nursing and transcultural health topics. Topics discussed are health promotion, disease prevention, cultural and spiritual differences and similarities related to human health and illness, among individuals, families, and communities across the lifespan. A major focus of the course will be to participate in community assessments and the collection of statistical findings to analyze and develop interventions to teach groups of clients in a variety of community settings. Prerequisites: None

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. Prerequisites: None

NPN220 Geriatric Leadership and Management Nursing
6 Credit Hours
40 Lecture Hours
60 Clinical Hours

This course presents the concepts and principles of Gerontological and Leadership nursing. This course provides the necessary information for understanding the processes of normal aging. 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. 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. Prerequisites: None

NUT100N Nutrition
2 Credit Hours
20 Lecture Hours

This course provides the student with an introduction to the principles of nutritional needs and its relationship in maintaining health during infancy, childhood, adolescence, young, middle, and late adulthood. The chemical substances (nutrients: carbohydrates, fats, proteins, vitamins, minerals & water) that are necessary for life are examined along with variations in food patterns based on individual cultures, religions, and philosophies. Included will be U.S. Government Guidelines for Americans. Prerequisites: None

PHA100N 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: None

PHA200N Pharmacology/Medication Math II
4 Credit Hours
40 Lecture Hours

This course is a continuation of Pharmacology I/Medication Math II and includes the following areas of study: continuation of intravenous therapy along with preparation, assessment, planning, implementation, and calculation of IV flow rates. Emphasis is placed on the classification of drugs that are prescribed to treat and/or prevent disorders including cancer, ocular, peripheral and central nervous system, musculoskeletal, endocrine, respiratory, gastrointestinal, reproductive, vaccinations, and drugs that interfere with microbial growth. Also included are guidelines from the board of nursing for the administration of medication within the scope of Practical Nursing. Prerequisites: PHA100N

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. This course will focus on all body systems. A review of over the counter and herbal preparations will also be discussed. Prerequisites: None

PHL116 Phlebotomy Techniques 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. Prerequisites: None

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. Prerequisites: PHL116

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 of the final quarter. 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

PRA215 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. Prerequisites: Successful completion of all Nursing courses.

PSY100 Psychology

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: ANA101N, MED100N

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

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. Prerequisites: 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. Prerequisites: ANA101

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. Prerequisite: None

ata +
COLLEGE

MAIN CAMPUS
10200 Linn Station Road, Suite 125
Louisville, KY 40223
502.371.8330
www.ata.edu

**Accredited by the Accrediting Bureau
of Health Education Schools**