



LEARN WELL. LIVE WELL.



## COURSE CATALOG

TULSA CAMPUS

Volume 7: Effective Date November 27, 2025

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# 1

## WELCOME

## 1 WELCOME FROM THE PRESIDENT

### 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 L. Mills, President & CEO

## 1 APPROVAL AND DISCLOSURE STATEMENT

### APPROVAL AND DISCLOSURE STATEMENT

This institution received approval from the Oklahoma Board of Private Vocational Schools at 3700 North Classen Blvd, Suite 250, Oklahoma City, Oklahoma 73118 to operate a private vocational school in Tulsa, Oklahoma. The Board determines the institution's ability to operate, approves its faculty, and insures the institution satisfies additional minimum standards under Title 70 O.S. §21-101, et seq. and 565:10 of the Oklahoma Administrative Code.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and occupational plans with school personnel before signing an agreement.

### CONCERNS OR COMPLAINT PROCEDURES

Persons seeking to resolve problems or complaints must first contact the Instructor in charge. A request for further action may be made to the Campus Director. Unresolved complaints may be directed to:

### APPROVALS, AFFILIATIONS & LICENSES

OKLAHOMA BOARD OF PRIVATE VOCATIONAL SCHOOLS (OBPVS)

3700 N. Classen Boulevard, Suite 250

Oklahoma City OK 73118

(405) 528-3370

ATA is institutionally accredited by the Accrediting Bureau of Health Education Schools (I-019)

6116 Executive Blvd., Suite 730

North Bethesda, MD 20852

ATA is licensed by the Oklahoma Board of Private Vocational Schools. ATA programs are approved by the U.S. Department of Education to participate in Federal Student Aid.

ATA is recognized to offer associate degree programs by the Oklahoma State Regents for Higher Education.

ATA is approved by the Oklahoma Board of Nursing to offer a Practical Nursing Program.

## 1 HISTORY AND MISSION

### HISTORY

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

ATA College purchased the American Institute of Medical Technology (AIMT) in 2019. Currently ATA has campus in Kentucky, Florida, Ohio and Oklahoma. ATA is accredited by ABHES at all campus locations.

### MISSION STATEMENT

ATA College is committed to providing quality instruction, hands-on training and effective career preparation in a comfortable environment that facilitates the learning experience.

### NOTICE

The provisions of this publication are not to be regarded as an irrevocable contract between the student and the school. The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. When required, the changes will be pre-approved, by the OBPVS. 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 SCHOOL FACILITY

### SCHOOL FACILITY

ATA College  
4608 S. Garnett Road, Suite 300  
Tulsa, Oklahoma 74146  
TEL: (918) 496-0800

ATA School Facility utilizes around 23,000 square feet occupied by classrooms, laboratories, administrative offices, student lounges and computer labs, and other work areas. The student lounges have vending machines that are stocked with a variety of soft drinks and snacks. Both provide a student refrigerator and microware.

The School is conveniently located at a major Tulsa location at the intersection of South Garnett and the Broken Arrow Expressway. It is easily accessible by road and highways. Free parking is available to all students and staff. Each ATA program is taught in specially built, well equipped, well-lit, neat, clean classrooms and laboratories.

The School, the facility it occupies, and the equipment it uses complies with all Federal, State and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to handicapped persons and have a dedicated restroom in full compliance with ADA specifications.

# 1 ACADEMIC CALENDAR

## TERM START DATES 2025–2027

### ON-START

	Week 1 Begins	Week 10 Ends
<b>2025</b>		
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
<b>2026</b>		
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
<b>2027</b>		
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
<b>2025</b>		
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
<b>2026</b>		
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
<b>2027</b>		
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

# ADMISSIONS 2

## 2 ADMISSIONS

### 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 that are handed out to potential students by the program director at 'student orientation' or during one-on-one evaluation and acceptance. At this time the students are informed of other requirements and policies and procedures.

ATA requires students to provide a document which provides their residence at the time of enrollment. This document may be any government issued identification such as a driver's license, passport or identity card. If none of these forms are available they may provide a current bill which evidences their name and home address. If the student should move during the period of their enrollment they are required to provide this information to the school administration. If an active student moves from the state of Oklahoma during the course of their enrollment they may not be able to complete their program of study if they move to a state in which ATA is not licensed.

### GENERAL ADMISSION REQUIREMENTS ALL PROGRAMS

ATA's admission process requires prospective students to meet with an admission representative. If interested the individual will complete an application for admission as well as provide authorization for ATA to run a background check as well as authorization to receive the student's transcripts from both high school and college(s) previously attended. 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 admission process. 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. Applicants with felony convictions will not be accepted to ATA College.

ATA College's minimum requirements for application in any program are to be either a high school graduate or have a state approved high school equivalency from an accredited institution. Home school graduates must present a notarized record of high school equivalent work completed and the date of successful completion. This work should be consistent with the Oklahoma minimums for high school completion.

Students are required to provide proof of immunization.

Students meet with financial aid to determine what aid may be available to cover educational costs. ATA may deny admission to an otherwise qualified candidate.

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

- a. TOEFL Internet-based Test Total of 80 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 1030 or above
- PAX Composite Score of 92 or above

## 2 ADMISSIONS

### HOME SCHOoled APPLICANTS

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

### ADMISSION 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 offers distance education courses at the Oklahoma campus I-019 under a consortium agreement with the Kentucky I-039, Ohio I-039-03 and Florida I-039-02 campus of ATA.

### ONLINE ENROLLMENT REQUIREMENTS

Access to an online course requires that the student has completed an Online Learning Readiness Assessment - has completed the orientation to online courses - has reliable access to a computer and the Internet. There are no additional fees associated with enrollment in a course offered via distance education.

### ONLINE TECHNOLOGY REQUIREMENTS

The online student must have access to a reliable computer or mobile device 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
- Chromebooks are not compatible for applications used by nursing program students

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.

### ADMISSION REQUIREMENTS FOR DIAGNOSTIC MEDICAL SONOGRAPHY

- Evaluation and acceptance by the Program Director
- Score above a 70% on the entrance exam
- Completion of the health care provider statement/medical release forms
- Pass a 10-panel drug screen
- Provide 2 professional letters of reference

## 2 ADMISSIONS

### ADMISSION REQUIREMENTS FOR ECHOCARDIOGRAPHY TECHNOLOGY

- Completion of Diagnostic Medical Sonography program
- Completion of health care provider statement/medical release form
- Pass 10-panel drug screen
- For currently enrolled DMS student's a cumulative GPA of 3.0 or above is required
- Students must successfully complete DMSA190, ENG101, LAS130A, MAT200, ANA101, DMSA203, DMSA203L, DMSA205, MED100, DMSA200, DMSA206, DMSA206L, MED120, DMSA201, DSMA210, DMSA210L, DMSA212, DMSA202, DMSA211, DMSA211L, DMSA213

### ADMISSION REQUIREMENTS FOR PRACTICAL NURSING

- Complete the Nursing Application
- Evaluation and acceptance by the Program Director
- Satisfactorily pass a 10-panel drug screen

ATA reserves the right to:

- Defer qualified applicants to future start dates
- Deny admission to an otherwise qualified applicant

### PERSONAL HEALTH DISCLOSURE

The student should disclose any physical or emotional problem which may impact their learning or participation in the program. Students in the DMS program will be expected to participate in both scanning and being scanned as a patient for their classmates in lab. If a student is unable to participate they will need a note from their physician stating their limitations and the period of time the student will be unable to participate.

### GUIDELINES FOR BACKGROUND CHECK

ATA requires applicants complete a background check and drug screen before enrollment. The state and various other agencies may require criminal background checks before a student can be placed in clinical/externship or take professional licensing, certification, or registration examinations. Clinical/Externship sites will not accept persons with a drug or felony conviction. For this reason, applicants with drug and or felony convictions or a positive drug test for substance listed within the DRUGS TO BE TESTED section will not be admitted.

### GUIDELINES FOR DRUG TESTING

ATA wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of ATA that students in any program submit to drug testing. In addition to the initial drug test, discretionary testing may be required by the School for cause, per clinical rotation, or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the Campus Director. Additional cost of drug testing will be paid by the student.

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.

## 2 ADMISSIONS

### DRUGS TO BE TESTED

All students will be tested for the following drug categories: amphetamines, methamphetamines, barbiturates, benzodiazepines, cocaine and metabolites, marijuana metabolites, opiates, phencyclidine, and propoxyphene. This list of tested drugs is subject to change. Testing for additional substances may occur based on clinical affiliation agreement requirements.

### MEDICAL MARIJUANA

Regardless of a student's status as a medical marijuana license holder, marijuana is not allowed on the premises of ATA or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of ATA in school vehicles; going to and from and attending ATA sponsored functions, events, and athletic activities, including those ATA sponsored functions, events and/or athletic activities which occur in a location other than the premises of ATA; utilizing ATA equipment or transportation; and in any other instance in connection with the technology center where ATA reasonably deems the possession of marijuana to be illegal. In the event that a student is found to possess or to have possessed marijuana in any of the instances stated above, ATA will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, ATA policy, or any other authority applicable to or adopted by ATA.

### Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by ATA 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.

### Non-discrimination

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 effect many areas of the college's current policies regarding employees, students, parents and individuals on technology center premises or attending center 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 technology center policies in order to assess whether revisions, if any, may be needed to a college policy in order to comply with state and federal law.

### CONFIRMED POSITIVE TEST

A student with a confirmed positive drug test will be ineligible to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

### REFUSAL TO BE TESTED

A student's refusal at any point to be tested for drugs will result in ineligibility to complete the required clinical rotation. Consequently, the student will receive a grade of "F" and be terminated from the program.

## 2 ADMISSIONS

### ENTRANCE EXAM

All applicants for the Diagnostic Medical Sonography (DMSA) Program are required to take and achieve a 70% score on the Entrance Exam. Should the applicant fail their first try, a second attempt is allowed seven days after taking the first test. Final attempt may be taken no sooner than 30 days after failed second attempt.

### FINANCIAL ABILITY

The student will be assessed on their financial ability to pay for the program. Funding sources will be recommended during this time.

### TRANSFER OF CREDIT POLICY

ATA will evaluate the student's previous education, training and experience to determine if any subjects or training activities in the student's program may be waived and thereby reduce the amount of training or education required for the student to reach the educational objective. Credits earned at an institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation may be accepted on the basis of an official transcript provided by the student. Credit will be awarded where appropriate. ATA will notify the student and appropriate agencies (i.e. Veterans Administration, Vocational Rehab, etc.) upon completion of evaluation and determination of outcome. Transfer credits must be earned in courses that are similar in nature to the course offered by ATA. It is the responsibility of the student to request an official transcript be mailed to ATA College in order for transfer credit to be considered. Any fees associated with transcript requests are the responsibility of the student. All transfer of credit requests must be evaluated and approved within the first week of training at ATA. Transfer credit is calculated in the quantitative measure of satisfactory academic progress. Any credit, advanced placement or credit for experiential learning transferred in that reduces the length of the program will reduce the cost of the total program. Generally, no more than 25% of the total program credits may be applied toward any program of study at ATA. Exceptions to this may be made by Student Services, the Registrar, and the Program Director. Student tuition charges are applied for the credit hours taken by a student in any given quarter of study. The amount charged the student is based on the current tuition and fee schedule. Students who have earned a Bachelor's Degree or Associates Degree at another accredited institution are exempt from taking Success Skills.

#### Non-Nursing Transfer Credit

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

#### Nursing Transfer of Credit

General education courses may be transferred if they were completed with a C or better, and are similar in course description and title. Core nursing courses may be transferred if they were completed 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 Credit Disclosure

Any decision about the applicability of academic credit and whether it should be accepted is at the discretion of the receiving institution. There is no guarantee that credits earned at ATA will be transferrable to any other institution.

#### 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](http://www.naces.org)), or Association of International Credential Evaluators (AICE). The appropriate academic department personnel will perform the evaluation of credits.

## FINANCIAL INFORMATION

3

### 3 FINANCIAL INFORMATION

#### TUITION POLICIES

ATA finds that to achieve and maintain the highest standards possible in instruction, related equipment, and facilities, student's registration fees must be fully paid upon enrollment. Other financial arrangements are made in advance and stated in the "Enrollment Agreement".

All tuition, fees, and other financial charges must be paid in full before the School will release a diploma, certificate of completion, transcripts, documentation, or verification of course completion to any entity, future employer, or student to obtain licensing, job or registry credentialing. Students are advised to make arrangements prior to exiting school with the financial aid office or the Campus Director. A signed document needs to be in the student's folder evidencing such an arrangement.

The total tuition for any specific program is the same for all persons at any given time. All extra charges and cost incidental to training are disclosed to prospective students before enrollment. Tuition is to be paid per academic year. An academic year is at least thirty (30) weeks of training and at least thirty-six (36) quarter credits. The mid-point of an academic year is eighteen (18) quarter credits. A class hour is fifty (50) minutes of classroom instruction (minimum) with a ten-minute break (minimum).

#### REGISTRATION FEES

\$200.00 for sonography programs; \$50 for nursing programs; \$50 for medical assisting program

#### EXTRA EXPENSES

Other items of Extra Expense are detailed separately on Page 1 and include ATA's; Other Fees and Supplies. If the student withdraws within the first three days following enrollment in the program, books can be returned for refund provided they are in like-new condition. Students who withdraw after the first three days will be charged for any books issued.

Items of extra expense to the student such as instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits separately listed in this agreement and all other extra charges not be considered in tuition refund computations.

#### CANCELLATION POLICY

The Oklahoma Board of Private Vocational Schools mandates that a student may cancel his/her enrollment agreement with the school without assigning any reason or any penalty or obligation until the midnight of the **Third business day** following enrollment. **Such cancellation request MUST be made in writing or in person or by registered mail to the Campus Director.** The School may also terminate the student's enrollment if the student fails to satisfy admission criteria or fails to pass the entrance exam.

#### OTHER CANCELLATION

An applicant subsequently requesting cancellation shall be entitled to a refund of all monies paid minus a registration fee of 15% of the contract price of the course, but in no event may the school retain more than \$150.00.

#### DISCONTINUED CLASS

If ATA determines that a class size is too small (less than 5) to start then any student enrolled who wishes not to have their seat held in the upcoming scheduled program will receive a full refund of all monies paid.

### 3 FINANCIAL INFORMATION

#### SPECIAL CIRCUMSTANCES WAIVER

In case of prolonged illness, accident, death in the family or other circumstances that make it impractical to complete the program, a refund that is reasonable and fair to both parties shall be made.

After the expiration of a 'no obligation' **THREE-DAY CANCELLATION** window and other cancellation periods, the following will apply:

#### REFUND POLICY

##### **Withdrawal after commencement of classes**

After commencement of classes, this policy applies to students who drop out or who are terminated. The last date of attendance is used to calculate the refund amount due, if any.

##### **Last Day of Attendance for Distance Courses:**

The last day of attendance for courses offered via distance delivery is determined to be the last date that the student interacted with the online course. This interaction is logged through the D2L Learning Management System.

#### 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. Note: Tuition is charged per quarter based on credit hours enrolled for the given quarter.

#### RETURN OF TITLE IV, HIGHER EDUCATION ACT (HEA) POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. ATA will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

\*The Department of Education may change these policies at any time and without prior notice.

#### RETURN TO TITLE IV FUNDS POLICY

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds does not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

### 3 FINANCIAL INFORMATION

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. ATA will advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

#### **“Official” Withdrawal from the School**

A student is considered to be “Officially” withdrawn on the date the student notifies the Financial Aid Director or Campus Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or verbally.
2. The date the student began the withdrawal from ATA, records. A student is allowed to rescind his/her notification in writing and continue the program. If the student subsequently drops, the student’s withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, ATA will complete the following:

1. Determine the student’s last date of academic activity
2. Two calculations are performed:
  - a. The student’s ledger card and attendance record are reviewed and a R2T4 worksheet is completed
  - b. Calculate the school’s refund requirement (see school refund calculation):
3. The student’s grade record will be updated to reflect his/her final grade.
4. ATA will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. The financial aid advisor will provide the student with a letter explaining the Title IV, HEA requirements:
  - a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Title IV, HEA Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

#### **Unofficial Withdrawal from School**

In the event that the school unofficially withdraws a student from school, the Campus Director and/or Admissions Director must complete the withdrawal form using the last date of academic activity as the drop date. Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 10 consecutive calendar days, fails to maintain satisfactory academic progress, or fails to comply with the school’s attendance policy will be subject to termination and considered to have unofficially withdrawn.

### 3 FINANCIAL INFORMATION

Within one week of the student's last date of academic activity, the following procedures will take place: The program director will make attempts to notify the student regarding his/her enrollment status.

1. Determine and record the student's last date of attendance as the last recorded date of academic activity
2. The student's date of determination is up to 14 calendar days after the last date of academic activity.
3. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
4. ATA completes R2T4 worksheet and sends to (Third-Party Servicer) who then calculates what the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
5. Calculate the school's refund requirement (see school refund calculation).
6. ATA Financial Aid Advisor will return to the Federal fund any unearned portion of the Title IV, HEA funds for which the school is responsible, within 45 days of the date the withdrawal determination was made and note return on the student's general ledger card.
7. ATA will provide the student with a return letter explaining Title IV requirements
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Supply the student with a final student Withdrawal/Termination calculation worksheet showing the outstanding balance due the school and the available methods of payment.
8. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

#### **Withdrawal Before 60%**

The institution will complete a R2T4 worksheet, to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. ATA will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdraw.

#### **Withdrawal After 60%**

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still complete a R2T4 worksheet, to determine the amount of aid that the student has earned.

ATA measures progress in Credit Hours and uses the payment period for the period of calculation. The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed. Calculate the percentage of Title IV, HEA aid earned:

- a. Divide the number of days completed by the numbers of days in a payment period.
- b. If this percentage is greater than 60%, the student earns 100%.
- c. If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT.

### 3 FINANCIAL INFORMATION

#### Order of Return of Title IV Funds

Unearned percent (multiplied by) total institutional charges for the period= AMOUNT DUE FROM THE SCHOOL

ATA is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Plus Loan
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- 3rd party agencies, i.e., VA, Workforce Oklahoma, Vocational Rehabilitation

#### Earned Aid:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the term. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

#### Post Withdrawal

If you did not receive all of the funds that you have earned, you may be due a post-withdrawal disbursement. ATA may use a portion or all of your post - withdraw disbursement for tuition and fees (as contracted with ATA)

The institution will offer any post-withdrawal disbursement of loan funds within 30 days of the date it determines the student withdrew. The institution must disburse any Title IV, HEA grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days of that date.

For all other school charges, ATA needs your permission to use the post-withdrawal disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

#### Time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check. If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned, or EFT is rejected, and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

### 3 FINANCIAL INFORMATION

#### **Institution Responsibilities in regard to return of Title IV, HEA funds**

ATA's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information in this catalog

#### **Student Responsibilities in regard to return of Title IV, HEA funds**

• Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation are repaid by ATA and the student is then billed by the school.

- Any notification of withdrawal should be in writing and addressed to the ATA Registrar.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

#### **Refund vs. Return to Title IV, HEA Funds**

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that ATA may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. ATA may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what ATA's refund policy is, you may ask your Schools Financial Advisor for a copy.

#### **Return to Title IV, HEA questions**

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TIY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

#### **Overpayment of Title IV, HEA FUNDS**

Students do not receive Title IV, HEA funds until tuition is paid, per end of payment period. Therefore, student overpayments are not created. Any funds determined by the R2T4 calculation, which are not earned, are repaid by ATA and the student is then responsible for the funds ATA is required to return on your behalf.

#### **FINANCIAL AID SERVICES**

ATA's financial aid programs stem from the belief that student aid services should facilitate and foster successful academic participation of financially needy students. It is, therefore, the goal of the financial aid office to provide students with the most current financial aid information.

- Policy
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds
- Calculation for those students
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

### 3 FINANCIAL INFORMATION

#### THE PROCESS

The office of the student financial aid is handled by an on-campus Financial Aid Advisor and serviced by a third-party servicer Global Financial Services. The Financial Aid Advisor provides all relevant information to prospective students, and requests students to file their FAFSA on-line. The Financial Aid Advisor explains to the student and their families of their obligations, before entering into any contractual agreements. There are many forms which may be required to evaluate student aid eligibility; once a student has enrolled in their program of interest and the online FAFSA has been completed, additional documents may be requested to complete processing of the aid request. Students are notified in person, regular mail and/or email if any additional documents are needed to process aid. Student Aid Reports are received electronically by the institution along with notification if a student has been selected for verification by USDE. Global Financial Services follows the verification standards and policies of the Central Processing System, which the United States Department of Education has put forth. Each student selected for verification is required to submit all requested documentation to ensure timely disbursements of financial awards.

Examples of verification documents are:

- Completed verification worksheet Prior year tax returns
- Income statement from employer
- W-2's and/or recent paystubs
- Divorce and/or legal separation decree
- Court ordered child support documentation

Failure to submit requested documentation may result in funding not being received. Under certain circumstances, verification documentation is not required. If the awards package includes student loans, a Master Promissory Note is completed by the student and forwarded to the proper division of the U.S Department of Education (USDE) for processing. Upon approval, funds will be requested by the Financial Aid Office coinciding with the proper disbursement dates.

All students are required to meet the **Satisfactory Grades & Attendance Policy** as set forth by the School prior to disbursements being requested and applied to the student account. In the case of a student not meeting satisfactory criteria, Title IV disbursements will not be requested and/or disbursed until the student reaches a satisfactory level. ATA is required at different times to report the status of enrollment, grades and attendance furnishing this information to the USDE upon request.

Every student applying for Title IV must attend a mandatory Entrance Counseling session during which time information will be provided regarding Title IV funding, including the opportunity to ask questions regarding loans and grants offered at the School. Students are also required to attend a mandatory EXIT counseling session prior to completion. They will receive information regarding their lender, amounts owed and repayment terms. During the process, default management group, Pantheon Student Solutions, and Financial Aid advisor will assist students with the repayment process.

The institution is approved for the following loans and grants: Loans:

William D. Ford Direct Subsidized Loan

William D. Ford Direct Unsubsidized Loan

William D. Ford Direct Parent Loan (PLUS) Grants

### 3 FINANCIAL INFORMATION

#### Federal Pell Grant

Students are encouraged to seek outside 3rd party financial assistance to help cover tuition and expenses incurred while attending school. Examples of 3rd party agencies are:

1. Veteran's Administration Tuition Benefits
2. Workforce Oklahoma
3. Vocational Rehabilitation
4. American Indian Training/Career Offices

3rd party agencies may include but are not limited to current and/or future employers, parents' employers (some companies offer scholarships to employees and their families), etc. The School will assist in completing the necessary paperwork to receive outside funding, but it is ultimately the student's responsibility to ensure that proper paperwork is completed and submitted in a timely manner.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan plus interest less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, and loss of eligibility to future loans.

#### PROFESSIONAL JUDGMENT- CRITERIA

ATA may use a Professional Judgment Form whenever professional judgment criterion are warranted; and is used solely at the discretion of the Financial Aid Advisor. If this form is deemed necessary, additional supporting documentation may be required. Your Financial Aid Advisor will inform you of these requirements. Examples of situations requiring this document are:

- Independent/Dependent student status
- Reduction and/or loss of income
- Unusual medical and dental expenses
- Childcare and dependent care costs
- Support of extended family

#### ACCOUNTING

1. Complete refund forms and submit to third-party servicer
2. ATA transfers funds to GAPS account
3. Third-party servicer forwards Excess Cash notification to ATA when refund transaction is completed

#### STUDENT ACCOUNTS/ACCOUNTING

Financial Aid mails a packet of withdrawal information to student and keeps a copy for the student's financial aid file. This includes:

1. Withdrawal Letter
2. Refund calculation
3. Excess Cash notification from GAPS
4. Exit interview paperwork to be completed and sent back to the Financial Aid office
5. Post Withdrawal letter if applicable

### 3 FINANCIAL INFORMATION

#### 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.

#### Guidelines

##### Active Students -

If a 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](mailto: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](mailto: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

### 3 FINANCIAL INFORMATION

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.

## ACADEMIC POLICIES

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## 4 ACADEMIC POLICIES

Student needs extend beyond the classroom and the educational instruction provided here. The socio-economic issues that compete for the student's attention often influence negatively on their desire and ability to learn. It is for this important reason that ATA has created the Student Services Department. The Student Services Department offers assistance in areas such as academic counseling, tutoring programs, lodging, transportation, and professional counseling referrals to various community agencies. Students are encouraged to speak with staff/faculty (whoever they are comfortable with) for any issues they might have.

### **GUIDANCE**

The disabilities service coordinator and program coordinator are available to the students at any time for guidance on any issues that may affect the student's performance at school, including classroom, lab, personal, and health issues. The students are given the program director's email address so that assistance is available at all times. Students are encouraged to seek out help as needed, and all matters are strictly confidential. Counseling of a personal nature is available from agencies in the local area.

### **HOUSING**

ATA does not offer student housing. Housing information assistance is available through a variety of community based agencies.

### **EMPLOYMENT ASSISTANCE**

ATA provides job placement assistance upon course completion. However, we do not guarantee students a job upon course completion. We believe that the training provided at ATA qualifies a student for an entry-level position in the field of his/her study/instruction. Student Services maintains a list of referrals and some information which the students may use in their job search.

### **CAREER ADVISING/REFERRAL INFORMATION**

The program director is available to the students for assistance regarding job search, interview skills, resume writing, or any other help required in the student's search for employment upon course completion. ATA does not guarantee employment upon program completion.

### **STUDENT GRIEVANCE PROCEDURE**

If a student has a concern or problem with their program, he/she should first discuss matters with their instructor. If the situation is not course related, then it should be taken to the Student Services or Admissions Department. If the situation remains unresolved, a written statement detailing the concern must then be given to the Campus Director. If an initial conference cannot resolve the problem, the Campus Director may call all parties together to attempt a resolution. The student will then be notified in writing of all decisions along with an explanation of all actions taken by the school. If the problem/concern remains unresolved, students may contact:

#### **Oklahoma Board of Private Vocational Schools**

3700 N Classen Blvd, Ste 250

Oklahoma City, OK 73118

Tel: (405) 528-3370

Fax: (405) 528-3366

#### **Oklahoma State Regents for Higher Education**

<https://okhighered.org/current-college-students/complaints/>

#### **Accrediting Bureau of Health Education Schools**

6116 Executive Blvd., Suite 730

North Bethesda, MD 20852

Tel: (301) 291-7550

## 4 ACADEMIC POLICIES

### PARKING

The facility has ample free parking available to students.

### HOURS OF OPERATION

**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 portal 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 Registrar and Financial Offices.

Students are encouraged to schedule time on Fridays for extra lab time and tutoring. All classes are held at ATA's campus.

### POSTPONEMENT OR SCHEDULE CHANGES

The School reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of thirty (30) days. Students will be duly notified and compensated if applicable. The School reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary, with approval of the Oklahoma Board of Private Vocational Schools, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will changes diminish the competency of any program or result in tuition changes for current attending students.

### CLASS SIZE

The student to faculty ratio for courses at ATA is 40:1 the ratio for laboratory courses is 20:1. In Distance Education courses the student to faculty ratio is 25:1.

### STUDENT RECORDS

All student records are maintained in a fire-proof filing cabinet at a secure place within the school premises with limited access by authorized school personnel. Students are advised and cautioned that State Law requires this educational institution to maintain school and student records as noted at OAC 565:10-11-4.

ATA utilizes an electronic student information system where student records are maintained as well.

Prior to graduation, every student receiving Title IV assistance is required to attend a mandatory Exit Counseling session. At this time, the Financial Aid Administrator will provide information regarding loans and grants, estimated payments, lender information, etc. We ask that each student furnish the school with changes in address and/or phone numbers at this time.

## 4 ACADEMIC POLICIES

### CAMPUS SECURITY AND AWARENESS POLICY

ATA complies with the Campus Security Act of 1990 (Public Law 101-542, Part Two of the Student Right-to-Know and Campus Security Act). This Act requires institutions of higher learning to prepare, publish and distribute all information regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and the policies concerning the institution's response to such reports. ATA will not tolerate mischievous and/or criminal actions by students or employees on school grounds or at school related activities. All sexual offenses are included in ATA's definition of criminal actions.

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

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

Staff and faculty members are required to contact the local authorities to report the criminal action. 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>

### 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/>

## 4 ACADEMIC POLICIES

### ADA

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

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

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

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

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

### ADA Grievance Process:

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

### VOTER REGISTRATION

Voter registration applications are made available to students.

### DRUG AND ALCOHOL ABUSE AND AWARENESS

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free schools and Communities Act Amendments (Public Law 101-266L the School provides drug free school and workplace information to all its students during the admission process. This package includes legal sanctions under local, state, and federal law for unlawful possessions, use, or distribution of illegal drugs and the abuse of alcohol, and a list of any drug or alcohol counseling, treatment, and rehabilitation programs that are available to the students.

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

The Family Educational Rights and Privacy Act (FERPA) afford eligible students and their parents certain rights with respect to their education records:

The right of consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without prior consent from the parents and the eligible student. The School may neither release nor disclose personally identifiable information contained in the student's educational

## 4 ACADEMIC POLICIES

records to outside employers, agencies, or individuals without first securing written release from the parent or eligible student, unless permitted by the act. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202-4605

The rights accorded to, and consent required of parents under this Act transfer from parents to the student once the student becomes eligible.

### INCLEMENT WEATHER

In the case of inclement weather students are to watch for school closings posted on the local news channels. If Tulsa Public Schools classes are cancelled ATA classes are cancelled as well. \*If Tulsa Public Schools are not closed due to inclement weather, ATA students are expected to attend scheduled class or clinical, regardless of where they live.

If inclement weather takes place during a clinical day the student is encouraged to attend clinical. The focus of ATA is to help students secure employment in their desired field. Students should always consider clinical rotations as potential employment opportunities so if traveling to their clinical site will not endanger their safety then the student should attend clinical.

### 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 hours equals 1 credit hour 20 lab hours equals 1 credit hour

30 clinical/externship hours equals 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.

Students are encouraged to schedule time on Fridays for extra lab time and tutoring, or making up missed work. All classes are held at ATA's campus. All programs are taught in English.

## 4 ACADEMIC POLICIES

### ATTENDANCE POLICY

100% attendance is expected of each student attending programs at ATA. The School considers punctuality and consistent attendance as mandatory. Students are expected to attend classes, as they would be expected to attend their employment. Students must be attending 80% of instructional activity (85% for Diagnostic Medical Sonography program) to maintain the minimum attendance standard. Extended absences will be treated as withdrawals.

Attendance is evaluated at the completion of each week. Failure to rectify substandard attendance will necessitate action on the part of the Campus Director, which may include suspension/dismissal of the student from the school.

### LEAVE OF ABSENCE

ATA does not recognize a leave of absence. Extended absences are treated as withdrawals.

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

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

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

The 15th day of the quarter is the normal add/drop 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.

## 4 ACADEMIC POLICIES

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.) The last date of attendance for residential courses is determined as the last day of attendance.

### CONDUCT

ATA believes that in today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students will be held accountable for and should report the following violations while on school, fieldwork, clinical, or externship property: All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification. Alteration or misuse of school documents. Theft of, or deliberate destruction, damage, misuse or abuse of, school property or the property of private individuals associated with the school. Insubordination, inappropriate or profane behavior that causes a disruption of teaching, research, administration, or disciplinary proceedings, or other school activities. The use of alcoholic beverages or controlled substances on the school or externship property, including the purchase, consumption, possession, or sale of such items. The use of any tobacco products in the school buildings, and eating or drinking in the hallways, classrooms, or any location other than designated areas. Smoking areas are located outside of the building at ATA. Failure to comply with school officials acting within the scope of their employment responsibilities. Failure to comply with any regulation not contained in official school publications but announced as administrative policy by a school official or other person authorized by the President of the school. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the school property.

Violence or threats of violence toward persons or property of students, faculty, staff, or the school. Cell phone use should be kept at a minimum while in class and are prohibited in clinics and externships. A student committing any of the violations listed above will receive a written warning concerning the misconduct and will receive disciplinary action up to and including immediate suspension or dismissal based upon the severity of the violation. Students dismissed for conduct violation will not be readmitted.

### PERSONAL APPEARANCE

Students are required to dress in an appropriate manner while on campus and at the assigned clinical/externship location. The student should show concern for dress and be aware that what is proper for the workplace is proper for school, worn to lab classes and as well as externship/clinicals unless otherwise instructed. Students are expected to practice good personal hygiene and maintain a neat and professional appearance at all times. Administration and faculty are responsible for enforcing the dress code. Scrubs (top and bottom) are to be worn to all classes, as well as externship, unless otherwise instructed. Scrubs are black in color. Scrubs should be basic in style (no prints, designs). Students are responsible for the fit and condition of their scrubs. T-shirts may be worn under scrubs, but not in the place of scrubs. Casual jackets may be worn over scrubs in the classroom only (seasonal). Head coverings are not to be worn inside the school or clinical/externship site. Body piercings, facial piercings, excessive ear piercings (more than single) and tattoos must not be visible. Excessive makeup, jewelry, nail polish, and perfumes are not allowed. Hair, if colored must be in a natural neutral tone. Closed toe shoes must be worn at all times. Inappropriately dressed students will be sent home and time missed will be recorded as an absence. Shoes should be comfortable; rubber soled and cover the entire foot. Because canvas shoes will absorb chemicals or infectious fluids, they are not allowed in lab. Leather or a synthetic, fluid impermeable material is required.

## 4 ACADEMIC POLICIES

### EXTERNSHIPS/CLINICALS

Some programs include an externship or clinical experience that is without compensation. ATA's externship coordinator will continue to maintain contact with the student and the clinical site. At the discretion of the School, the externship or clinical experience may be assigned outside the general residential area, possibly requiring relocation and additional costs to the student. The student is responsible for the cost of transportation to the clinical/externship site. ATA will reimburse for reasonable travel expenses. (subject to change)

During externship or clinical training, students are expected to perform in an ethical, professional manner, and to assist the professional in all matters appropriate to the scope of practice. All externship or clinical sites are carefully selected based on an evaluation of the site personnel, facilities, geographic location, availability, and type of learning experience provided. The School maintains affiliation agreements with a variety of facilities. Students should be aware that some facilities might have special requirements that must be met. If a student has a particular interest in a facility with which the School is not affiliated, the student may bring this to the attention of the program director or clinical coordinator, so the site may be evaluated. If a student is absent from externship or clinical training, the student must inform both the site and the School. The externship or clinical facility will submit evaluations of the student's performance based on the standards set by the School. Students must satisfactorily complete the externship or clinical assignment and submit an approved verification of time completed in order to graduate. Failing the externship or clinical training or demonstrating unprofessional or unethical behavior will result in failure to graduate. A reassignment of the externship or clinical training will be evaluated on a case-by-case basis and will result in additional charges. More information will be provided to students entering the program at the time of orientation. The student has an obligation to follow and will and comply with the polices of the clinical/externship site (such as parking, etc).

### TERMINATION POLICY

Termination occurs within ten (10) days after the student stops attending class or upon the date of formal withdrawal from the program.

If a student withdraws within the first three (3) days, books can be returned for refund provided they are in like-new condition. Students who withdraw after the first three (3) days will be charged for any books that were issued. Students will be terminated for violation of school policy that rises to the level of severity deemed appropriate for dismissal. Examples of these violations include violation of safety rules, loitering, drinking of alcoholic beverages on school premises, evidence of drug use or possession, destruction of school equipment tools or materials, continued violations of school rules, unsatisfactory attendance or unsatisfactory academic progress.

Dismissal will occur due to unsatisfactory attendance or failure to meet satisfactory academic progress policy as defined within this catalog.

### APPEALS PROCEDURE- TERMINATED STUDENTS

Students terminated from school due to unsatisfactory academic performance or for any other disciplinary action/cause may submit an appeal in writing to the Campus Director (within 48 hours) explaining in detail why their application for re-instatement should be considered. The student's appeal will be reviewed no later than seven (7) calendar days from date of receipt. The student will be notified in writing of the Campus Director's final decision.

**CONDITIONS FOR REINSTATEMENT**

To be reinstated to regular status, students must seek to correct academic deficiencies by retaking courses they have failed, or practicing previously learned skills. Once the student has met the minimum satisfactory progress standards, they may be reinstated as a regular student (pending re-start committee recommendation).

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY (Following adoption of the quarter system in October 2020)**

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

## 4 ACADEMIC POLICIES

The following are considered when evaluating quantitative satisfactory academic progress:

- Withdrawals, withdraw/failures, incompletes, instructor drops, and failures are considered as hours attempted but not earned.
- Credit earned with a passing grade (P) in a course attempted on a Pass/Fail basis is considered as both attempted and earned; those failed are considered as attempted only.
- Credit earned through bypass testing is considered as both attempted and earned in quantitative measure, but is not calculated in cumulative GPA.
- Transfer credits are considered as both attempted and earned, but are not calculated in cumulative qualitative (CGPA) academic progress.
- Courses audited are not considered attempted or earned and are not calculated in GPA.
- Repeated courses are included in both hours attempted and earned in quantitative measure. The most recent grade received will be used in computing a student's cumulative grade point average.
- Upon the change of program, only those credits previously taken that will apply to the new program will be considered as attempted and earned for both qualitative and quantitative measures. However, students leaving one program on financial aid warning will enter the new program on financial aid warning.

### C. Maximum Time Frame

Students are expected to complete their program of study within the normal time frame allotted. However, there is a maximum time frame in which students must complete their program of study. The maximum time frame is 150% of the credit hours required to complete their program. This maximum time frame is determined by using the total credit hours in a program of study multiplied by one and one-half (1.5) or 150%. For example, a student enrolled in the Medical Assistant Diploma program (57 credits) must complete the program once their total hours attempted equal 85.5 credit hours, calculated as follows:  $1.5 \times 57 \text{ credit hours} = 85.5 \text{ credit hours}$ . No student will be eligible to receive financial aid after 150% of the normal credits required for their program has been attempted. Once a SAP review determines that a student cannot mathematically finish their program of study within the maximum time frame, the student becomes ineligible for Title IV HEA and Kentucky state financial aid.

### SAP Notifications and Evaluation Process

#### Academic/ Attendance Progress Warning Notification

During the course of the student's enrollment, the institution daily monitors the student's attendance and academics. If the Program Director determines that a student is falling behind in academics or attendance a Progress Report Warning Notice will be sent to the student in order to communicate the importance of maintaining Satisfactory Academic and Attendance Progress and remind them of the consequences of failure to maintain SAP.

#### SAP Warning Notification

If a student fails to meet SAP a letter is generated by the Program Director, and then communicated to the student and the Financial Aid Office stating the student has been placed on SAP Warning. This change is communicated via the student portal which is part of the ATA Compass software application. If the student is receiving Title IV, HEA funds to assist in paying for school- the Financial Aid Office will notify the student that they are subject to loss of Title IV, HEA eligibility if they fail to improve their SAP benchmarks. The communication will detail the process in which an appeal may be requested.

## 4 ACADEMIC POLICIES

### FINANCIAL AID WARNING/PROBATION/SUSPENSION

Students who have lost eligibility for financial aid can be reinstated by improving their academic grade point average and/or attendance to the designated standards of the satisfactory progress definition, appeals process, or satisfactorily resolving the warning.

#### Financial Aid Warning

Students who fail to meet minimum requirements (80% cumulative attendance or higher and 2.5 cumulative GPA/ or higher (C letter grade) for attendance and academic progress at the end of the payment period will be placed on Financial Aid Warning the first time. Any student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only.

At the end of that payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting SAP.

If the student is not meeting SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; with the right to appeal. During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

#### Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on Financial Aid probation and will be eligible to receive Title IV, HEA during this period. A student placed on Financial Aid Probation may receive Title IV, HEA program funds for one payment period only. Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP prior to having eligibility reinstated.

#### Appeal Procedures

Satisfactory Progress Appeals Procedures/Reinstatement A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

Students who wish to appeal determination of unsatisfactory progress or attendance must submit a letter to the Campus Director within 5 business days upon notification of SAP not being met. **The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance.** The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Campus Director will review the students' appeal, the students' academic records, attendance, and may call upon students' instructors to determine relevant information.

The findings and decision of the Campus Director will be given to the student via the student portal within 10 business days of the submission of the student's appeal letter.

If the student is granted an appeal, they will then be placed on **Financial Aid Probation**, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

## 4 ACADEMIC POLICIES

### **Reinstatement of Financial Aid**

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

### **SAP Evaluation Process**

At the end of each term, the Program Director provides the Financial Aid Office with a list of students, attempted hours, completed hours, and cumulative GPA. This is what is used to determine SAP. Academic progress will be reviewed at the end of each academic year to determine future eligibility.

### **Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools**

Students must also successfully complete and pass 85% of all courses they attempt. Grades of A, B, C, D, F, WF, WI, and TC are all considered attempted hours. All transfer hours/credits are included in this calculation.

### **GRADING SYSTEM**

Students are graded by objective written tests, quizzes and assignments based on materials presented in class lectures and required assignments, as well as on the acquisition of practical demonstrable skills.

### **LATE ASSIGNMENTS**

If an assignment is turned in late, 5 points per day will be deducted (10 points maximum). If an assignment is not turned in by 2 days past the original due date it will no longer be accepted and will be recorded as a zero.

### **ATA utilizes the following grading scale:**

<b>Grade Performance</b>	<b>Grade Value</b>	<b>% Range</b>
A- Excellent	4.0	90 - 100%
B - Good	3.0	80 - 89%
C - Average	2.0	70 - 79%
F - Failure	0.0	0 - 69%
WF - Withdrawal Failing	0.0	
W/I - Withdrawal/ Incomplete	0.0	
TC - Transfer Credit	0.0	

### **Diagnostic Medical Sonography utilizes the following grading scale:**

<b>Grade Performance</b>	<b>Grade Value</b>	<b>% Range</b>
A- Excellent	4.0	92 - 100%
B - Good	3.0	83 - 91%
C - Average	2.0	75 - 82%
F - Failure	0.0	0 - 74%

## 4 ACADEMIC POLICIES

**Practical Nursing utilizes the following grading scale:**

Grade Performance	Grade Value	% Range
A- Excellent	4.0	94 - 100%
B - Good	3.0	87 - 93%
C - Average	2.0	80 - 86%
F - Failure	0.0	0 - 79%

### PROGRAM PROGRESSION POLICY

#### **Diagnostic Medical Sonography Program**

Students who fail any two (2) classes with the DMSA extension will be terminated from the program.

#### **Nursing Program**

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

A student who fails four (4) nursing courses with course codes beginning in NPN and PHA in the program curriculum will have their enrollment terminated. A failure is defined as achieving less than 80% overall grade average or receiving a WF for the course.

A student must have successfully passed theory, skills and clinical coursework otherwise he/she must repeat the entire class.

Grades for each course will include Assignments, Clinical Component, Exams, Final Exam, and Quizzes. Some classes will include a Proctored ATI and an NCLEX Readiness Exam.

### EARLY TESTING

Students are not allowed to take quizzes, tests or competencies before the scheduled date unless special circumstances that arise are approved by the Program Director.

### TESTING WHEN TARDY

The student must be present for lab or lecture to take a test or quiz. If the student is absent, then the missed test or quiz must be taken on the following day and a 10% deduction on the score will be applied.

### INCOMPLETE

An Incomplete (I) grade is given when required tests and course work have not been completed by the end of the course. If a student receives an unsatisfactory grade on a course, he/she must repeat it when it is next offered. Failure to comply within the time limit will result in the incomplete grade reverting to a grade of "F" for that course work.

Students must contact their instructor to make-up any incomplete course work. Incomplete externship hours must be completed within a reasonable time from the scheduled end date of the externship. Due to availability of sites and length of hours required, additional time may be granted on an individual basis for all students. Note: For Student Academic Progress (SAP) purposes, ATA does not offer any remedial courses and there are no non-punitive (pass/fail) grades.

### RE-ADMISSION/RE-ENROLLMENT

All withdrawn or terminated students who re-start must have all monies previously owed to the school satisfied. The student will be responsible for the following fees: enrollment fee, tuition fee minus any money received, and any other published fees as necessary. Applicable credits attempted in the prior enrollment (with President's approval) may be

## 4 ACADEMIC POLICIES

included in the credits used to determine if the student can complete the program within 1.5 times the length of the program. For a repeated course, the most recent grade is counted in the student GPA.

### MAKE-UP POLICY

Students are encouraged to be in class every day and on time. It is the student's responsibility to learn the material covered while absent and to see all missed work is made up. There is no make-up for lost didactic classroom/lecture) time. A test may be taken for make-up but does not cover for lost time. Lost hours put a student in jeopardy of dropping below the 80% attendance policy of the school; students that fall into this category will be put on probation.

### GRADUATION REQUIREMENTS

The candidates for graduation must:

- Complete with a passing grade all requirements for their program of study within the maximum time frame permitted
- Attain a minimum GPA of 2.0
- All financial obligations and the tuition must be paid in full or arrangements made with the financial aid department Upon completion of the requirements listed above, the candidate is eligible to participate in graduation exercises.

### GRADUATING WITH HONORS

#### 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.

### PERSONAL ELECTRONIC DEVICES

To maintain a focused and professional learning environment, the use of personal electronic devices is strictly regulated.

#### Cell Phones, Smart Watches, Smart Glasses, and Similar Devices

- The use of cell phones, smart watches, smart glasses, and similar personal devices is prohibited during scheduled class, lab, and externship/clinical hours, except during designated break times and in approved areas.
- All devices must remain silenced and out of sight during instructional and clinical periods.
- Violations of this policy will result in the student being dismissed for the day, which will negatively impact attendance records.
- During testing, all such devices must be placed in a designated storage area as directed by the instructor or staff.
- Students are expected to notify family members, childcare providers, and others of their schedules in advance to minimize disruptions. For emergencies, individuals may contact the school directly at (918) 496-0800.

#### Earphones and Earbuds

- The use of earphones or earbuds is not permitted during class, lab, or clinical hours unless explicitly approved for educational purposes.

## 4 ACADEMIC POLICIES

### Other Personal Electronic Devices (e.g., iPads, Laptops)

- Personal devices such as iPads, laptops, or tablets may only be used for school-related activities during class, lab, or at clinical sites.
- Students may access the school's wireless network for completing assignments or other academic tasks.
- The school is not responsible for lost, stolen, or damaged personal property. Students are advised to secure their belongings appropriately.

### THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Students should be especially careful to avoid discussing information protected by HIPAA. If a student is found violating this policy, it may result in suspension or termination.

### ELECTRONIC MEDIA

Students should not post photos, comments, or other forms of web-based material of ATA faculty, students, clinical personnel, or patients to web based social media sites without written permission. If a student is found violating this policy, it may result in suspension or termination.

### CHILD POLICY

Students are not permitted to bring children to classes while they attend or leave children in another room on the premises. Students should make every effort to arrange childcare while they attend the school for any reason on Fridays (scanning lab, working in the library, etc.)

### BREAKS

There are frequent breaks given by the instructors throughout classes. Students should avoid leaving class until a break is announced by the instructor, unless in the case of an emergency. Students should return to class at the appointed return time following lunch and breaks.

### Diagnostic Medical Sonography (DMS) and Echocardiography Technology (Echo)

Students graduating from the Diagnostic Medical Sonography AAS program are eligible to sit for the general sonography registry through the American Registry of Radiologic Technologists (ARRT).

Students graduating from the Echocardiography Technology diploma program may be required to work for one (1) year prior to taking the American Registry of Diagnostic Medical Sonography (ARDMS) exams if not currently registered with ARRT.

### PHYSICS REGISTRY

Clock Hours	Date	SPI	Cost
18	TBA	Physics I	\$200
18	TBA	Physics II	\$200
24	TBA	Physics Registry Review	\$200

## 4 ACADEMIC POLICIES

These ATA seminars will provide the training needed to pass the physics registry exam. **Physics I & II seminars** cover all the basic information and provides the needed CME's required for the physics registry exam.

The Physics Registry Review seminar can be taken separately and includes mock registry review questions & exams. This seminar also provides important test taking skills and information and provides the 12 CME's needed for the ARDMS SPI exam. All Seminars are held at our Tulsa Campus, Courses will include course review materials

### SEMINAR REFUND POLICY

A full registration refund will be given if cancellation is received more than thirty (30) days prior to a scheduled Seminar. Registrations received 14-30 days prior to a program start date are non-refundable and are limited to a one-time transfer restricted to the same person for the next identical program. Seminar. A \$150.00 transfer fee plus any change in program tuition will apply. No refunds or transfers will be allowed less than fourteen (14) days to a program start date. In the event a seminar is re-scheduled or cancelled, pre-paid attendees will be given the choice of transferring to another program or having the tuition refunded in full (if program is cancelled due to Acts of God, only transfers to another program will be offered).

PROGRAMS

5

## 5 PROGRAMS

### ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PRACTICAL NURSING

**Objective:** This AOS degree program provides classroom and clinical experiences with opportunities that allow for the acquisition of knowledge and skills that enables each student to meet the requirements necessary for success as a practical nurse. Upon completion of this Practical Nursing Program, the student will be able to apply for licensure and take the National Council Licensure Examination for Practical Nurses (NCLEXPN). 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 Oklahoma Board of Nursing (OBN). This program prepares graduates for employment in numerous healthcare 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.

Credit Hours: 95

Total Hours: 1702.5

In-Class Hours: 1300

Out of Class Hours: 402.5

Program Length: 60 Weeks

Delivery Method: Blended

<b>Basic Requirements</b>		<b>Credit Hours</b>
ANA101N	Anatomy and Physiology	4
MED100N	Medical Terminology	4
LAS120N	Success Skills	4
LAS130NA	Professional Development	4
MED105A	Medical Math (Nursing)	4
NUT100	Nutrition	2
PSY100	Developmental Psychology	2
<b>Program Requirements</b>		
NPN101	Introduction to Practical Nursing	5
NPN100	Fundamentals of Nursing 1	7
NPN102	Fundamentals of Practical Nursing 2	5.5
NPN120	Medical Surgical Nursing 1	6.5
NPN130	Medical Surgical Nursing 2	6.5
NPN131	Pediatric Nursing	4
NPN140	Medical Surgical Nursing 3	7
NPN141	Maternal/Newborn Nursing	4
NPN151	Mental Health Nursing	4
NPN154	Geriatric Nursing	4.5
NPN153	Transition into Nursing	2.5
NPN175	Capstone (NCLEX Prep)	4.5
PHA101	Pharmacology/Medication Math 1	2
PHA102	Pharmacology/Medication Math 2	4
PHA103	Pharmacology 3	4

**Total Credits Required for Graduation** **95**

## 5 PROGRAMS OF STUDY

The Practical Nursing Degree program meets the educational requirement to apply for licensure as a Practical Nurse (PN) in Oklahoma. Other eligibility requirements may apply; please verify your eligibility against Board Of Nursing rules. This program may not meet the educational requirements for licensure as a nurse in states other than Oklahoma.

To graduate from this program students must complete all required courses in the curriculum listed on this page. A grade of "C" or higher is required, students must achieve all required skill competencies and satisfactorily complete all required clinical learning experience.

Applicants to this program must meet program specific admissions requirements, in addition all general admission requirements. Please see the application procedures for this program under Admissions Information and Policies.

In addition to meeting all other admissions requirements: applicants must successfully complete and pass a level 2 criminal background check.

The Practical Nursing program at ATA College is approved by the Oklahoma Board of Nursing. ATA College is licensed by the Oklahoma Board of Private Vocational Schools to offer the AOS Nursing Program.

## 5 COURSE DESCRIPTIONS

### ASSOCIATE OF OCCUPATIONAL SCIENCE DEGREE PRACTICAL NURSING COURSE DESCRIPTIONS

#### **NPN101 Introduction to Practical Nursing**

5 Credit Hours

30 Lecture Hours

40 Lab Hours

This course provides opportunities to develop competencies necessary to meet the basic needs of individuals throughout the lifespan in a safe, legal, and ethical manner. The course is designed to prepare the nursing student to provide high quality, direct patient care as a member of the healthcare team. Students will learn basic patient care skills and techniques that assist in activities of daily living, infection control and prevention, patient safety and proper body mechanics, and basic communications and documentation skills. Information will be taught in the didactic and laboratory settings.

#### **NPN100 Fundamentals of Practical Nursing 1**

7 Credit Hours

40 Lecture Hours

30 Clinical Hours

40 Lab Hours

This course is an introduction to the history of nursing, health care systems, and roles and responsibilities of the healthcare teams with the emphasis on nursing. In addition, the role of practical nursing, development of therapeutic communication, cultural considerations and providing patient comfort throughout the lifespan will be discussed. Legal standards for nursing practice, state and federal regulations, importance of professional and student organizations as well as development of awareness of culture and diversity will be explored. This course also includes nursing care to improve oxygenation of the patient, implementation and emergency considerations, introduction of ambulatory aids and usage, and appropriate assessment of vital signs. Information will be taught in the didactic, laboratory and clinical setting.

#### **NPN102 Fundamentals of Practical Nursing 2**

5.5 Credit Hours

30 Lecture Hours

20 lab hours

45 Clinical Hours

This course introduces practical nursing skills requiring medical/surgical asepsis and utilizing the nursing process as a basis for problem solving for general physical and emotional conditions of the client across the lifespan. This course also involves patient processing in the healthcare setting, 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 and techniques that assist in improving oxygenation, hemodynamic stability, diagnostic procedures, body elimination care, skin integrity maintenance, and pain and medication management. Information will be taught in the didactic, laboratory and clinical settings.

## 5 COURSE DESCRIPTIONS

### **PHA101 PHARMACOLOGY/MEDICATION MATH 1**

2 Credit Hours

20 Lecture Hours

This course provides an introduction of the study of drugs. Assessed are the concepts of measurement of systems, drug orders, drug labels, and drug dosage calculations. This course also introduces intravenous therapy along with preparation, assessment, planning, implementation, and calculation of IV flow rates. 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 procedures with pharmacological implications. Categories discussed are pain, antimicrobial, immunity, vaccinations, sensory and substance abuse.

### **PHA102 PHARMACOLOGY/MEDICATION MATH 2**

4 Credit Hours

40 Lecture Hours

This course is a continuation of Pharmacology/Medical Math I, including emphasis placed on the classification of drugs that are prescribed to treat cancer, musculoskeletal, endocrine, respiratory, and reproductive disorders. Included are the developmental skills for administration of oral and parenteral medications denoting and using the nursing process. Also included are Board of Nursing guidelines for administration of medication within the scope of Practical Nursing.

### **PHA103 PHARMACOLOGY/MEDICATION MATH 3**

4 Credit Hours

40 Lecture Hours

This course is a continuation of Pharmacology/Medical Math II. Emphasis is placed on the classification of drugs that are prescribed to treat the cardiovascular, renal, gastrointestinal, autonomic and central nervous system disorders. Indications, actions, contraindications, side effects, nursing implications for administration and pertinent client teaching in the use of these various agents will be discussed.

### **NPN120 Medical Surgical Nursing 1**

6.5 Credit Hours

40 Lecture Hours

75 Clinical Hours

This course introduces concepts of health and illness. The 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, inflammatory, integumentary and connective tissue disorders. 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. Information will be taught in the didactic and clinical settings.

## 5 COURSE DESCRIPTIONS

### **NPN130 Medical Surgical Nursing 2**

6.5 Credit Hours

40 Lecture Hours

75 Clinical Hours

This course is a continuation of Medical Surgical Nursing I. Areas of study include alterations in hematological, lymphatic/immune, endocrine, and cardiovascular systems. 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. Information will be taught in the didactic and clinical settings.

### **NPN140 Medical Surgical Nursing 3**

7 Credit Hours

45 Lecture Hours

75 Clinical Hours

This course is a continuation of Medical Surgical Nursing II. The 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 gastrointestinal. 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.

### **NPN151 Mental Health Nursing**

4 Credit Hours

30 Lecture Hours

30 Clinical Hours

This course introduces fundamental and complex concepts of psychiatric health. Students will learn 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.

### **NPN141 Maternal/ Newborn Nursing**

4 Credit Hours

30 Lecture Hours

30 Clinical Hours

This course introduces the concepts of the reproductive processes. The course presents essential information necessary for understanding health and the complications in the wellbeing 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 the scope of legal and ethical parameters of Practical Nursing standards. Clinical opportunities provide experience in applying the nursing process in the prenatal period, during labor and delivery, the post-partum period in a variety of clinical settings

## 5 COURSE DESCRIPTIONS

### **NPN131 Pediatric Nursing**

4 Credit Hours

30 Lecture Hours

30 Clinical Hours

This course introduces concepts in the application of caring for children in various phases of development. The stages of childhood development that are examined include the newborn, infant, toddler, preschooler, school-age child, and the adolescent. The focus is on basic growth and development, and on nursing care in children with real and potential health disorders, common within the pediatric population. Essential information is presented that is necessary for the understanding of health and health alterations in children and the roles and responsibilities of the practical nurse. 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.

### **NPN153 Transition into Nursing Practice**

2.5 Credit Hours

32 Lecture Hours

This course prepares student nurses for patient care supervision while in the health care systems. Students will be reintroduced to health care system management, roles and responsibilities of the healthcare team with emphasis on nursing care prioritization. Students will review the role of practical nursing, development of therapeutic communications skills, addressing spiritual and cultural needs of the patient, legal standards for nursing practice, and team building concepts.

### **NPN154 Geriatric Nursing**

4.5 Credit Hours

30 Lecture Hours

45 Clinical Hours

This course introduces geriatric care in nursing and how to manage health system alterations and polypharmacy, cognitive disorders and elder abuse in the geriatric population. Emphasis is on understanding the unique needs of the aging population, encouraging health promotion and self-care, identifying variable responses of elderly clients to pathological conditions, and maintaining a level of function that promotes quality of life. Students will have the opportunity to apply nursing measures in the care of geriatric patients utilizing the nursing process.

### **NPN175 Capstone (NCLEX PREP)**

4.5 Credit Hours

45 Lecture Hours

This course is designed to prepare the practical nursing student to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). This course will aid the student in recalling nursing principles and nursing care for commonly encountered health problems throughout the life span. Methods to improve test-taking skills and relieve test anxiety are included.

## 5 COURSE DESCRIPTIONS

### **ANA101N Anatomy and Physiology**

4 Credit Hours

40 Lecture Hours

This course introduces the structure & function of the human body. The cells & tissues of the human body are presented along with the basic structure & physiology of the integumentary, skeletal, muscular, & nervous systems. It includes the examination of the basic structure & physiology of the cardiovascular, endocrine, lymphatic, & immune, respiratory, digestive, urinary & reproductive systems.

### **LAS120N 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 critical thinking. This course also teaches introductory Microsoft Office application 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.

### **LAS130NA 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 resume. 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.

### **MED100N 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.

### **MED105A Medical Math (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.

## 5 COURSE DESCRIPTIONS

### **NUT100 Nutrition**

2 Credit Hours

20 Lecture Hours

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

### **PSY100 Developmental Psychology**

2 Credit Hours

20 Lecture Hours

This course introduces the development theories of Freud, Piaget, Erickson, Kohlberg, and Maslow of human growth and development. It also emphasizes the psychological development of the human being over the lifespan from infancy throughout the life's development stages of maturity and old age.

## 5 PROGRAMS OF STUDY

### ASSOCIATE OF APPLIED SCIENCE DEGREE

#### DIAGNOSTIC MEDICAL SONOGRAPHY (DMSA)

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 RDMS credentials 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. Students must successfully complete ANA101, DMSA190, ENG101, and MAT200 prior to the scheduling of core courses. This program is instructed in the English language.

**\* indicates a general education course**

Credit Hours: 122.5

Total Hours: 2030

Program Length: 70 Weeks

Delivery Method: Blended

Course Number	Course	Credit Hrs
ENG101	English*	4
LAS130	Professional Development	4
MAT200	College Algebra*	3
MED100	Medical Terminology*	4
ANA101	Human Anatomy & Physiology*	4
MED120	Medical Law & Ethics*	4
DMSA190	Intro. 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	Abd/SP 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**

## 5 COURSE DESCRIPTIONS

### ASSOCIATE OF APPLIED SCIENCE DEGREE DIAGNOSTIC MEDICAL SONOGRAPHY COURSE DESCRIPTIONS

#### **DMSA190 Intro 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.

#### **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.

#### **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.

#### **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.

#### **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.

## 5 COURSE DESCRIPTIONS

### **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.

### **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.

### **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

### **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.

### **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.

### **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.

### **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.

## 5 COURSE DESCRIPTIONS

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

## 5 COURSE DESCRIPTIONS

### **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.

### **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.

### **ANA101 Human 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.

### **ENG101 English 1**

4 Credit Hours

40 Lecture Hours

This course emphasizes the development of fluent writing, with attention to clarity of ideas and correct use of standard American English, and the development of each student's academic writing voice. It includes instruction in single-to-complex organization, spelling, sentence diagramming and writing at work.

### **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 resume, 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 clinicals and externships. Certification and licensure requirements will be covered.

## 5 COURSE DESCRIPTIONS

### **MAT200 College Algebra**

3 Credit Hours

30 Lecture Hours

This course is a functional approach to algebra that incorporates the use of appropriate technology. Emphasis will be placed on the study of functions, and their graphs, inequalities, and linear, quadratic, piece-wise defined, rational, polynomial, exponential, and logarithmic functions. Appropriate applications will be included.

### **MED120 Medical Law and 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 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.

### **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.

## 5 PROGRAMS OF STUDY

### DIPLOMA ECHOCARDIOGRAPHY TECHNOLOGY

This Echocardiography Technology program is designed to provide advanced training to sonographers, medical doctors, EKG Technicians, and other qualified health care professionals who have the desire to cross-train to expand their technical skills. An echocardiographer explains the echocardiography procedure to the patients, and prepares him/her for the examination and then administers it. As part of the echocardiogram the technician obtains images in real time, performs the necessary measurements on the heart and its valves, and then provides this information to the cardiologist who makes the best possible diagnosis based on the findings. This program prepares the student to take the registry for the RDCS credential and to perform echocardiograms. This specialized technical knowledge and training will provide the student with the best foundation for employment in the field of echocardiography. It may be noted that ATA undertakes to assist its graduates with job placement. Finding a job is the ultimate responsibility of the student/graduate. There are two class starts per year, one spring and one fall. All courses are offered only in a residential format and taught in the English language.

Course Number	Subject/ Phase	Didactic/ Lecture	Lab	Ext	Total-Qtr/ Clk Hrs
Echo 800	Patient Care	1/10			1/10
Echo 801	Anatomy, Physiology & Pathology	6.5/65			6.5/65
Echo 802	Diagnostic Echocardiography	6.5/65	1/20		7.5/85
Echo 803	Echo Physics & Instrumentation	1/10	1/20		2/30
Echo 804	Echocardiography Scanning Lab		5/100		5/100
Echo 805	Stress Echocardiology	1/10			1/10
Echo 806	Externship			10/300	10/300

<b>Total Quarter Credit Hours</b>	16	7	10	<b>33</b>
<b>Clock Hours</b>	160	140	300	<b>600</b>
<b>Weeks</b>	14	10	9	<b>33</b>

Type of Credit Hour: Quarter Credit

Certification Awarded: Diploma

Conversion Rate: One Quarter Credit Hour Equals 10 didactic or 20 lab or 30 externship hours (In compliance with ABHES requirements)

## 5 COURSE DESCRIPTIONS

### DIPLOMA ECHOCARDIOGRAPHY TECHNOLOGY COURSE DESCRIPTIONS

#### **Echo800 Patient Care**

1 Credit Hour

10 Lecture Hours

This course covers techniques of patient care that pertain to the practice of Echocardiography including observing vital signs, patient positioning, and heart rhythm monitoring.

#### **Echo801 Anatomy, Physiology and Pathology**

6.5 Credit Hours

65 Lecture Hours

This course covers the gross anatomy and physiology of the heart. Detailed knowledge of the structures including heart chambers and great vessels will be covered. Dynamic motion of the heart's valves and walls including blood supply to the cardiac muscle and how it relates to the echocardiogram is the foundation of this course. Pathology of the heart including acquired heart muscle disease, pulmonary heart disease, valvular heart disease, endocarditis, valvular regurgitation, and diseases of the myocardium and pericardium as well as cardiac masses will be covered in this course

#### **Echo802 Diagnostic Echocardiography**

7.5 Credit Hours

65 Lecture Hours

20 Lab Hours

This class will cover the pathology and scanning techniques to evaluate valvular diseases. Topics covered include aortic, mitral, and pulmonary valve stenosis and insufficiency. Use of Doppler in the study of blood flow, electromechanical events during cardiac cycle, pressure and blood flow velocity properties in the heart chamber, ischemic heart disease; the most common congenital conditions in the adults and aorta pathophysiology. The heart's conduction system and its blood supply are also covered as well as studies that relate to pacemakers and their implantation. Also covered are the diseases of the embryo and fetus, developing aging and rheumatic. In the lab settings, students will learn and experiment with Real time, M Mode, Color Flow, Pulsed Wave Doppler, and Continuous Wave Doppler.

#### **Echo803 Echo Physics & Instrumentation**

2 Credit Hours

10 Lecture Hours

20 Lab Hours

This course introduces the physics of ultrasound and provides an examination of ultrasound characteristics. Pulsed ultrasound, a discussion of ultrasound propagation in tissues including attenuation, density, stiffness, and acoustic impedance of media as well as consideration of echoes, reflection, and scatter are included. This course also includes the discussion of imaging instruments, including the role of the pulser, receiver, memory, and display monitor. Image pre and post processing, and temporal and spatial resolution are also covered. It will also include an overview of the hemodynamics of blood flow and its interaction with the ultrasound beam. Continuous wave and pulsed Doppler physics and instrumentation are introduced as well as Color Doppler, Power Doppler, and special ultrasound procedures including contrast agents, intraluminal, and intraoperative studies. Various sonographic artifacts, ultrasound bioeffects, and safety are considered. Imaging performance evaluation of the AIUM phantom is discussed. A comprehensive review of ultrasound physics and instrumentation concludes this course.

## 5 COURSE DESCRIPTIONS

### **Echo804 Echocardiography Scanning Lab**

5 Credit Hours

100 Lab Hours

This lab will cover topics relating to the techniques required to perform echocardiographic exams using ultrasound technology. It will include evaluation of the heart valves and chambers in the traditional views using 2D, M-Mode, PW and CW modalities and related hemodynamic information derived from valvular scanning to valve function and disease.

### **Echo805 Stress Echocardiology**

1 Credit Hour

10 Lecture Hours

This course covers topics relating to the techniques required to perform stress echocardiographic exams using ultrasound technology. It includes evaluation of the heart and its valves in the traditional views using 2D pre and post exercise. Also discusses EKG and its application in the interpretation of stress echoes. Students will learn the concepts of stress echo and evaluation. Stress echoes are to be performed in a hospital setting under the supervision of a cardiologist or cardiac nurse assistant, therefore, no lab is associated with this course.

### **Echo806 Externship**

10 Credit Hours

300 Clinical Hours

Student will complete their 300 externship hours in a hospital or clinic setting under the direct supervision of a registered echocardiographer. This experience is meant to help the student apply their skills to a “real patient” setting.

## 5 COURSE DESCRIPTIONS

### **DIPLOMA** **MEDICAL ASSISTING WITH PHLEBOTOMY**

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. After completion of this program graduates will be eligible to sit for a national certification from National Health Association (NHA) in medical assisting and phlebotomy.

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

Credit Hours: 65

Total Hours: 1195

In-Class Hours: 900

Out of Class Hours: 295

Program Length: 40 weeks

Delivery Method: Blended

Course Number	Course	Credit Hrs
ANA101	Anatomy & Physiology	4
ECG100	Basic Arrhythmia/ECG	3
EXT200	Externship	6
LAS120A	Success Skills	4
LAS130A	Professional Development	4
MED100	Medical Terminology	4
MED110	Medical Math	4
MED115	Pharmacology	4
MED135A	Medical Administrative Procedures	4
MED150	Clinical Procedures I	3
MED155	Clinical Procedures II	3
MED160	Laboratory Procedures I	3
MED165	Laboratory Procedures II	3
MED175	Medical Assisting Certification Review	4
PHL116	Phlebotomy Techniques I	4
PHL117	Phlebotomy Techniques II	4
PTH100	Pathology	4

**Total Credits Required for Graduation** **65**

## 5 COURSE DESCRIPTIONS

### DIPLOMA MEDICAL ASSISTING WITH PHLEBOTOMY COURSE DESCRIPTIONS

#### **ANA101 Human 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.

#### **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.

#### **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. Must be completed in the final quarter of the program.

#### **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 critical thinking. This course also teaches introductory Microsoft Office application 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.

#### **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 resume, 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 clinicals and externships. Certification and licensure requirements will be covered.

## 5 COURSE DESCRIPTIONS

### **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.

### **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.

### **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.

### **MED135A Medical Administrative Procedures**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

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

### **MED150 Clinical Procedures I**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

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

## 5 COURSE DESCRIPTIONS

### **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.

### **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.

### **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.

### **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, and a practice exam.

### **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.

## 5 COURSE DESCRIPTIONS

### **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.

### **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.

## 6 OWNERSHIP, LEGAL CONTROL & ADMINISTRATION

ATA College is incorporated as an L.L.C. and domiciled in the State of Oklahoma, ATA is a Kentucky corporation and owned by A Technological Advantage, Inc. It is operated by a Board of Directors and headed by the President.

### **A Technological Advantage, Inc. Ownership**

ATA Employee ESOP

Mr. Brent Mills

#### **Board of Directors**

Brent Mills	President & CEO, Board Chair
Sutton Mills	Vice Chair
Brett Weber	Vice President & CEO, Corporate Secretary

In order to achieve excellence in training, our administrative and educational staff are dedicated and qualified to perform the task designated to them as they oversee the fulfillment of our students' goals.

#### **Corporate Directors**

Brett Weber	Vice President
Jeremy Wright	Controller
Kyle Riggs	Vice President of Marketing and Admissions
Chad Bertelkamp	Vice President of Financial Aid
Kyle Weber	Director of Accreditation and Compliance
Gay Pearce BS, RN	Corporate Director of Nursing/Quality Assurance Director
Dr. Judith Gail LeBlanc RT, RDMS	Corporate Director of Diagnostic Medical Sonography

#### **Administrative Department**

Richard Dixon	Campus Director
Sandra McConnell, RCS	Career Services
Mandy Goodnight	Financial Aid
Karen Spurgeon	Financial Aid
Angela Manzanares	Accreditation and Compliance Officer
Tammy Holden	Registrar/Student Services
Stephanie Gunsel	Administrative Assistant

#### **Education Department**

Dr. Stephan Dobratz	Medical Director
Anna Lewis, BS, MS, RMA	Director of Education
Paula Paul, BSN, RN	Program Director - Nursing
Michael Knight, RDMS	Co-Program Director – DMS
Gail LeBlanc, MS, RT, RDMS	Co-Program Director - DMS
Janelle Liftee, RDMS	Program Director - Echo

## 6 OWNERSHIP, LEGAL CONTROL & ADMINISTRATION

### **ADVISORY BOARD**

ATA has invited distinguished persons to be the members of its school advisory board. Members include representatives of the Tulsa medical and business community, clinical instructors, and past ATA graduates. The panel is appointed to this honorary position for a period of three (3) years. Because of their expertise in the programs and courses taught at ATA, their guidance and assistance in terms of curriculum development and upgrades and teaching methodology is considered very valuable to the school and students. The advisory board meets formally once a year. However, board members are available for one-on-one consultation any time requested at their convenience.

### **ACCREDITATION**

ATA College is institutionally accredited by the Accrediting Bureau of Health Education Schools - ABHES.

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
(301) 291-7550  
[info@abhes.org](mailto:info@abhes.org)

**ATA College - Tulsa Tuition and Fee Schedule****Addendum to ATA College Enrollment Agreement****The Pricing Will Be Effective for the Term Beginning on November 17, 2025****Application Fee - \$25.00 for all nursing applicants**

Program	Credential	Method of Delivery	# of quarters	Credit Hours	Tuition Credit Hr.	Total Tuition	Registration Fee (cash)	Nursing Fee	Total Est. Std Fees	Est. Book Charges	Total Cost
Echocardiography Technician	Diploma	Residential	4	33	\$225	\$7,425	\$200	N/A	\$200	\$550	\$8,175
Medical Assisting w/ Phlebotomy	Diploma	Blended	4	65	\$230	\$14,950	\$50	N/A	\$50	\$2,200	\$17,200
Diagnostic Medical Sonography	AAS Degree	Blended	7	122.5	\$276	\$33,810	\$200	N/A	\$200	\$2,900	\$36,910
Practical Nursing (PNA)	AOS Degree	Blended	6	95	\$320	\$30,400	\$50	\$2,154	\$2,204	\$2,779	\$35,383

Seminar	Hours	Price
Physics 1	18	\$200
Physics 2	18	\$200
Physics Registry Review	24	\$200

Notice: Any credit transferred in that reduces the length of the program will reduce the cost of the total program. The amount of credit will be based on the current tuition and fee schedule at the time of the transfer. Student charges for tuition are assessed at the beginning of the academic quarter once transfer credit has been determined.

My signature below indicates my understanding that this document is an official addendum to my enrollment agreement and the ATA Catalog.

This reference is made to the ATA enrollment agreement marked revised 2-6-2025 catalog volume 6, effective 2-6-2025.

For additional fees that may apply please refer to the ATA catalog.

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 Signature

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 Date

\* Students may opt to purchase a laptop for \$550 through ATA if enrolled in a program offering distance education courses.

Tuition fees do not include scrubs. Shoes are not included. Clinical rotation sites may require proof of the following immunizations: TB, Hepatitis B, Varicella, MMR, and Tetanus, which the student will be required to provide proof vaccination or get the immunization. BLS CPR card (Basic Life Support for Healthcare Provider approved by the American Heart Association). Non-compliance of these requirements may delay his/her externship phase.



MAIN CAMPUS

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Accredited by the Accrediting Bureau  
of Health Education Schools