



# ata

## CAREER EDUCATION

LEARN WELL. LIVE WELL.



**COURSE CATALOG**

**SPRING HILL CAMPUS**

Volume 30: July 2025

# TABLE OF CONTENTS

<b>Academic Calendar .....</b>	<b>5</b>
<b>1. About ATA.....</b>	<b>6</b>
History .....	7
Mission .....	7
Ownership .....	7
Licensure .....	7
Accreditation .....	7
Notice .....	7
Staff .....	8
Location .....	9
Facility.....	9
Maximum Number of Students in Class .....	9
<b>2. Admissions Policy.....</b>	<b>10</b>
Admissions Philosophy.....	11
General Admission Requirements.....	11
Admission into Distance Learning Programs .....	11
Online Enrollment Requirements .....	12
Online Technology Requirements .....	12
Admission Policy for Practical Nursing Program .....	12
Home Schooled Applicants .....	13
Non-Discrimination Policy.....	13
Transfer Credit/Advanced Placement .....	13-14
Advanced Placement/Experimental Learning.....	14
Proficiency Testing.....	14
Veteran’s Credit for Previous Education or Training .....	14
<b>3. Academic Policies.....</b>	<b>15</b>
Social Media Policy.....	16
Knowledge of Policies .....	16
Attendance Policy.....	17
Veteran’s Attendance Policy.....	17
Tardy Policy.....	18
Make-up Work .....	18
Leave of Absence .....	18
Leave of Absence .....	18
Credit Hour Definition .....	18
Grading Scale .....	19
Withdrawal Grading Policy.....	20
Satisfactory Academic Progress Policy.....	21-25
Academic Recovery Plan .....	25
Re-Entering Students.....	26
Termination .....	26
Standards of Academic Progress for VA Students .....	26
Grade Appeal.....	26
Academics Review Committee (ARC).....	27
Academics Review Committee Appeal Panel .....	27
Externship Retake Policy .....	27
Withdrawals .....	28

# TABLE OF CONTENTS

Dismissal.....	28
Graduation Requirements .....	28
Appeals.....	28
Transcripts.....	28
Required Levels of Performance for Graduation .....	28
Type of Document Awarded Upon Graduation.....	28
School Calendar.....	28
Class Hours.....	28
FERPA .....	29
The Telephone Consumer Protection Act (TCPA).....	29
ADA.....	29-30
Drug & Alcohol Policy .....	30
Campus Security Act .....	31
Title IX Compliance .....	32
<b>4. Conduct Policy &amp; Dress Code.....</b>	<b>33</b>
Conduct Policy.....	34
Dress Code .....	34
<b>5. Student Services .....</b>	<b>35</b>
Relevant Coping Skills .....	36
Housing, Health, Transportation, Child Care .....	36
Student Records.....	36
Academic Advising and Tutoring .....	36
Career Services.....	36
Learning Resource Center.....	36
<b>6. Financial Policies.....</b>	<b>37</b>
Tuition and Program Expenses.....	38
Financial Assistance .....	38
Financial Aid Programs .....	38
Scholarships .....	39
Grants.....	39
Loans .....	39
Loan Repayment .....	39
Veteran’s Educational Benefits .....	40
General Information for Financial Aid .....	40
Financial Aid Probation or Suspension .....	40
Financial Aid Reinstatement .....	40
Terms and Methods of Payment.....	40
Cancellation and Refund Policies.....	40
Institutional Refund Policy.....	41
Withdrawal and Refund Policy for students receiving Title IV.....	41
Veterans’ Refund Policy.....	42
Collections Policy .....	42-43

# TABLE OF CONTENTS

<b>7. Programs .....</b>	<b>44</b>
Programs Offered.....	45–57
<b>8. Course Descriptions .....</b>	<b>58</b>
Course Descriptions.....	59–77
<b>9. Student Complaint/Grievance Policy .....</b>	<b>78-79</b>

# 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

**ABOUT  
ATA CAREER EDUCATION**

**1**

# 1 ABOUT ATA CAREER EDUCATION

## HISTORY

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

In October 2010, ATA acquired the Spring Hill campus of the Career Institute of Florida. A process began to replicate the successful course offerings of ATA College. ATA committed to continue the current student population at the time of the purchase through either graduation or withdrawal. In November 2011, ATA enrolled the first classes of students in the ATA programs.

## MISSION

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

## OWNERSHIP

A Technological Advantage, DBA, ATA College and ATA Career Education, are wholly owned by A Technological Advantage, Inc., a Kentucky Corporation.  
502-371-8330 : 502-371-8598 (fax)

## LICENSURE

ATA is licensed by the Commission for Independent Education (CIE) Lic. #3957, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the CIE at:

325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
(850) 245 3200  
(888) 224 6684

## ATA is approved by the following:

- Florida Board of Nursing - Practical Nurse license  
US70411700
- Florida Board of Dentistry, Expanded Duties/  
Radiology Program
- Career Central Workforce Investment Funding

## ACCREDITATION – Institutional

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 208852  
(301) 291-7550

## NOTICE

The school, through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of attendance. ATA reserves the right to change fees, policies, regulations and calendar or to revise programs of study as deemed necessary and desirable. Any such changes would only occur provided they are within the terms and conditions of the enrollment agreement between ATA and the student. Additionally no undue hardship or disruption to the program of study would be placed upon the student. ATA will inform students of any administrative changes. 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 ABOUT ATA CAREER EDUCATION

## STAFF

The staff of ATA is a small team of dedicated professionals who, together, have over two decades of professional and managerial experience in delivering education to adult learners. The principal staff members and faculty for all locations are:

### BOARD OF DIRECTORS

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

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

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

### CORPORATE DIRECTORS

Brent L. Mills	President & CEO, Board Chair
Brett Weber	Vice President
Ellie Mikel	Chief Operations Officer
Chad Bertelkamp	Vice President of Financial Aid
Jeremy Wright	Chief Financial Officer
Kyle Riggs	Vice President of Marketing & Admissions

### Spring Hill Administrative and Support Staff

Don Webb	Campus Director
Tracy Knox	Registrar/Student Services Manager
Lori Scribner	Director of Distance Education
Angela Manzanares	Accreditation & Compliance Officer
Kay Sturgis	Career Services Director
Ernie Machado	Financial Aid Advisor
Tanner Gallimore	Financial Aid Advisor
Azia Tillman	Student Services Advisor
Jennifer Hamilton	Administrative Assistant
Kalista Williams	Administrative Assistant
Marion Barile	Admissions Representative
Vickie DeSosa	Admissions Representative
Jennifer Johnson	LRC Manager
Brian Hamilton	IT Technician

## FACULTY

A complete faculty listing is included in Addendum A.

# 1 ABOUT ATA CAREER EDUCATION

## **LOCATION**

Spring Hill Non-Main (Lic.#3957)  
7351 Spring Hill Drive, Unit 11  
Spring Hill, Florida 34606  
352-684-3007

## **FACILITY**

ATA's Spring Hill campus is approximately 18,000 square feet in size and is located in a retail center on Spring Hill Drive. There are 20 classrooms, a dental assisting lab, medical assisting/phlebotomy lab, nursing lab(s) and a limited medical radiography lab.

Students have regular access to student services through ATA's personnel. The learning resource system facilities hold a collection of books, journals, CD-ROMs, and computer workstations with Internet access. The learning resource facilities are fully accessible to students during regular business hours. All classrooms are equipped with a white board, and LCD projector. Students use the computer lab to complete computer assignments, as required. Students in the Medical Assistant and Nursing and Limited Medical Radiography programs are provided with a fully-equipped medical lab, adequate for up to 20 students at a time.

## **MAXIMUM NUMBER OF STUDENTS IN CLASS**

The maximum number of students in a typical classroom or laboratory setting for an Allied Health class at ATA is normally 20.

**ADMISSIONS POLICY**

**2**

## 2 ADMISSIONS POLICY

### ADMISSION PHILOSOPHY

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

### GENERAL ADMISSION REQUIREMENTS ALL PROGRAMS

ATA Career Education's minimum requirements for application in any program are to be either a high school graduate or have a Graduate Equivalency Diploma (GED) from an accredited institution. All applicants to ATA Career Education must authorize ATA to perform a background check. Background checks include, but are not limited to: criminal record check, social security number validation, and sex offender registry check. All information collected in the background check is considered in the admission process. Applicants with felony convictions will not be accepted to ATA Career Education. Additionally, ATA may decline admission to applicants who, in ATA's sole opinion, may have difficulty finding employment in their field of application as a result of issues disclosed on their background check.

ATA'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 students transcripts from both high school and college(s) previously attended. At this point the student will complete an enrollment agreement and will be scheduled to attend a new student orientation. The student will then receive a completed copy along with an electronic copy of the course catalog. Practical nursing students also receive a copy of the program handbook. Students meet with financial aid to determine what aid may be available to cover educational costs. ATA may deny admissions to an otherwise qualified candidate.

Communicate (verbal and written) effectively in English. If the applicant does not demonstrate proficiency, the applicant will be required to provide proof of English literacy via:

Provide evidence of completion of a TOEFL exam at the following level:

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

### 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; an ACT Composite Score of 19 or above, SAT Composite Score of 1030 or above, or a PAX Composite Score of 92 or above.

### ADMISSIONS REQUIREMENTS FOR DISTANCE EDUCATION

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

Prospective distance education students will speak to admissions personnel via email, over the phone, or via a video conference call. If the prospective person wishes to enroll at that point the admissions representative will transit/send an electronic packet over to the student. The student and the administrator will sign the enrollment packet electronically and the student will then receive a completed copy along with an electronic copy of the course catalog. Practical nursing students also receive a copy of the program handbook. The orientation will also be completed virtually for the convenience of the student.

## 2 ADMISSIONS POLICY

### 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

### ONLINE TECHNOLOGY REQUIREMENTS

The online student must have access to a reliable computer (excluding Chromebooks) 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

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 POLICY FOR PRE-LICENSURE PRACTICAL NURSING DIPLOMA PROGRAM

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

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

ATA reserves the right to:

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

## 2 ADMISSIONS POLICY

### 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 Career Education's general admission as well as programmatic admission requirements. Applicants who are unable to verify that they have completed high school requirements are required to obtain their General Education Diploma before being accepted.

### NON-DISCRIMINATION POLICY

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

ATA Admissions Representatives cannot make any guarantees to the applicant with regard to acceptance to the school, transfer of credit to or from the school, or class schedules.

ATA Career Education admits students on a rolling basis. As students are determined to be properly qualified they are permitted to complete the admission process.

### TRANSFER CREDIT/ADVANCED PLACEMENT

#### 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 Career Education 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 total cost of the program. Generally, no more than 25% of the total program credits may be applied toward any program of study at ATA. Exceptions to this may can be made by Student Services, the Registrar, and the Program Director. Student tuition charges are applied for the credit hours taken by a student in any given quarter of study. The amount charged the student is based on the current tuition and fee schedule. Students who have earned a Bachelor's Degree or Associates Degree at another accredited institution are exempt from taking Success Skills.

## 2 ADMISSIONS POLICY

### 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.

### 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 C 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 ATA Credits

ATA programs are considered to be vocational/terminal in nature and it is assumed that credit for any course cannot be transferred to another institution.

## ADVANCED PLACEMENT/EXPERIENTIAL LEARNING

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

## PROFICIENCY TESTING

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

1. A test out may only be taken one time per student.
2. A student may not test out of a course that he/she had previously started and withdrawn from.
3. A student may not test out of any academic subject in which a grade has been received.
4. The student will receive a grade of "P" if credit is granted. Test out results are not computed in the student's GPA, but are counted as credits completed.
5. Once a test out has been formally requested by the student and contract has been made by the proctor/test out coordinator, the student must complete the test within the 30-day time limit indicated on the test out request form.

## VETERAN'S CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately and the VA and the student notified.

**ACADEMIC POLICIES**

**3**

## 3 ACADEMIC POLICIES

### Social Media Policy

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

- 1. Protect confidential and proprietary information:**  
Do not post confidential or proprietary information about ATA students, employees, or alumni. All persons must follow the applicable federal requirements such as **FERPA** and **HIPPA**, as well as **NAIA** regulations. Adhere to all applicable institutional and legal privacy, confidentiality and property policies and laws
- 2. Respect copyright and fair use:**  
When posting, be mindful of the copyright and intellectual property rights of others and of the College.
- 3. Use ATA intellectual properties only with permission:**  
No user may establish social networking sites that use the ATA Career Education logo or other intellectual properties such as photography, vide, artwork and publications copyrighted to the College without authorization from the College. It is a violation of social networking site policies to represent an institution without authorization.
- 4. Dissemination official information:**  
Public Relations and other designated offices are responsible for posting and publishing online official information on behalf of the College.
- 5. When using College e-mail:**  
You are accountable for all activity conducted with your College e-mail address or when identifying yourself as a member of the College community. The “@ata.edu” address attached to your name may indicate to others that you are acting on the College’s behalf so be clear when that is not the case.
- 6. Know the terms of services of your social media platform:**  
Be sure to understand and follow the terms of service of any social media platform you use. You are personally responsible for compliance.
- 7. Be accurate and transparent:**  
Have the facts before you post. If you post inaccurate information then correct it quickly. Social networks are successful when they offer authentic and direct communications via user-generated content. Social networks are interactive with a two-way flow of information. If you are representing ATA when posting, acknowledge this by including your name and job title or department as a signature to your post.
- 8. Respect others’ privacy**  
Take care not to post private information concerning others such as e-mail from a colleague or contact information. Please exercise good “netiquette.” Social networks are in the public realm and are not appropriate venues for the discussion or dissemination of private matters.
- 9. Anything posted on the internet is out there for all to see even if later you attempt to delete it, so be careful in what you post.**

### KNOWLEDGE OF POLICIES

Each student is responsible for knowing the ATA rules, requirements, and policies. The catalog is the normal publication for policy statements; but corrections, changes, or interpretations can be published by other means, including electronic means, anytime throughout the student’s attendance. Students will be notified of any changes, and provided access to the revised catalog upon implementation of any changes. Undue hardship or disruption to the program of study would not be placed upon the student, as a result of any changes applied by ATA.

## 3 ACADEMIC POLICIES

### ATTENDANCE POLICY

Students are required to maintain a minimum attendance rate of 80% of the scheduled hours in each course to achieve satisfactory attendance. There will be no distinction made between excused and unexcused absences. Students who do not achieve satisfactory attendance may be withdrawn from a course and receive a grade of “W” withdrawn or “WF” withdrawn failing. Absent time will accrue for tardiness and early departure.

Absence beyond 20% level will be reviewed by the retention board (Program Director, Student Services office, and the instructor) upon the student’s submission of documentation citing the mitigating circumstances. Mitigating circumstances include serious illness, death of immediate family member, jury duty, military duty, court proceedings. Final determination of mitigating circumstances is up to the retention board.

### ATTENDANCE POLICY: DISTANCE EDUCATION COURSES

All students are expected to engage in their online classes weekly. Students will be required to complete at least one assignment, quiz, and discussion for each online course. If there is no engagement in the first two weeks of the term, a student is automatically cancelled out of that class.

### VETERAN’S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students’ files. Early departure, class cuts, tardies, etc. for any portion of a class period will be counted as time absent which accrues to the maximum allowable absence. Students exceeding 20% of the course meetings unexcused absences in a quarter (10 weeks) will be terminated from their VA benefits for unsatisfactory attendance. The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes. VA students must show good attendance for one term prior to being recertified for VA educational benefits. Make-up work will not be reimbursed by the VA nor will make-up work be utilized to cancel or otherwise negate absences.

#### Attendance Policy for Student Receiving VA Educational Benefits

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

The College will not take any of the following actions when a service member receives an order for a period of service (i.e., active duty, inactive duty training, or state service):

- Assigning the member a failing grade,
- Reducing the member’s grade point average,
- Characterizing any member’s absence(s) as unexcused, or
- Assessing a financial penalty on a member because of a withdraw or leave of absence due to receiving orders for service.

The College will take the following actions when a member withdraws or takes a leave of absence from a course(s) due to receiving orders for a period of service:

- Refunding all tuition and fees paid for the academic term to the appropriate party,
- Assigning a grade of incomplete (or equivalent) for the course(s) during the term, and
- Providing the opportunity to complete the term after the period of service.

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

In accordance with Title 38 US Code 3679(e), ATA Career Education adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation &

## 3 ACADEMIC POLICIES

Employment (Ch. 31) benefits, while payment to the institution is pending from VA. The College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

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

### TARDY POLICY

In order to foster student responsibility, minimize classroom interruptions, and avoid unnecessary embarrassment, it is important that students arrive to school on time. It is for these reasons that ATA administrative personnel have instituted a formal tardy policy. A student is considered tardy if he/she arrives more than 15 minutes after class begins, and that will count toward absent time. A student is also considered tardy if he/she leaves class before the scheduled class ending time. Each tardy will accumulate towards the 20% maximum absence policy. There will be no distinction made between excused and unexcused tardiness.

### MAKE-UP WORK

Students will be required to make-up all assignments or other work missed as the result of any tardiness or absence. The student must make arrangements with the instructor to ensure that all work is made-up before the end of the course in which the work was missed. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to make-up a missed exam must be made with the instructor prior to the first class session following an absence. It is the student's responsibility to make arrangements with the instructor for time, place, and supervision. All arrangements are subject to approval by the Instructor.

### LEAVE OF ABSENCE

ATA Career Education does not have a leave of absence policy (LOA). Any student requesting leave of absence is treated as a withdrawal and refund calculations are applied accordingly. A student who has withdrawn from school and wishes to re-enter must apply for re-entry by contacting ATA admissions personnel.

### CREDIT HOUR DEFINITION

- 10 lecture hours = 1 credit hour
- 20 laboratory hours = 1 credit hour
- 30 externship hours = 1 credit hour

A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period. Care is taken in scheduling breaks.

### 3 ACADEMIC POLICIES

#### GRADING SCALE

All courses at ATA Career Education are graded on a 4.0 scale. Letter grades are issued and traditional Grade Point Averages (GPA) are calculated.

Letter Grade	Definition	Quality Points
A	90% - 100% = Excellent	4
B	80% - 89% = Above Average	3
C	70% - 79% = Average	2
F	0% - 69% = Failing	0 A grade of F is considered failing.
W	Withdrawn	Not Computed
P	Passing	Not Computed
I	Incomplete	Not Computed
T	Transfer Credit	Not Computed
FR	Repeat	Not Computed
AU	Audit	Not Computed

Externship/Clinical Courses at ATA are taken on a pass/fail basis.

P	Passing
F	Failing

Pass/Fail grades are not calculated in the qualitative progress measure but are calculated in the measure of quantitative process.

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction in a 60-minute period. ATA expects its students to do outside work each week to support the time in class. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned. For each credit hour of a class a student should anticipate that there will be 5 hours of outside work during the quarter. So for a 4 credit hour class there will be 20 hours of outside work over the 10 week period. Outside work is not applicable to clinical/externship classes.

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

Outside Class Work/Library Assignments: Students will have reading assignments, case studies, review questions, and web assignments. Students may conduct an in-depth research assignment utilizing resources such as online libraries, primary and secondary research data, case studies, and journal articles. All research must follow the APA format. It is estimated that there is 5 hours of outside work for each credit hour in a course. Thus a 4-credit hour course would have 20 hours of outside work.

#### 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.

## 3 ACADEMIC POLICIES

### PROGRAM PROGRESSION POLICY

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

Students must achieve an 80% average in each subject taught during each quarter of the nursing program, with the exception of basic requirement/general education courses. A student who fails four (4) nursing courses (NPN, PHA, and PRA courses) in the program curriculum will have their enrollment terminated. A student will have only two (2) opportunities to be successful in NPN140, as long it does not exceed four (4) nursing course failures. A student that fails or withdraws from NPN140 two (2) times will be terminated from the nursing program. A student must successfully pass theory, skills and clinical, or he/she must repeat the entire class.

### LPN Grading Policy

ANA101N, LAS120NA, MED100N, MED105A, MIC100, and NUT100N follow the grading scale below:

90 to 100: A (4.00)

80 to 89: B (3.00)

70 to 79: C (2.00)

0 to 69: F (0.00)

Students whose enrollment commenced after 9/3/19 in a course with the following extension(s) NPN, PHA, PRA will follow the grading scale below.

94 to 100: A (4.00)

87 to 93: B (3.00)

80 to 86: C (2.00)

0 to 79: F (0.0)

### WITHDRAWAL GRADING POLICY

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

- A student has 15 calendar days after the term start date to notify ATA administrators of any request to add/drop a course from their schedule.
- After 15 calendar days, the students schedule is locked and the student incurs charges based on the schedule of classes in which they are enrolled.
- If student does not attend a class at any time during the first 15 calendar days of the term, their enrollment is automatically cancelled out of that class on the add/drop day. They incur no charges for that class.
- If student attends a course in week 1, those hours will 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 student services.
- This notification can be made by emailing student services or by signing into your student portal and designating which class you wish to drop/cancel.
- Student must drop a course scheduled for the 2nd 5-weeks of the quarter during the first 15 calendar days of the quarter and before sitting in any class meeting. If student attends one class meeting of a 2nd 5-week course, the student will be charged.
- If the student drops a 2nd 5-week course during add/drop period, student will be canceled with no charge and financial aid eligibility is adjusted.
- If the student attends the course which starts during the 2nd 5-weeks of the quarter even once, they are charged and paid federal student aid based off attendance in that class.
- Students who withdraw or are withdrawn from a class during weeks 3-7 of the quarter will receive a grade of "W" withdrawal on their permanent academic transcript.
- Students withdrawing or being withdrawn during weeks 8-10 will receive a grade of "WF" withdrawal failing on their permanent academic transcript.
- The "WF" will not be averaged in the student's GPA. In calculation of the quantitative measure every attempted credit hour will count toward the 150% maximum attempt level.

## 3 ACADEMIC POLICIES

### Add/Drop Policy for 5-week term

- 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 signing into your student portal and designating which class you wish to drop/cancel.

Students may also provide notification to Student Services personnel.

Students who miss 3 consecutive classes of class section will be administratively withdrawn. Mitigating circumstance notwithstanding.

### LAST DATE OF ATTENDANCE FOR DISTANCE EDUCATION COURSES

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

### COURSE RE-TAKE POLICY

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

### SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

#### A. Qualitative Standards (Cumulative Grade Point Average)

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

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

- 0 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 academic/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 academic/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.

### 3 ACADEMIC POLICIES

#### 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:

#### Qualitative Requirement-Cumulative Grade Point Average (GPA)

Qualitative progress is measured at each evaluation point. ATA measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's GPA, except that of withdrawal (W) or incomplete (I) or a grade of (P) passing grade for an externship or bypass or transfer credit. If a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA.

#### SAP Table:

Evaluation Period	Cumulative Quarter Credits Attempted (including transfer and bypass credit)	Minimum Percentage of Cumulative Credits Completed	Minimum CGPA
1	0 to 17	50%	1.5
2	17.1 to 26	50%	1.75
3	26.1 or more	67%	2.00

The following are considered when evaluating quantitative satisfactory academic progress:

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

### 3 ACADEMIC POLICIES

#### STUDENT STATUS DEFINITIONS

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

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

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

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

**Academic Probation by Appeal** - A previous “Suspension” status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student may be eligible to receive Title IV HEA and/or Florida state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

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

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

#### FINANCIAL AID WARNING AND SUSPENSION

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

### 3 ACADEMIC POLICIES

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

#### **FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS**

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

Re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process. Upon any evaluation that affects a student's eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be placed in the Student's Portal. A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the College and/or loss of Title IV HEA or Florida state financial aid may utilize the appeal process as outlined in this policy.

#### **Mitigating Circumstances**

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

#### **Satisfactory Academic Progress (SAP) Appeal Policy**

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

### 3 ACADEMIC POLICIES

student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that

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

1. Current date, student's full name as listed in College records, student College issued ID number and student signature;
2. Specific request for reinstatement of financial aid, if desired;
3. Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;
4. Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to: a. Death notice of a relative; b. Student illness documentation provided by a doctor and/or other medical practitioner; c. Police Accident Reports; d. Military Activation Orders; e. Other documentation of special circumstances.
5. Explanation of what and/or how circumstances have changed that will facilitate the student's success in the future.

#### **ACADEMIC RECOVERY PLAN**

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

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

If a student changes their program, those credits previously taken and that will apply to the new program will be considered as credits attempted and earned and will be used in the calculation of SAP in the new program of study.

### 3 ACADEMIC POLICIES

However, a student leaving one program on financial aid warning will enter the new program on financial aid warning. A student graduating from one program and wishing to re-enter into a new program will have all applicable credits transfer into the new program. An evaluation of their transcript will be done using the same procedure as that for credits from another institution. Any equivalent courses will be transferred into the new program and the student's program length will be adjusted accordingly. Credits that transfer into the new program will be counted as hours attempted and earned and will be calculated into the student's completion rate and grade point average.

#### RE-ENTERING STUDENTS

Students re-entering ATA Career Education will have their academic records reviewed and a determination made on qualification for re-entry. Any student approved to re-enter the College from a financial aid warning or suspension status will automatically be placed on financial aid warning until SAP as previously outlined has been met. The College reserves the right not to re-admit a student who has been dropped or withdrawn for academic, disciplinary, and/or adverse criminal background. Students who are on SAP warning or probation by appeal will be permitted to change their program of enrollment only once.

#### TERMINATION

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

#### CANCELLATION OF AID

If a student's financial assistance is cancelled for failure to meet satisfactory progress, the student will be notified in writing informing him/her of the cancellation of financial aid and termination from ATA as well as the requirements for appeal and reinstatement.

#### STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each quarter (term, quarter, semester, evaluation period, etc.)

A VA student whose CGPA falls below 2.0 at the end of any quarter (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0. Termination of enrollment is a final action which prevents the student from re-enrolling with ATA.

#### GRADE APPEAL

If a student has the reason to believe that a grade he/she has received is incorrect, the student should first contact the instructor to resolve it. If satisfactory resolution is not reached, the student may consult Student Services or the Office of the Registrar and appeal his or her grade by obtaining a Petition for Appeal form. The completed petition for grade appeal form must be submitted by the student to the registrar's office within the first week of the subsequent quarter. The program director reviews the grade appeal with the instructor and makes a determination.

If student is not satisfied with the decision, he/she may wish to appeal in writing a letter addressing his/her concerns and submitting it to the Office of the Registrar within 4 weeks of the date of initial submission of the petition for grade change. The Registrar will forward the appeal request to the Academics Review Committee (ARC) for further review.

### 3 ACADEMIC POLICIES

#### **ACADEMICS REVIEW COMMITTEE (ARC)**

The Academics Review Committee (ARC) is comprised of program directors, faculty, and student services. The Student Services manager will request a student conference to discuss incidents of possible academic dishonesty, plagiarism or violation of the student code of conduct.

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

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

#### **ACADEMICS REVIEW COMMITTEE APPEAL PANEL**

The Appeal Panel is comprised of the Program Director, Registrar, and Campus Director. Students have the right to appeal any ARC decision in writing to the Executive Committee. The panel will make a final determination of any disciplinary action.

#### **EXTERNSHIP RETAKE POLICY**

Some ATA programs require a student to complete an externship in order to graduate. The externship course is offered on a pass/fail basis.

Students in some degree and diploma programs are required to complete an externship component as outlined on the program description page. This externship is completed during the last quarter of enrollment. Students in externship may be permitted up to 5 additional weeks following the end of the externship period to complete the number of required hours in externship. Permission to extend the externship must be received from the Program Director.

The externship is a capstone course which provides the opportunity for the student to gain hands-on experience in a real-life workplace. ATA has a number of affiliation agreements with our externship partners. On occasion an externship affiliate site will require ATA to remove a student from their site due to issues occurring at the site. Examples of such are: inability to perform assigned tasks, failure to show up at the pre-determined time without calling, unprofessional behavior and/or appearance at the site.

If a student is removed from/fails an externship site during their first attempt, the student will be responsible to find their own site. The student must notify Career Services of the site as the site must be approved by ATA personnel. Once a site is located Career Services personnel will initiate a signed externship agreement with the student and site personnel. The student may re-enroll for a second externship attempt to commence on the first day of the next quarter. If a student is removed from/fails their second externship attempt the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is not allowed to bridge to another program.

Students who are removed/fail an externship will not be permitted to carry any successful hours that they completed forward to their next externship attempt.

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

If a student is removed from their second location the student will not be allowed to complete the program and their enrollment with ATA will be terminated. Once this action occurs the student is also not allowed to bridge to another program.

## **3 ACADEMIC POLICIES**

### **WITHDRAWALS**

A student who does not complete a course will be withdrawn from the course and receive a grade of “W” withdrawal or “WF” withdrawal failing. A student should not withdraw from a quarter without prior notification. Students who withdraw from ATA are dropped from all classes and may be eligible to re-enroll, upon acceptance from the re-enrollment committee. Upon approval, the student may complete the re-enrollment process by signing a new Student Enrollment Agreement and will be charged the current rate of tuition if they decide to return. Refunds are calculated for all students according to the policies in our catalog and Student Enrollment Agreement.

### **DISMISSAL**

A student may be dismissed from school for the following reasons: failure to maintain the established academic standards of the school (see academic policy), failure to be current in all financial obligations to ATA Career Education, excessive classroom and/or school activities. Students who are dismissed/suspended due to failing to maintain established Satisfactory Academic Progress standards are dismissed for 1 academic term. Students convicted of a felony during the course of their schooling will be immediately terminated.

### **APPEALS**

A student who has been dismissed may appeal the decision if special or mitigating circumstances exist. Any student must explain the circumstances precipitating his/her dismissal and what plans the student has to eliminate those circumstances in the future. ATA defines extenuating circumstances to be serious illness, family emergency or death of a family member.

### **TRANSCRIPTS**

A permanent record of academic progress for each student is kept on file with the school. A student may request a copy of this record by submitting a written request to the Office of the Registrar. There is no charge for the first official transcript; however, all subsequent requests must include a \$10.00 fee. Transcripts will not be released for a student who is in debt to ATA Career Education.

### **REQUIRED LEVELS OF PERFORMANCE FOR GRADUATION**

The following requirements must be met by a student in order to qualify for graduation from ATA Career Education programs:

- 2.0 Cumulative Grade Point Average.
- Complete the program within 150% of the normal program credit hours.
- Maintain Satisfactory Academic Progress.
- Complete all designated requirements (tests, assignments, papers, etc.) of the program.
- Satisfy all financial obligations to the school.

### **TYPE OF DOCUMENT AWARDED UPON GRADUATION**

Upon successfully completing all requirements of the ATA Career Education program, the student will receive a diploma. Any additional third-party industry certifications are accomplished through third-party testing. The student, not ATA Career Education, is responsible for completion of third-party testing. ATA Career Education does not issue industry certifications. For certification preparation programs, the student should understand that ATA Career Education is offering preparation training only, and does not offer nor guarantee the certification itself.

### **SCHOOL CALENDAR**

ATA operates on a 10-week quarter calendar.

### **CLASS HOURS**

Day Classes: Monday through Friday from 8:00am – 6:00pm. Evening classes: Monday through Friday 3:00pm – 11:00pm. Nursing clinical times may vary and fall outside normal day/evening class schedules, including Saturdays. Administrative Offices are open from 8:00am to 5:00pm Monday through Thursday, and 8:00am to 2:00pm on Friday. Classes will begin promptly at their assigned start times and remain in session until the established end-of-class time.

### 3 ACADEMIC POLICIES

#### FERPA

ATA provides an annual publication in the school catalog and on the ATA website regarding Family Education Rights and Privacy Act (FERPA). Students and parents of dependent students have the right to review a student's educational records, to request amendment to an educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with FERPA. Students and parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

ATA discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the school has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School. Upon request, the College also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Family Educational Rights and Privacy Act, a Federal law, requires that ATA, with certain exceptions, obtain a student's written consent prior to the disclosure of personally identifiable information from their education records. However, ATA may disclose appropriately designated "directory information" without written consent, unless you have advised ATA to the contrary in accordance with ATA procedures. FERPA defines "directory information" as information that is generally not considered harmful or an invasion of privacy if released. ATA defines directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent educational agency or institution attended, and/or participation in recognized activities. Upon enrollment, students sign a form regarding disclosure of directory information. Students wishing to amend their request for disclosure of directory information may do so in person with the Registrar's Office.

Additional information regarding FERPA rights can be found at: <http://www.atafl.edu/disclosures/Default.aspx>

#### THE TELEPHONE CONSUMER PROTECTION ACT (TCPA)

Student gives ATA and its affiliated third parties the authorization to call the cell phone number listed on an automated dialer system for accounting and collection purposes.

#### 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 affects the student's academic performance
6. Specific recommendations for accommodations to be made by the school

### 3 ACADEMIC POLICIES

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 should 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.

#### **DRUG/ALCOHOL POLICY**

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

ATA will provide for its students and employees a learning environment free of drugs and alcohol. All students and employees must comply with the policies, procedures and regulations imposed by ATA. ATA provides drug free awareness programs to its students and employees through assemblies, workshops, memos and drug free literature provided by the local drug abuse programs and treatment centers. ATA will post the names, address, and telephone numbers of local drug/alcohol counseling centers and rehabilitation programs. The school will support a student's and/or employee's decision to seek treatment for drug or alcohol abuse. The possession or distribution of illegal drugs and alcohol can result in fine or imprisonment under state or federal law, and the use of such substances can lead to significant health risks. Students may be asked by the Program Director, ATA, or the affiliating clinical/ externship facility to submit to individual, group, and/or random drug screens at any time. ATA reserves the right to determine the agency to conduct the drug screening. Refusal to comply with the requested screening within the timeframe directed can result in dismissal from ATA Career Education. Students and employees are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while on ATA's property or while engaging in ATA sponsored activities (field trips, holiday parties, picnics, etc.)

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

Consumer information is available online at: <http://www.atafl.edu/disclosures>

#### **Medical Marijuana**

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

Accordingly, the possession and use of marijuana by any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of ATA Career Education campus, going to and from and attending school sponsored functions (either on or off campus), events, and/or externships/clinicals. If a student is found to have used, possess

### 3 ACADEMIC POLICIES

or to have possessed marijuana in any of the instances stated above, the College will proceed with all actions and consequences that are afforded under any state or federal law, campus drug policy, or any other authority applicable to or adopted by the College.

#### **Definitions**

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

#### **Nondiscrimination**

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

#### **CAMPUS SECURITY ACT**

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

ATA will not tolerate mischievous and/or criminal actions by students or employees on school grounds or at school-related activities. All sexual offenses are included in ATA’s definition of criminal actions. Students and/or employees participating in criminal acts on campus or at school related functions will be automatically dismissed from school or terminated from employment by ATA. ATA reserves the right to prosecute any student or employee found participating in criminal activity.

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

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

ATA’s Campus Security Report is available on-line at: <http://www.atafl.edu/disclosures>

#### **Safety in Private Spaces Act**

In accordance with the Safety in Private Spaces Act, Florida Statute 553.865, a student who willfully enters a restroom designated for the opposite sex on the premise of the educational institution and refuses to depart when asked by any administrative personnel, faculty member, security personnel, or law enforcement personnel may result in disciplinary action up to and including suspension or dismissal from the College. In the event a student believes that the institution has failed to meet the minimum requirements for restrooms and changing facilities under Sections 553.865(4) and (5), F.S. he/she has the right to file a complaint with the Attorney General.

## 3 ACADEMIC POLICIES

### TITLE IX COMPLIANCE

ATA Career Education 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 Career Education's website: <https://www.ata.edu/disclosures/>

**CONDUCT POLICY  
& DRESS CODE**

**4**

## 4 CONDUCT POLICY & DRESS CODE

### CONDUCT POLICY

Students are expected to conduct themselves in a professional manner at all times. A student who conducts himself in a manner detrimental to ATA staff or other students will be terminated. The school's conduct policy prohibits, but is not limited to prohibiting:

- Foul language, verbal harassment, or other disrespectful behavior.
- Use, distribution or possession of non-prescription drugs or alcoholic beverages.
- Theft or other inappropriate use of school property and/or resources.
- Cheating of any kind.
- Engaging in any illegal activity on school grounds or while representing ATA.
- Exhibiting violent behavior toward staff, students or while on school grounds.
- Sexual harassment or displays of a sexual nature.
- Food brought into the classrooms.
- Drinks brought into the classrooms unless in a spill proof mug or a bottle with a sealable top.
- Cell phones are to be turned off during class and should not be visible. All emergency calls should be directed to call the office at the campus you are attending.

Violations of the school's conduct policy may be grounds for termination.

### ACADEMIC INTEGRITY POLICY

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

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

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

### DRESS CODE

All students are required to wear scrubs embroidered with the ATA Career Education logo. All clothes and appearances are to be clean and presentable at all times, and shall conform to the following:

- Students are not permitted to wear sunglasses, hats, or scarves, while in the building.
- Shoes must be clean, black or white closed-toe, and non-porous (leather/pleather) material.
- Fingernails should be kept short, color-free and neat in appearance. White tips, acrylic and overlay nails are not acceptable.
- Jewelry must be minimal and professional. Acceptable jewelry is a watch, wedding/engagement ring, and small earrings (no hoops or dangling earrings). Necklaces must tuck into the student's scrub top. Nose and any other facial piercings must be removed, or covered with a Band-Aid at all times.

For externship and lab days, the dress code is the same as above, but must include:

- Hair in a ponytail, if long enough, and must be kept up and away from the face.
- Watch with a second hand (for taking pulse).
- Stethoscope: Students are required to use their stethoscopes during labs and externships.
- Protective eyewear (glasses) during all invasive procedures.

**STUDENT SERVICES**

**5**

## 5 STUDENT SERVICES

Student Services supports the mission of ATA Career Education. Consistent with the institution's mission of providing quality instruction, hands-on training and effective career preparation, student services provides support and resources designed to promote successful graduates. The Student Services goal is to help students make the successful transition into student life, empower them to make decisions, and effectively move into the workplace. Students who request counseling relating to personal issues are referred to outside agencies.

### **RELEVANT COPING SKILLS**

Relevant coping skills are reinforced throughout the student experience at ATA. Students begin their training with skills courses and proceed through to Professional Development.

### **HOUSING, HEALTH, TRANSPORTATION & CHILD CARE**

ATA does not provide housing for students or assistance locating housing. ATA does not provide student healthcare or childcare for dependents of students.

### **STUDENT RECORDS**

Student records are permanently retained by ATA in locked, tamper and fire-resistant cabinets when not in use. Electronic copies of student records are maintained on a campus server, backup copies are made daily and stored off-site.

### **ACADEMIC ADVISING AND TUTORING**

ATA provides academic advisement to students to ensure their success. Advisement is provided to students failing to meet academic standards at the mid-quarter point of each course. A formalized advisement plan takes place when a student is placed on academic probation for failure to make satisfactory academic progress. Special assistance and/or tutoring arrangements are provided to students who require additional assistance. At any time, a student may arrange an appointment with the Director of Academic Affairs or their instructor.

### **CAREER SERVICES**

Information on job requests from businesses and industries will be made available to students. ATA does not promise or guarantee placement/employment after graduation, but will assist in obtaining initial contact with employers. Placement statistics are available upon request from the Career Services office and are available at the following web address: <http://www.atafl.edu/disclosures/Default.aspx>

### **LEARNING RESOURCE CENTER**

The Learning Resource Center is open Monday through Friday from 8am to 10:30pm. For assistance after 5:30pm, the front desk staff is available to assist students.

**FINANCIAL POLICIES**

**6**

## 6 FINANCIAL POLICIES

### TUITION AND PROGRAM EXPENSES

Each program at ATA has a designated tuition and expense schedule. Information regarding this is provided to the student prior to enrollment. The ATA Tuition and Fee Schedule can be found at:

<http://www.atafl.edu/disclosures/Default.aspx> tuition and fee schedule

Potential students are advised of program pricing and financial aid availability in a meeting with a financial aid advisor. This meeting provides an estimate of the anticipated aid available to the student should they choose to complete enrollment.

ATA reserves the right to modify its pricing structure as business needs dictate, and all such changes will be published in revised editions of this catalog or addenda to it.

### ATA FEES

General Fee (due quarterly) non-nursing students.....	\$200
General Fee (due quarterly) nursing students.....	\$200
Nursing Quarterly Technology Fee (PN).....	\$283.33
Change of Program/Restart/Bridge Fee .....	\$50
Bypass Exam Fee.....	\$50
Bypass Credit Fee.....	\$150
Nursing Clinical Make up Fee .....	\$200
Academic Transcript Fee .....	\$10
Student ID Replacement Fee .....	\$10
Certificate/Diploma reprint fee .....	\$50

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

### FINANCIAL ASSISTANCE

ATA can assist the student in making application for financial aid. Financial aid advisors are available to meet with students individually to answer questions and guide them through the aid process. Professional and courteous service guarantees that students understand financial options and are ready to complete their career goals.

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

Students may seek additional funding sources to the direct loans offered through the school.

### FINANCIAL AID PROGRAMS

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

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

## 6 FINANCIAL POLICIES

Approved financial aid programs (available to those who qualify) include:

### SCHOLARSHIPS

**Florida Bright Futures Scholarship** - The Florida Legislature created the Florida Bright Futures Scholarship Program to reward students for their academic achievements during high school by providing funding for them to pursue postsecondary educational and career goals in Florida. Questions about student eligibility for this program should be directed to the Bright Futures hotline, toll-free at 1-888-827-2004.

**Scholarships for Children of Deceased or Disabled Veterans or Children of Servicemen Classified as Prisoners of War or Missing in Action** - The State of Florida provides scholarships for dependent children of Florida veterans or service members who died as a result of service-connected injuries, diseases, or disabilities sustained while on active duty or have been verified by the Florida Department of Veterans' Affairs as having service-connected 100% total and permanent disabilities. For more information on this program contact the Florida Office of Student Financial Assistance toll-free at 1-888-827-2004.

**Florida Student Assistance Grant** - The State of Florida provides scholarship funds for students in ATA's LPN to RN Associate Degree Nursing program. For more information on this grant inquire with financial aid regarding qualifications

### Federal Pell Grants

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

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

Pell Grant awards for the academic year will depend on program funding. How much you are actually eligible for will depend on your Expected Family Contribution (EFC), the cost of education at the school, full time status, and the length of your enrollment during the academic year.

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

### LOANS: UNSUBSIDIZED AND SUBSIDIZED

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

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

### LOAN REPAYMENT

If you accept a student loan to pay for your education, you are agreeing to repay your loans, including accrued interest and fees.

## 6 FINANCIAL POLICIES

### VETERAN'S EDUCATIONAL BENEFITS

Veterans or their families who think they may be eligible for benefits should contact their local Veteran Affairs Counselor or go to [www.gibill.va.gov](http://www.gibill.va.gov) to register and receive a certificate of eligibility for additional information.

### GENERAL INFORMATION FOR FINANCIAL AID

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

### FINANCIAL AID WARNING, PROBATION OR SUSPENSION

Financial aid warning, probation or suspension occurs when a student passes fewer than the minimum number of courses or falls below the grade point average minimum as defined in the section regarding Satisfactory Academic Progress. Students on warning are eligible to receive financial aid; however students who are suspended are ineligible for Title IV Financial Aid until they can re-establish satisfactory academic progress. Students who appeal their suspension and are permitted re-entry are re-admitted on financial aid probation by appeal following suspension and are thus ineligible for Title IV Financial Aid until they re-establish satisfactory academic progress.

### FINANCIAL AID REINSTATEMENT

Once placed on financial aid suspension, a student will be considered for additional financial aid at ATA only when one of the following conditions has been met:

1. Sufficient credits have been completed and/or the minimum cumulative grade point average requirements have been satisfied.
2. It is established through the financial aid appeals process that the student encountered extenuating circumstances that hindered academic performance (for example, a documented serious medical problem) during the quarter(s) in question. A student wishing to appeal the suspension must do so in writing with any appropriate documentation to the Financial Aid Office.
3. If the appeal is denied and the student believes his/her situation merits additional consideration, the student may then utilize the "Satisfactory Academic Progress Appeal Procedure" to seek resolution.

### TERMS AND METHODS OF PAYMENT

#### Payment by Individual

Payment of tuition is due no later than the first day of class. If payment in full is not received by this date, financial aid and/or an installment payment plan must be approved by student accounts and be in place by the first day of class, or the student will not be allowed to start class. Students who are placed on a payment plan will be required to pay a specified amount each month and will be required to pay the entire amount due, in equal monthly installments. Transcripts will not be issued until the student's financial obligations to the school have been met. The student's payment schedule and amounts will be determined after all financial aid packaging has been completed. Credit card, cash, or disbursements from a qualified lending program are accepted.

### CANCELLATION AND REFUND POLICIES

#### Cancellation by School

Any student who violates the school's rules and regulations as set forth in the school catalog, including attendance policies; or who fails to meet all financial obligations to the school may be terminated by the Director. Should the student be terminated, a refund will be made according to the Refund Policy.

#### Cancellation by the Student

Any student wishing to terminate their training should notify the school in writing. Such written notice is suggested but not required in order to obtain a refund. However, the student must clearly communicate their wish to terminate to the Program Director and/or Registrar in some manner.

## 6 FINANCIAL POLICIES

### Refunds

If a student terminates or cancels for any reason, refunds will be made as follows.

1. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three (3) business days of completing the enrollment agreement. Registration and General Fees are not refundable.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days of signing the enrollment agreement and making initial payment.
3. Cancellations after the third (3rd) business day, but before the first class, will result in a refund of all tuition paid at that point. There is no refund of registration or general fees. Subsequent to this three-day withdrawal period, an applicant requesting withdrawal prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or \$100, whichever is less.
4. Withdrawal after attendance has begun and up to and including 40% of completion of the quarter will result in a pro rata refund. This refund is computed by subtracting the registration/processing fee and the cost of any books/ lab from the total paid. The remaining balance is then prorated based on the number of meetings scheduled to attend in relation to the total program hours, and the difference is refunded to the student.
5. Withdrawal after completing more than 40% of the quarter will result in no refund.
6. Termination Date. The termination date, for refund computation purposes, is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds for students receiving federal financial assistance will be made within 45 days of termination or notification of cancellation. All other refunds will be made within 30 days.

### INSTITUTIONAL REFUND POLICY

ATA 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 40% 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 40% of the quarter has passed, there will be no refund.

### WITHDRAWAL AND REFUND POLICY FOR STUDENTS RECEIVING TITLE IV FEDERAL STUDENT AID FUNDS

The refund policy for students receiving Title IV is same for those who are not receiving Title IV, except R2T4 must first be applied. R2T4 regulations follow.

Federal regulations regarding refunds of Title IV Federal Student Aid (FSA) refer specifically to funds that are required to be returned to the U.S. Department of Education or appropriate lenders of the Federal Family Educational Loan Programs (Federal Stafford Loans and Parent Loans), and in limited situations returned to the student/parent(s). These regulations do not dictate an institutional refund policy, which may differ from the Title IV refund policy. The calculation of Title IV funds earned by the student has no relationship to the student's incurred institutional charges.

Up through the 60% point in each payment period, a Pro-Rata schedule is used to determine the amount of FSA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Federal regulations define attendance for purposes of this calculation as hours scheduled to be completed by the student.

### Returning Funds to Title IV programs when students are selected for verification

If a student provides all documents required for verification after withdrawing but before the verification submission deadline and in time for the institution to meet the 45-day return deadlines, the institution performs the return calculation including all Title IV aid for which the student has established eligibility as a result of verification and for which the conditions of a late disbursement had been met prior to the student's loss of eligibility due to withdrawal.

## 6 FINANCIAL POLICIES

If a student who has withdrawn does not provide the required documents in time for the school to complete the verification process and meet the 45-day return deadlines noted above, the institution includes in the return calculation only the Title IV aid that was not subject to the verification process (Federal Unsubsidized Stafford Loans and PLUS).

### **Returning Title IV Aid for students who withdraw with a Title IV credit balance**

Title IV credit balances created during the period in which a student withdraws are not released to the student and are not returned to the Title IV programs prior to performing the federal return calculation. Any Title IV credit balance must be allocated first to repay any grant overpayment owed by the student as a result of the current withdrawal. After the return calculation has been completed, the credit balance will be distributed first to pay all authorized charges at ATA, and any remaining balance will be paid to the student/parent(s), unless the student authorizes ATA to reduce their Title IV loan debt. If the institution cannot locate the student to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs. Refunds of credit balances are completed within 14 days.

### **VETERANS REFUND POLICY/WORKFORCE PINELLAS/TAMPA/HERNANDO/PASCO**

The refund of the unused portion of tuition, fees, and other charges for veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determined based on the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. The Regulation on withdrawal calculations can be found in the Handbook for Student Financial Aid, Volume 5, chapter 2, which refers to the HEA section 484B, 34CFR 669.22.

### **FSA Student Loan Ombudsman Office**

FSA Student Loan Ombudsman Group.

Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>

Via telephone: 877-557-2575

Via fax: 606-396-4821

Via mail: FSA Ombudsman Group - P.O. Box 1843 Monticello, KY 42633

### **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

## 6 FINANCIAL POLICIES

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

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

### Responsibilities

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

**PROGRAMS**

**7**

## PROGRAMS

ATA offers programs leading to a Diploma and/or Degree. Programs are delivered in a blended format with some coursework being completed by distance education. The Healthcare Management & Leadership Completer program, as well as the Medical Professional: Medical Coding and Professional Coding programs are delivered in a full distance mode.

### Diploma Level

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

### Associate Degree Level

This level requires completion of at least ninety (90) quarter credits with appropriate general education courses designed to be completed in 6 or more quarters. All students entering ATA will enroll in the program of their choice. Students will benefit most from their selected program by uninterrupted progress toward completion of the full program; however, there may be some valid reason for a student to complete something less than the full program of study. Should the student later complete the full program, the regular academic credential will be awarded to the student.

### Bachelor Degree Level

The bachelor degree level requires total credits of 180. These credits can be comprised of transfer credit, credit awarded for licensure as well as coursework completed during enrollment.

### Program Course Order

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

## ACADEMIC PROGRAMS

### Bachelor Degree Program

Healthcare Management and Leadership Completer..... 70 Weeks

### Associate of Occupational Science

Medical Professional: Medical Coding..... 70 Weeks

Medical Professional: Medical Assisting ..... 70 Weeks

Limited Medical Radiography with Medical Assisting ..... 70 Weeks

### Diploma Programs

Medical Assistant..... 40 weeks

Dental Assisting ..... 40 weeks

Professional Coding ..... 50 weeks

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

In order to enroll in the Diploma Professional Coding program or the Occupational Associate Degree Medical Professional: Medical Coding program, you must be a resident of Kentucky, Ohio, or Florida.

## 7 PROGRAMS

### Definition of Course Numbering System

Description of the course numbering system is as follows: The course prefix indicates an area of study for the course. The last 3 digits of the course number indicate the usual sequence in which the course will be scheduled. For example, 100-110 courses are typically taken at the beginning of the program, courses 120-150 will be scheduled for the middle sequence of the program. An asterisk \* next to a course number indicates it qualifies as a general education course.

A letter following the 3-digit course number indicates that the course is specific to a particular area of training, for example MED100 is the course number for Medical Terminology, however, MED100N is the course number for Medical Terminology for Nursing.

ACC .....	Accounting
ANA.....	Anatomy
BUS.....	Business
CIM.....	Compliance
COD.....	Coding
COM.....	Communication
DEN.....	Dental
ENG.....	English
ETH.....	Ethics
EXT.....	Externship
HCE.....	Healthcare
HIM.....	Healthcare Information Management
HML.....	Healthcare Management and Leadership
HUM.....	Humanities
LAS.....	Life Skills
LMR.....	Limited Medical Radiography
MED.....	Medical/Allied Health
MTH.....	Mathematics
NPN.....	Nursing
PHL.....	Phlebotomy
PSY.....	Psychology
PTH.....	Pathology
PCT.....	Patient Care Technician
PUB.....	Public Health Administration
SOC.....	Sociology

### Healthcare Management and Leadership

#### Bachelor Degree Completer Program

Objective: The Bachelor of Science in Healthcare Management and Leadership degree program prepares allied health professionals for management and leadership roles. This bachelor's degree can be completed in as few as 7 quarters (70 weeks). Allied health professionals with an associate degree may complete this program via online instruction. Healthcare management incorporates collaboration, problem-solving, and planning skills needed to effectively lead healthcare organizations. The Healthcare Management and Leadership degree graduate will have been provided training in the necessary knowledge and core competencies to meet the challenges of a dynamic and evolving industry in the 21st century. This program includes 2 concentrations, Healthcare Management and Leadership and Healthcare Management and Leadership with a concentration in Public Health Administration.

Graduates with a **Bachelor of Science in Healthcare Management and Leadership** degree are prepared to pursue administrator positions in a range of healthcare facilities. The program provides the foundation for graduate study and beginning scholarship, encourages service to the profession and community and supports the concept of lifelong learning.

**Credit Hours: 180**

**Core Credit Hours: 34**

**Concentration Credit Hours: 24**

**General Education Credit Hours: 32**

**Transfer Credit: 22 general education credit hours**

**68 allied health credit hours**

**Length: 70 weeks**

**Delivery Mode: Full Distance**

**Total Hours: 900**

		<b>Credit Hours</b>
ENG301	Critical Thinking	4
ENG302	Technical Writing	4
ENG400	AP Research	4
HUM401	Communication	4
MTH300	Statistical Analysis	4
PSY305	Stress Management	4
PUB310	Public Community Health	4
SOC415	Sociology of Human Behavior, Mental Disorders & Illnesses	4
<b>Total</b>		<b>32</b>
<b>Core Curriculum</b>		
CIM350	Compliance & Integrity in the Business Office	4
HML100	Healthcare Delivery Systems	3
HML110	Introduction to Healthcare Management & Leadership	3
HML150	Business & Finance in Healthcare	3
HML201	Organizational Behavior & Change Management	3
HML280	Marketing in Healthcare	3
HML310	Risk Management/Quality Improvement in Healthcare	3
HML410	Strategic Planning and Implementation	3
HML450	Project Management	3
HML490	Healthcare Management & Leadership Capstone	6
<b>Total</b>		<b>34</b>
<b>Concentration Healthcare Management Leadership</b>		
ACC220	Accounting Principles & QuickBooks	4
COD153	Introduction to Procedural Coding	2
HCE320	Healthcare Technology Management & Leadership	3
HIM305	Information Systems in Healthcare	3
HML250	Healthcare Economics & Ecosystems in Healthcare	3
HML300	Advanced Principles of Healthcare Management & Leadership	3
HML330	Human Resources Management	3
HML400	Healthcare Data Analytics & Workflows	3
<b>Total</b>		<b>24</b>
<b>Concentration Public Health Administration</b>		
PUB330	Current Issues in Healthcare	3
PUB350	Long-Term Healthcare	3
PUB400	Managing Emergency Response Operations	4
PUB450	Community Organization & Health Program Planning	3
PUB460	Community & Public Health Issues & Psychosocial Aspects	3
PUB480	Research, Interventions, & Resources in Public Health	4
PUB490	Evaluative Approaches in Community & Public Health	4
<b>Total</b>		<b>24</b>
<b>Credits awarded from previous allied health training</b>		
<b>Transfer Credits General Education</b>		<b>22</b>
<b>Transfer Credits Core</b>		<b>68</b>
<b>Total</b>		<b>180</b>

## 7 PROGRAMS

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

Objective: The core portion of the program is designed to train for entry-level medical assisting/administrative positions. Graduates of this program receive not only specialized courses relating to the medical field, but also a solid background in the basic skills necessary for most office positions. Graduates will be prepared for positions such as medical assistant or clinical assistant. During the final quarter of study, students participate in an externship which will provide them with an opportunity to work in the field under the supervision and evaluation of a cooperating medical facility and the school. Upon completion of the program, graduates will be eligible to sit for a certification exam as a medical assistant through the NCCT for the NCMA certification. Program completion is 7 quarters.

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

**Credit Hours: 91**

**In-Class Contact Hours: 1180**

**Out of Class Coursework: 425**

**Delivery Mode: Blended**

**Total Hours: 1605**

Basic		Credit Hours
<b>Requirements</b>		
COM151*	Interpersonal Communication	4
LAS120A	Success Skills	4
LAS130A*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110	Medical Math	4
MED120	Medical Law and Ethics	4
ANA101	Anatomy & Physiology	4
ENG101*	English 1	4
MED100	Medical Terminology	4
MED135A	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
EXT200	Externship	6
<b>Total Core Curriculum</b>		<b>54</b>
<b>Program Requirements</b>		
MED150	Clinical Procedures 1	3
MED155	Clinical Procedures 2	3
MED160	Laboratory Procedures 1	3
MED165	Laboratory Procedures 2	3
COD140	Basic ICD-10-CM Coding	4
MED175	Medical Assistant Certification Review	4
ECG100	Basic Arrhythmia/ECG	3
NUT100	Nutrition	2
PHL116	Phlebotomy Techniques 1	4
PHL117	Phlebotomy Techniques 2	4
PTH100	Pathology	4
<b>Concentration credit hours required for graduation</b>		<b>37</b>
<b>Total Credit Hours</b>		<b>91</b>

\* General Education course

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

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

Objective: This degree program provides students with the appropriate didactic theory and hands-on skills required and necessary for starting, maintaining, and growing in a chosen health information coding career. Students are prepared to function in a variety of medical facilities within the chosen fields of medical coding and billing. The objective for this program is to prepare students to analyze medical records and assign codes to medical conditions, diagnoses and procedures using a complex health care coding classification system. Graduates will be prepared to seek positions such as medical secretary, insurance office worker, medical claims processor, insurance office worker, medical claims processor or records clerk in physicians' offices, hospitals, clinics, medical billing companies and medical financial consulting companies. Program completion in 7 quarters.

**Credit Hours: 90**

**In-Class Contact Hours: 1010**

**Out of Class Coursework: 480**

**Length: 70 weeks**

**Delivery Method: Full-distance**

**Total Hours: 1490**

<b>Basic Requirements</b>	<b>Credit Hours</b>	
COM151*	Interpersonal Communication	4
LAS120A	Success Skills	4
LAS130A*	Professional Development	4
PSY101*	Introduction to Psychology	4
MED110	Medical Math	4
MED120	Medical Law and Ethics	4
ANA101	Anatomy & Physiology	4
ENG101*	English 1	4
MED100	Medical Terminology	4
MED135A	Medical Administration Procedures	4
COD128	Medical Insurance & Billing	4
MED115	Pharmacology	4
COD200	Medical Coding Capstone	6
<b>Total Core Curriculum</b>		<b>54</b>
<b>Program Requirements</b>		
COD130	Certified Professional Biller Review	4
COD140	Basic ICD-10-CM Coding	4
COD141	Advanced ICD-10-CM Coding	4
COD145	Medical Record Auditing	4
COD153	Introduction to Procedural Coding	2
COD155	AAPC Professional Coding	10
COD175	Coding Certification Review	4
PTH100	Pathology	4
<b>Concentration credit hours required for graduation</b>		<b>36</b>
* General Education course		
<b>Total Credit Hours</b>		<b>90</b>

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

## 7 PROGRAMS

### Associate of Occupational Science Degree (AOS) LIMITED MEDICAL RADIOGRAPHY WITH MEDICAL ASSISTING

Objective: This degree program is designed to provide quality career education and training in Limited Medical Radiography while also preparing the graduate to provide clinical support in the medical facility as a medical assistant. Upon completion of the program graduates will be prepared to sit for licensure as a Limited Medical Radiographer through the Board of Medical Imaging and Radiation Therapy as well as sit for certification through the NCCT for the NCMA National Certified Medical Assistant credential. The Licensed Limited Medical Radiographer plays an important role in the medical team by providing quality radiographs for a physician or radiologist. LMR specific responsibilities include adjusting radiographic equipment for specific examinations and placing the patient in the correct position and processing the radiograph.

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

**Credit Hours: 99**

**In-Class Contact Hours: 1380**

**Out of Class Hours: 435**

**Length: 70 weeks (day)**

**Delivery Method: Blended**

**Total Hours: 1015**

Basic Requirements		Credit Hours
COM151*	Interpersonal Communication	4
LAS130A*	Professional Development	4
MED110	Medical Math	4
MED120	Medical Law and Ethics	4
ENG101*	English 1	4
PSY101*	Introduction to Psychology	4
<b>Total Core Curriculum</b>		<b>24</b>
Program Requirements		
ANA101	Anatomy & Physiology	4
ECG100	Basic Arrhythmia/ECG	3
MED100	Medical Terminology	4
MED135A	Medical Administrative Procedures	4
LAS120A	Success Skills	4
LMR100	Introduction to Radiography	4
LMR102	Radiographic Anatomy	4
LMR110	Principles of Radiation	4
LMR200L	Radiographic Positioning 1/Lab	2
LMR300L	Radiographic Positioning 2/Lab	2
LMR120	Radiographic Imaging	4
LMR400	Advanced Limited Radiography Clinical	6
LMR145	State Exam LXMO Review	4
MED150	Clinical Procedures 1	3
MED155	Clinical Procedures 2	3
MED160	Laboratory Procedures 1	3
MED165	Laboratory Procedures 2	3
MED115	Pharmacology	4
MED175	Medical Assistant Certification Review	4
EXT200	Externship (MA)	6
<b>Concentration credit hours required for graduation</b>		<b>75</b>
<b>Total Credit Hours</b>		<b>99</b>

\*Denotes general education course  
All LMR courses require a grade of "C" or higher for successful completion.

## 7 PROGRAMS

The Limited Medical Radiography portion of this program meets the educational requirement to apply for licensure as a Basic X-Ray Machine Operator or Basic X-Ray Machine Operator - Podiatric Medicine in Florida. Pursuant to Chapter 468, Part IV, Florida Statutes, no person shall use radiation on a human being or otherwise practice radiologic technology unless he or she is certified or licensed by the State of Florida as a radiologic technologist, radiologist assistant, basic x-ray machine operator, physician, podiatrist, chiropractor, or naturopath. Other eligibility requirements may apply; please verify your eligibility against the Florida Health Licensing and Regulatory Agency. This program may not meet the educational requirements for licensure as a Basic X-Ray Machine Operator in states other than Florida.

To graduate from this program students must complete all required courses in the curriculum listed on this page. A cumulative grade point average of 2.0 or higher is required, they must achieve all required skill competencies and satisfactorily complete all required clinical learning experience.

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

This program has been approved by the Florida Department of Health for Basic X-Ray Machine Operator functions. Graduates of this program receive the training for this license. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

## Diploma in DENTAL ASSISTING

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

Students are required to show proof of immunization against Hepatitis B. In addition, proof of a negative TB skin test must be submitted prior to receiving a clinical assignment.

		Credit Hours	Contact Hours
<b>Basic Requirements</b>			
COM151	Interpersonal Communication	4	40
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
ENG101	English 1	4	40
MED120	Medical Law and Ethics	4	40
<b>Program Requirements</b>			
ANA105	Basic Orofacial Anatomy	4	40
DEN101	Introduction to Dental Assisting	4	40
DEN110	Dental Radiology	2	20
DEN110L	Dental Radiology Lab	1	20
DEN115	Dental Materials	2	20
DEN115L	Dental Materials Lab	1	20
DEN120	Specialty Principles & Techniques	4	40
DEN125	Practice Management	4	40
DEN140	Advanced Operative Procedures	4	40
DEN140L	Advanced Operative Procedures Lab	2	40
DEN145	Clinical Practice	10	300
<b>Total Credits Required for Graduation</b>		58	830
<b>Out of Course Hours</b>			240
<b>Total Hours</b>			<b>1070</b>

This program has been approved by the Florida Board of Dentistry for Expanded Duties Dental Assistant functions. Graduates of this program receive the Expanded Functions Dental Assistant diploma. For further information on professional licensing requirements, please contact the appropriate board or agency in your state of residence.

## 7 PROGRAMS

### Diploma in PROFESSIONAL CODING

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

Delivery Method: Full Distance

All courses in this curriculum transfer to the Medical Professional: Medical Coding program

Basic		Credit	Hours
<b>Requirements</b>			
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
MED120	Medical Law and Ethics	4	40
<b>Program Requirements</b>			
ANA101	Anatomy & Physiology	4	40
COD128	Medical Insurance & Billing	4	50
MED100	Medical Terminology	4	40
COD140	Basic ICD-10-CM Coding	4	50
COD141	Advanced ICD-10-CM Coding	4	50
COD145	Auditing	4	40
COD153	Introduction to Procedural Coding	2	20
MED135A	Medical Administrative Procedures	4	50
PTH100	Pathology	4	40
COD155	AAPC Professional Medical Coding	10	100
COD175	Coding Certification Review	4	40
COD200	Medical Coding Capstone	6	120
<b>Total Credits Required for Graduation - Diploma</b>		<b>66</b>	<b>770</b>
<b>Outside Coursework Hours</b>			<b>360</b>
<b>Total Hours</b>			<b>1130</b>

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

## 7 PROGRAMS

### Diploma in PRE-LICENSURE PRACTICAL NURSING

Objective: This diploma 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 (NCLEX-PN). Once licensed, the student will be able to seek employment and provide nursing care as an entry level practical nurse, working under the direction of a physician or registered nurse. Graduates are prepared to function as professionals in accordance within the scope and standards of practical nursing practice set by the National Association of Practical Nurse Education and Service (NAPNES) and the Florida Board of Nursing (FBN). 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. Program Length: 60 weeks. Delivery Method: Blended

<b>Basic Requirements</b>		<b>Credit Hours</b>	<b>Contact Hours</b>
ANA101N	Anatomy & Physiology for Nursing	4	40
LAS120NA	Success Skills for Nursing	4	50
NPN101	Nursing Skills and Concepts	6.5	81
MED105A	Medical Mathematics	4	40
NPN100	Introduction to Practical Nursing	6	120
MED100N	Medical Terminology for Nursing	4	40
<b>Program Requirements</b>			
NPN110	Fundamentals of Practical Nursing	6	120
NUT100N	Nutrition for Nursing	2	20
PHA100	Pharmacology/Medication Math 1	4	40
NPN120	Medical-Surgical Nursing 1	6	120
PHA200	Pharmacology/Medication Math 2	4	40
NPN131	Pediatric Nursing	4	70
NPN130	Medical-Surgical Nursing 2	6	120
NPN151	Psychiatric/Mental Health Nursing	4	70
NPN141	Maternal/Newborn Nursing	4	70
MIC100	Microbiology	2	20
NPN140	Medical-Surgical Nursing 3	6	120
NPN152	Long-Term Care Geriatric Nursing/ Leadership	4	70
PRA100	Integrated Practicum	4	120
<b>Total Credits Required for Graduation - Diploma</b>		84.5	1371
<b>Outside Coursework Hours</b>			287
<b>Total Hours</b>			<b>1658</b>

All PHA AND PRA courses require an 80% or higher average for successful completion.

## 7 PROGRAMS

The Pre-Licensure Practical Nursing Diploma program meets the educational requirement to apply for licensure as a Practical Nurse (PN) in Florida. 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 Florida.

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, they 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 Career Education is approved by the Florida Board of Nursing and licensed by the Florida Commission for Independent Education.

## Diploma in MEDICAL ASSISTANT

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

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

		Hours	Contact Hours
<b>Basic Requirements</b>			
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
<b>Program Requirements</b>			
ANA101	Anatomy & Physiology	4	40
MED100	Medical Terminology	4	40
MED135A	Medical Administrative Procedures	4	50
MED110	Medical Math	4	40
MED175	Medical Assistant Certification Review	4	40
PTH100	Pathology	4	40
ECG100	Basic Arrhythmia/ECG	3	40
MED115	Pharmacology	4	40
MED150	Clinical Procedures 1	3	50
MED155	Clinical Procedures 2	3	50
MED160	Laboratory Procedures 1	3	50
MED165	Laboratory Procedures 2	3	50
EXT200	Externship	6	180
<b>Total Credits Required for Graduation</b>		57	800
<b>Out of Course Hours</b>			255
<b>Total Hours</b>			1055

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

**COURSE DESCRIPTIONS**

**8**

## 8 COURSE DESCRIPTIONS

### HEALTHCARE MANAGEMENT & LEADERSHIP COURSE DESCRIPTIONS

#### **ACC220 Accounting Principles & QuickBooks**

Credit Hours: 4

Contact Hours: 40 Lecture

Students investigate the field of accounting, including how it is impacted by industry standards as well as economic, financial, technological, international, social, legal, and ethical factors. Students reflect on this knowledge as they engage in the process of recording, classifying, summarizing, analyzing, and communicating accounting information. Students formulate and interpret financial information for use in management decision making and will explore QuickBooks®.

#### **CIM350 Compliance & Integrity in the Business Office**

Credit Hours: 4

Contact Hours: 40 Lecture

The student will learn key requirements needed to effectively develop, implement, and monitor a healthcare compliance program for your practice based on governmental regulatory guidelines — including internal compliance reviews, audits, risk assessments, and staff education and training.

#### **ENG301 Critical Thinking**

Credit Hours: 4

Contact Hours: 40 lecture hours

Students identify and use critical thinking skills, processes and techniques that will assist them in their careers and personal lives. Students develop their ability to investigate and evaluate thinking from different viewpoints and synthesize their own positions based on the evidence available. Also, students practice techniques that enable them to maximize the results they create in any long-term learning experience, while identifying, analyzing and formulating solutions to problems as they arise.

#### **ENG302 Technical Writing**

Credit Hours: 4

Contact Hours: 40 Lecture

This course focuses on technical communication—the presentation of specialized information in an accessible way to a variety of different audiences, but audiences who, no doubt, will expect clarity, accuracy, and professionalism. These principles and concepts will help you analyze and respond effectively to a variety of writing and communicative situations. We will learn how language operates in organizations, theories about print and digital communication. Additionally, the course will introduce you to the strategies and skills necessary for using various communication technologies in workplace contexts.

#### **ENG400 AP Research**

Credit Hours: 4

Contact Hours: 40 Lecture

AP Research is an inquiry-based course that encourages students to locate a gap in their preferred discipline of study and to explore a topic of personal interest. Students are empowered to collect and analyze information with accuracy and precision in order to craft, communicate, and eventually defend their argument or their position.

## 8 COURSE DESCRIPTIONS

### **HML100 Healthcare Delivery Systems**

Credit Hours: 3

Contact Hours: 30 Lecture

This course covers those concepts involved in health care delivery systems, organization, and administration, planning and evaluation. Included in the course is a survey of the programs, services, and facilities in the continuum of health care, analysis of organizational patterns of various types of health care institutions, including roles and responsibilities, and models for planning and program evaluation in the health care setting, including methods for identifying, gathering, and utilizing data as information for decision making. The course will also discuss trends in healthcare and chronic conditions in the U.S. along with updated information on global pandemics and infectious diseases. Updates on hospital utilization and costs will be presented.

### **HML110 Introduction to Healthcare Management & Leadership**

Credit Hours: 3

Contact Hours: 30 Lecture

Healthcare Management provides you with an overview of how health care institutions are organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems designed for their efficient and effective operation.

### **HML150 Business & Finance in Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

This course provides an introductory survey of the field of business and finance. It examines the agents, instruments, and institutions that make up the financial system of the modern economy, such as bonds, the stock market, derivatives, and the money market. Financial dynamics of a business. Includes monetary and credit theory, cash inventory, capital management, and consumer and government finance. Emphasizes the time value of money. Along the way, standard concepts and tools of financial analysis are introduced: present discounted value, option value, and the efficient markets hypothesis. Recent developments in the field--in particular, the application of psychology to financial markets (called behavioral finance) --also are discussed. The course is designed to equip students with the background and tools they need to make their own financial decisions with greater skill and confidence. Specifically, we will see how insights from academic finance can inform and improve students' own investing decisions.

### **HML201 Organizational Behavior & Change Management**

Credit Hours: 3

Contact Hours: 30 Lecture

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision making, communication and organizational change and development.

### **HML250 Healthcare Economics & Ecosystems in Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

This course covers the complex and often confusing environment where healthcare payers, healthcare providers, and producers of healthcare technologies all interact. The course provides an expert insight and analysis of employer-based health insurance, pharmacy benefits, the major professions, healthcare consideration, drug discovery and development, biotechnology, and much more.

## 8 COURSE DESCRIPTIONS

### **HML280 Marketing in Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

This course is designed to provide students with a broad background on the nature and scope of marketing concepts used in business. This course introduces students to the concepts and skills needed to create and critique effective marketing. Marketers in all organizations require an understanding of the many facets of marketing, beyond simply advertising or communications.

### **HML300 Advanced Principles of Healthcare Management & Leadership**

Credit Hours: 3

Contact Hours: 30 Lecture

Advanced Principles of Healthcare Management and Leadership provides you with an overview of how health care institutions are organized and governed, the role of the management staff, physicians, nurses and other clinical and support staff in these organizations, and the management systems designed for their efficient and effective operation.

### **HIM305 Information Systems in Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

The purpose of this course is to introduce the student to the principles of computer technology related to health care with emphasis on computerized medical billing, health care data collection, storage, retrieval, security arrangement, presentation, and verification. This course will also introduce the components and requirements of the electronic health record. The student will use several different software applications related to health records including spreadsheets, database applications, electronic health records.

### **HML310 Risk Management/Quality Improvements in Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

This course covers quality assessment and improvement, providing a basis for developing skills in collecting and analyzing data. Topics include healthcare evaluation systems and the role of managers in quality improvement, clinical pathways, case management, utilization management, risk management, infection control, and medical staff credentialing.

### **HCE320 Healthcare Technology Management & Leadership**

Credit Hours: 3

Contact Hours: 30 Lecture

This course provides a model for implementing an effective healthcare technology management system in hospitals and healthcare provider settings, as well as promoting a new analysis of hospital organization for decision-making regarding technology.

### **HML330 Human Resource Management**

Credit Hours: 3

Contact Hours: 30 Lecture

This course is to familiarize students with the basic principles and techniques of human resource management. The course takes a practical view that integrates the contributions of the behavioral sciences with the technical aspects of implementing the HR function in the 'real world.'

## 8 COURSE DESCRIPTIONS

### **HML400 Healthcare Data Analytics & Workflows**

Credit Hours: 3

Contact Hours: 30 Lecture

This course introduces students to the purpose and value of healthcare data analytics. Students will study data analytical processes that enable decision making. Topics will include: Database management and querying, data visualization, data capture tools, data mining, data warehouses, and decision support. Students will analyze clinical information and data to identify trends of quality, safety, and effectiveness of healthcare. Students will also focus on information governance strategies in the healthcare field and information planning throughout a healthcare organization. This will include the following topics: Data formatting, data dictionary management, health information as an asset, and the value of information to drive organizational performance.

### **HML410 Strategic Planning and Implementation**

Credit Hours: 3

Contact Hours: 30 Lecture

This course will provide core insights into strategic planning practice and theory and show how those insights can be applied to healthcare organizations. The course will provide a step-by-step guide to the stages of strategic planning and will help everyone answer the question in healthcare management: Where are we going and how do we get there? Or where are we not going?

### **HML450 Project Management**

Credit Hours: 3

Contact Hours: 30 Lecture

This course will discuss project management skills and how they are valuable for any healthcare project, not just technology projects. The course will also demonstrate how the skills used by project managers are not only beneficial to the managers but also by staff, educators, and researchers.

### **HML490 Healthcare Management & Leadership Capstone**

Credit Hours: 6

Contact Hours: 60 Lecture

This capstone course will allow the student to demonstrate the full knowledge they have obtained throughout the program to effectively manage and lead in any healthcare setting. Health care is a complex and evolving industry that requires distinction in its management from senior leaders to frontline or new managers. The capstone course is a culmination of the Health Care Management and Leadership program that sets the groundwork for this course. This course requires students to broaden their knowledge by synthesizing program content to healthcare decision-making, multidisciplinary collaboration, and evidence-based management practices to achieve high quality, patient satisfaction, and fiscally sound operations. The primary objective of will be to advance the comprehension and collaboration of healthcare administration through practical applications to prepare students to assume managerial responsibilities in one of the many types of healthcare settings. It is expected students think comprehensively, strategically, and demonstrate command of the healthcare program content through critical thinking and problem solving, use the language of the healthcare industry, and apply industry principles and/or theories to contemporary healthcare issues through high quality academic and professional writing and critical thinking.

### **HUM401 Communication**

Credit Hours: 4

Contact Hours: 40 Lecture

This course is designed to study principles, elements, and practices underlying effective business communication. The course focuses on approaches for planning, creating, and transmitting business information within a variety of business situations found in the global marketplace.

## 8 COURSE DESCRIPTIONS

### **MTH300 Statistical Analysis**

Credit Hours: 4

Contact Hours: 40 Lecture

This is an introductory course in statistics designed to provide students with the basic concepts of data analysis and statistical computing. Topics covered include basic descriptive measures, measures of association, probability theory, confidence intervals, and hypothesis testing. The main objective is to provide students with pragmatic tools for assessing statistical claims and conducting their own statistical analysis.

### **PSY305 Stress Management**

Credit Hours: 4

Contact Hours: 40 Lecture

Instruction on the effects of stress as it relates to work, physical conditioning, and academics: coping strategies are discussed and applied through physical conditioning interventions. The nature of stress, determinant causes, and the physiological and psychological reactions to stress are addressed in the lecture portion of the course. The activity portion of the class will introduce and implement physiological, cognitive and behavioral stress management techniques and exercise programming.

### **PUB310 Public Community Health**

Credit Hours: 4

Contact Hours: 40 Lecture

Public Community Health details the methods and theories used to address many top behaviors that contribute to early morbidity and mortality. Learners will gain a solid overview of the risk factors of communicable and noncommunicable diseases and examine health promotion programs designed to intervene and prevent these diseases. The principles and processes of program modeling. Students will examine the most commonly used theories in health promotion and today's most current research and practices. The students will discuss the differing levels of socio-ecological model, including individual, interpersonal, organizational, and community levels.

### **PUB330 Current Issues in Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

Current Issues in Healthcare will provide the students a focus on critical and timely global health topics. The course will provide a foundational knowledge base of health policy issues from various geographical regions. The goal of the course is to impact a well-rounded perspective to how some areas around the globe are oftentimes significantly impacted by world events such as global infectious diseases and non-communicable diseases, Zika virus and the World Health Organizations fight against Ebola in the Congo, COVID-19, maltreatment and abuse, global neurological health issues with specific relation to pain management, Occupational Health, and Native American health issues.

### **PUB350 Long-term Healthcare**

Credit Hours: 3

Contact Hours: 30 Lecture

The purpose of this course is to acquaint students with the dynamic and increasingly important field of long-term care. The course will also introduce the administration of long-term care facilities and the services offered. The course provides a comprehensive overview of programs, policies, and services and examines the issues, challenges and dilemmas confronting long-term care management. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services.

## 8 COURSE DESCRIPTIONS

### **PUB400 Managing Emergency Response Operations**

Credit Hours: 4

Contact Hours: 40 Lecture

This course introduces students to the emergency management profession. Topics include the history of emergency management, the identification and assessment of hazards, risk, and vulnerability, and the four phases of emergency management (mitigation, preparedness, response, and recovery). Special emphasis is given to the communication function, international disaster management, and the recent influence of the terrorism hazard. The course concludes with a discussion on the future of emergency management.

### **PUB450 Community Organization & Health Program Planning**

Credit Hours: 3

Contact Hours: 30 Lecture

Introduction to concepts of program planning for health education in the community. Program development, implementation, and evaluation of currently functioning community health education programs.

### **PUB460 Community Public Health Issues & Psychosocial Aspects**

Credit Hours: 3

Contact Hours: 30 Lecture

This course will discuss the psychological and social aspects of disability in both the broad terms of how society deals with disabled persons and in the more specific terms of how an individual adjusts both to his/her disability and to society's attitudes about disability. The course will discuss current issues and ways to intervene in communities.

### **PUB480 Research, Interventions, & Resources in Community & Public Health**

Credit Hours: 4

Contact Hours: 40 Lecture

Community-based health interventions are a major public health strategy for promoting population health. This course introduces the principles, methods, and applications of community-based interventions. Theoretical and conceptual frameworks shaping community health programs are examined, with a focus on the social ecological model and community participation. Major evidence-based strategies are identified, and case studies provide examples of applications, including challenges and factors influencing success. Challenges to evaluating and sustaining community-based health interventions are examined. Assignments prepare students to identify effective intervention strategies and develop a theory of change to address a specific public health issue.

### **PUB490 Evaluative Approaches in Community & Public Health**

Credit Hours: 4

Contact Hours: 40 Lecture

This course will discuss the psychological and social aspects of disability in both the broad terms of how society deals with disabled persons and in the more specific terms of how an individual adjusts both to his/her disability and to society's attitudes about disability. The course will discuss current issues and ways to intervene in communities.

### **SOC415 Sociology of Human Behavior, Mental Disorders, & Other Illnesses**

Credit Hours: 4

Contact Hours: 40 Lecture

In this course, students will explore a set of theories that help us understand how individuals and communities develop and interact. The course will focus on key theories that help us understand ourselves as well as others allowing for understanding of the various dimensions of human behavior and social environment. Students learn about the different disease progressions; acute, chronic, life-threatening psychosocial consequences of disease and treatment. Human behavior, mental disorders, and other illnesses are examined and discussed to learn how they all are interconnected to one another.

## 8 COURSE DESCRIPTIONS

### COURSE DESCRIPTIONS

#### **ANA101 Anatomy & Physiology**

4 Credit Hours

40 Lecture Hours

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course.

#### **ANA105 Basic Orofacial Anatomy**

4 Credit Hours

40 Lecture Hours

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting.

#### **COD128 Medical Insurance & Billing**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course has been designed to introduce the student to the fundamentals of Insurance Billing and Coding. The basics of health insurance are discussed, including the claim form, coding classifications, collection strategies and various health care payers.

#### **COD130 Certified Professional Biller Review**

4 Credit Hours

40 Lecture Hours

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

#### **COD140 Basic ICD-10-CM Coding**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

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

#### **COD141 Advanced ICD-10-CM Coding**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course is designed to advance the student to a more heightened awareness of ICD-10 medical coding

## 8 COURSE DESCRIPTIONS

and to provide an advanced approach to diagnostic coding. This course is a continuation of prior exposure to coding and how the classification system is maintained. Instructional Goals: The primary goal of this course is to expand the student's coding knowledge, specifically in troubleshooting coding errors.

### **COD145 Medical Record Auditing**

4 Credit Hours

40 Lecture Hours

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

### **COD153 Introduction to Procedural Coding**

2 Credit Hours

20 Lecture Hours

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

### **COD155 AAPC Professional Medical Coding**

10 Credit Hours

100 Lecture Hours

This course is primarily centered on the use of the CPT: Current Procedural Terminology coding system. Principles of ICD-10-CM are covered briefly. The HCPCS (Healthcare Common Procedural Coding System) is explained and practice examples are given. The texts used cover all sections of CPT and the coding guidelines applicable to each section are discussed. End of chapter questions are assigned and reviewed. In addition, Medicare rules and regulations governing CPT coding procedures will be discussed.

### **COD175 Coding Certification Review**

4 Credit Hours

40 Lecture Hours

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

### **COD200 Medical Coding Capstone**

6 Credit Hours

120 Lab Hours

This course provides students with the opportunity to gain practical experience in a real medical office setting through simulations. During the capstone, students will engage in the daily operations of the office, which may involve tasks such

## 8 COURSE DESCRIPTIONS

as management, personnel administration, record-keeping, and using electronic medical record systems. Students will be assessed by their instructor as they apply the skills they've learned in the classroom to real-world scenarios.

### **COM151 Interpersonal Communication**

4 Credit Hours

40 Lecture Hours

This course examines perspectives and recent research on verbal and non-verbal elements affecting communication between individuals in a variety of contexts.

### **DEN101 Introduction to Dental Assisting**

4 Credit Hours

40 Lecture Hours

Preview of dental practice, including specialties, history, professional and legal responsibilities and the role of the dental assistant. Dental and medical terminology; dental forms, records and charts, patient communication, telephone communications and office personnel relations.

### **DEN110 Dental Radiology**

2 Credit Hours

20 Lecture Hours

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

### **DEN110L Dental Radiology Lab**

1 Credit Hour

20 Lab Hours

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

### **DEN115 Dental Materials**

2 Credit Hours

20 Lecture Hours

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

### **DEN115L Dental Materials Lab**

1 Credit Hour

20 Lab Hours

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

## 8 COURSE DESCRIPTIONS

### **DEN120 Specialty Principles & Techniques**

4 Credit Hours

40 Lecture Hours

This course is a study of endodontics, periodontics, pediatric dentistry, prosthetics and other specialty dental practices and the dental assistant's role in a specialty practice.

### **DEN125 Practice Management**

4 Credit Hours

40 Lecture Hours

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management.

### **DEN140 Advanced Operative Procedures**

4 Credit Hours

40 Lecture Hours

This course instructs students in the art of restorative dentistry.

### **DEN140L Advanced Operative Procedures Lab**

2 Credit Hours

40 Lab Hours

This course instructs students in the art of restorative dentistry.

### **DEN145 Clinical Practice**

10 Credit Hours

300 Clinical Hours

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

### **ECG100 Basic Arrhythmia/ECG**

3 Credit Hours

20 Lecture Hours

20 Lab Hours

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

### **ENG101 English 1**

4 Credit Hours

40 Lecture Hours

The course covers the development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. Includes practice in the selection, restriction, organization and development of topics. It also reinforces the student's facility with sentence structure, diction and mechanics.

## 8 COURSE DESCRIPTIONS

### **EXT200 Externship**

6 Credit Hours  
180 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be evaluated by the work site as they apply skills learned in the classroom in a practical environment. Must have successfully completed all core coursework.

### **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 Word 2013 and Microsoft Office Excel 2013 skills and how to apply them in a medical office setting. As a participant, you will become more prepared for your career as a Medical Professional in learning how to successfully support the front or back office of a clinic or hospital. This course covers the development of basic keyboarding skills to improve speed and accuracy.

### **LAS130A Professional Development**

4 Credit Hours  
40 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective résumé. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. In addition, it covers professionalism in the workplace and the importance of the externship.

### **LMR100 Introduction to Radiography**

4 Credit Hours  
40 Lecture Hours

This introductory course provides the student with general information about the profession of the Limited Medical Radiographer and introduces basic radiographic imaging principles and radiation protection. Special emphasis is also placed on medical ethics and professional conduct as well as patient care techniques.

### **LMR102 Radiographic Anatomy**

4 Credit Hours  
40 Lecture Hours

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

### **LMR110 Principles of Radiation**

4 Credit Hours  
40 Lecture Hours

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

## 8 COURSE DESCRIPTIONS

### **LMR120 Radiographic Imaging**

4 Credit Hours

40 Lecture Hours

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

### **LMR145 State Exam LXMO Review**

4 Credit Hours

40 Lecture Hours

This course for limited radiography students is designed to prepare the students to take the ARRT Limited Scope (LXMO) Radiography exam. This course includes review over patient care, radiographic procedures, equipment operation, image production and evaluation, radiation protection, anatomy and test taking skills.

### **LMR 200 Radiographic Positioning 1 Lab**

2 Credit Hours

40 Lab Hours

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

### **LMR300 Radiographic Positioning 2 Lab**

2 Credit Hours

40 Lab Hours

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

### **LMR400 Advanced Limited Radiography Clinical**

6 Credit Hours

180 Clinical Hours

This competency-based course for Limited Radiography students covers the radiographic evaluation in a clinical setting, of the chest, extremities, shoulder girdle, pelvic girdle, spine, skull, and thorax, under the direct supervision of a state certified radiation operator. The student will be assigned to a clinical site to complete a total of 180 hours of clinical experience.

### **MED100 Medical Terminology**

4 Credit Hours

40 Lecture Hours

This course provides the student with an understanding of the medial language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding

## 8 COURSE DESCRIPTIONS

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 rates 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.

### **MED120 Medical Law & Ethics**

4 Credit Hours

40 Lecture Hours

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

### **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 technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program.

### **MED150 Clinical Procedures 1**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

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

## 8 COURSE DESCRIPTIONS

### **MED155 Clinical Procedures 2**

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. 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 emergencies. Additionally, the student will be provided with an opportunity to learn how to provide care and treatment to children and infants.

### **MED160 Laboratory Procedures 1**

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. Instruction in HIV/AIDS training is included.

### **MED165 Laboratory Procedures 2**

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 Born Pathogens Certification.

### **MED175 Medical Assistant Certification Review**

4 Credit Hours  
40 Lecture Hours

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

### **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.

## 8 COURSE DESCRIPTIONS

### **PHL116 Phlebotomy Techniques 1**

4 Credit Hours  
30 lecture hours  
20 lab hours

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

### **PHL117 Phlebotomy Techniques 2**

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.

### **PSY101 Introduction to Psychology**

4 Credit Hours  
40 Lecture Hours

This course is designed to show students how psychology helps them understand themselves and the world, and uses psychological principles to illuminate the variety of opportunities they have in their lives and their care.

### **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.

## 8 COURSE DESCRIPTIONS

### PRACTICAL NURSING COURSE DESCRIPTIONS

#### **ANA101N Anatomy and Physiology for Nursing**

4 Credit Hours

40 Contact Hours: 40 Lecture

This course introduces the structure and function of the human body. The cells and tissues of the human body are presented along with the basic structure and physiology of the Cardiovascular, Respiratory, Urinary, Reproductive, Integumentary, Skeletal, Muscular, and Nervous systems. It includes examination of the basic structure and physiology, including the structure and function of cellular metabolism, chemistry and an introduction to microbiology.

#### **LAS120NA Success Skills for Nursing**

4 Credit Hours

50 Contact Hours: 30 Lecture / 20 Lab

This course explores the historical evolution of the nursing profession. Analyze the legal and ethical aspects of nursing relating to patient care, communication, and management. Dissect the various dimensions of nursing and the impact nursing has on patient care. Understand the various test-taking methodologies that will enhance test-taking skills.

#### **MED100N Medical Terminology for Nursing**

4 Credit Hours

40 Contact Hours: 40 Lecture

This course focuses on analyzing and combining prefixes, root words, and suffixes. The spelling, meaning, and pronunciation of these components, and commonly used medical terms, are presented. Included are medical abbreviations.

#### **MED105A Medical Mathematics**

4 Credit Hours

40 Contact Hours: 40 Lecture

This course offers a review of the math skills and understanding other mathematical processes needed for healthcare mathematics and related courses. Mathematical operations covered include: whole numbers, fractions, decimals, percentages and algebra.

#### **MIC100 Microbiology**

2 Credit Hours

20 Contact Hours: 20 Lecture

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

#### **NPN100 Introduction to Practical Nursing**

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

Introduction to history of nursing, healthcare system, roles and responsibilities of healthcare team with emphasis on nursing; role of practical nursing, development of therapeutic communication skills, legal standards for nursing practice, KBN regulations, development awareness of culture and diversity, importance of professional and student organization, safety and hygiene, infection control/ asepsis, standard precaution, isolation, and vital signs pertaining to physical assessment skills.

## 8 COURSE DESCRIPTIONS

### **NPN101 Nursing Skills and Concepts**

6.5 Credit Hours

81 Contact Hours: 55 Lecture / 10 Lab / 16 clinical

The objective of this course is to prepare the student to provide high quality, direct patient care under the supervision of licensed nurse personnel. Upon completion of the course, the student will have a working knowledge of the physiological, psychological, and social impact of the institutionalization on the nursing facility resident.

### **NPN110 Fundamentals of Practical Nursing**

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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

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

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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

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

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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

### **NPN131 Pediatric Nursing**

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

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

## 8 COURSE DESCRIPTIONS

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

6 Credit Hours

120 Contact Hours: 30 Lecture / 90 clinical

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

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

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

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

### **NPN151 Psychiatric/Mental Health Nursing**

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

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

### **NPN152 Long-Term Care Geriatric Nursing/Leadership**

4 Credit Hours

70 Contact Hours: 25 Lecture / 45 clinical

This course presents the concepts and principles of Gerontological nursing. This course provides the necessary information for understanding the processes of normal aging. The focus is on gaining knowledge that will assist in maximizing the health promotion and maintenance of the geriatric client. Emphasis is placed on special topics in caring for the older adult that includes: physiologic and cognitive alterations, social needs, end of life care, along with nutritional, communication, and safety issues. Clinical experiences are designed to allow for the integration of the nursing process while caring for the aging population in a variety of settings.

### **NUT100N Nutrition**

2 Credit Hours

20 Lecture Hours

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

## 8 COURSE DESCRIPTIONS

### **PHA100 Pharmacology/Medication Math 1**

4 Credit Hours

40 Contact Hours: 40 Lecture

This course provides an introduction of the study of drugs; examined are the concepts of measurement of systems, drug orders, drug labels, and drug dosage calculations. Emphasis will be placed on techniques used to administer commonly used drugs; included are the classifications, indications, actions, contra-indications, 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.

### **PHA200 Pharmacology/Medication Math 2**

4 Credit Hours

40 Contact Hours: 40 Lecture

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

### **PRA100 Integrated Practicum**

4 Credit Hours

120 Contact Hours: 120 Clinical

This clinical provides essential information relative to the management of patients with health and mental needs resulting from alterations in various body systems. Emphasis is placed on providing these individuals with safe and competent nursing care to all while incorporating critical thinking strategies within the nursing process while practicing within the scope of Practical Nursing. This practicum must be completed within a nine-week period during the final quarter of the nursing program and is regulated by the Florida Board of Nursing. It is described as “capstone experience” which is defined as an opportunity for students to demonstrate that they have achieved their goals for learning established by their educational institution and major.

**STUDENT COMPLAINT/  
GRIEVANCE POLICY**

9

## 9 STUDENT COMPLAINT / GRIEVANCE POLICY

### STUDENT COMPLAINT/GRIEVANCE POLICY

A student may not always agree with a decision or policy. Students have the right to air their concerns or complaints through the following procedures.

Concerns should first be brought to the attention of an instructor, then the Director of Education in an attempt to resolve the situation. Any discussions must be documented. Complaints that are not satisfactorily resolved in this manner should be submitted in writing to the Campus Director. Written responses to such complaints shall be given within five working days.

Any complaint still not satisfactorily resolved in this manner must be forwarded in writing to the ATA Executive Committee. A written response to such a complaint will be given within 10 working days.

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Bureau of Health Education Schools, (ABHES). Inquiries may be directed to the following:

The Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
(301) 291-7550

Florida Commission for Independent Education  
325 W. Gaines St, Suite 1414 Tallahassee, FL. 32399-0400  
Phone: 888-224-6684 (Toll Free)  
850-245-3200

#### **For Kentucky Residents:**

##### Filing a Complaint with the Kentucky Commission on Proprietary Education

To file a complaint with the Kentucky Commission on Proprietary Education, a complaint shall be in writing and shall be filed on Form PE-24, 2017 Form to File a Complaint, accompanied, if applicable, by Form PE-25, Authorization for Release of Student Records. The form may be mailed to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4<sup>th</sup> Floor, Frankfort, Kentucky 40601. The forms can be found on the website at <http://www.kcpe.ky.gov/>.

##### Existence of the Kentucky Student Protection Fund

Pursuant to KRS 165A.450 All licensed schools, resident and nonresident, shall be required to contribute to a student protection fund. The fund shall be used to reimburse eligible Kentucky students, to pay off debts, including refunds to the students enrolled for one (1) academic year or less from the school at the time of the closing, incurred due to the closing of a school, discontinuance of a program, loss of license, or loss of accreditation by a school or program.

##### Process for Filing a Claim Against the Student Protection Fund

To file a claim against the Kentucky Student Protection Fund, each person must submit a signed and completed Form for Claims Against the Student Protection Fund, Form PE-38, 2017 and provide the requested information to the following address: Kentucky Commission on Proprietary Education, 500 Mero Street, 4<sup>th</sup> Floor, Frankfort, KY 40601. The form can be found on the website at <http://www.kcpe.ky.gov/>.



CAREER EDUCATION

SPRING HILL (NON-MAIN CAMPUS)

7351 Spring Hill Drive, Suite 11

Spring Hill, Florida 34606

352.684.3007

[www.ata.edu](http://www.ata.edu)



Accredited by the Accrediting Bureau  
of Health Education Schools