



YOUR LIFE

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2020-2021 Catalog

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FORTIS Institute

1025 HWY. 111, Cookeville, TN 38501

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For consumer info visit www.fortis.edu



TABLE OF CONTENTS

Calendars.....	1-2
Introduction and Overview.....	3-7
Admissions Information.....	8-25
Academic Programs.....	26-40
Academic Policies.....	41-57
Tuition & Fees.....	58-59
Financial Assistance Programs.....	60-67
Student Policies.....	68-77
Grievance Procedures.....	78-80
Course Descriptions.....	81-104
Staff and Faculty.....	105-107
Index.....	108-111

HOLIDAY/BREAK CALENDARS

Med Tech, Allied Health and Trades Programs Holiday/Break Calendar		Nursing Program Holiday/Break Calendar	
01.01.2020	New Year's Day	01.01.2020	New Year's Day
01.20.2020	Martin Luther King Day	01.20.2020	Martin Luther King Day
05.25.2020	Memorial Day	05.25.2020	Memorial Day
06.29.2020- 07.05.2020	Summer Break	06.29.2020 – 07.05.2020	Summer Break
09.07.2020	Labor Day	09.07.2020	Labor Day
11.26.2020- 11.27.2020	Thanksgiving Break	11.26.2020 – 11.27.2020	Thanksgiving Break
12.21.2020- 12.27.2020	Winter Break	12.28.2020 – 1.10.2021	Winter Break
01.01.2021	New Year's Day	01.01.2021	New Year's Day

START DATES

<u>Advanced Tractor Trailer Driving Program:</u>				
01.13.2020	03.23.2020	06.01.2020	08.17.2020	10.26.2020
01.27.2020	04.06.2020	06.15.2020	08.31.2020	11.09.2020
02.10.2020	04.20.2020	07.06.2020	09.14.2020	11.23.2020
02.24.2020	05.04.2020	07.20.2020	09.28.2020	12.07.2020
03.09.2020	05.18.2020	08.03.2020	10.12.2020	12.28.2020
<u>Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assisting and Pharmacy Technician Programs:</u>				
01.27.2020		06.01.2020	10.12.2020	
03.09.2020		07.20.2020	11.23.2020	
04.20.2020		08.31.2020		
<u>Medical Laboratory Technology Program:</u>				
03.09.2020	06.01.2020	08.31.2020	11.23.2020	
<u>Radiologic Technology and Surgical Technology Programs:</u>				
03.09.2020		08.31.2020		
<u>Nursing Program</u>				
01.06.2020	04.06.2020	07.06.2020	10.05.2020	

Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change. Class A CDL Driving program start dates are subject to change based on enrollment need. See the Registrar's office for more information.

INTRODUCTION & OVERVIEW

Fortis Institute, Cookeville, Tennessee is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis Institute was established in 1970 and is a branch campus of Fortis College located in Cuyahoga Falls, Ohio. Fortis Institute is located at 1025 Hwy 111, Cookeville, Tennessee 38501. In addition, Fortis Institute has a satellite campus located at 4550 South Jefferson Avenue, Cookeville, Tennessee 38506. The commercial driving programs are taught at this location.

The Cookeville Campus of Fortis Institute, originally known as Cumberland School of Medical Technology, was established in June 1970 in Cookeville, Tennessee, with a program of study for Medical Laboratory Technicians. The school was founded to provide career opportunities in the allied health professions. Graduates of the school are employed throughout the region and across the country in hospital laboratories, reference laboratories, medical businesses and industry.

In 1970, the school was approved by the Tennessee Department of Public Health, Laboratory Licensing Service to operate a school for Medical Laboratory Technicians. This department approves the curriculum and each hospital laboratory participating in the school's training program.

The school was accredited in 1971 by the Committee on Allied Health Education and Accreditation (CAHEA) for its Medical Laboratory Technician Program on the recommendation of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), the Review Committee sponsored by the American Society of Clinical Pathologists (ASCP), the American Society for Medical Technology (ASMT), and the American Medical Technologists (AMT).

In 1988, the school was accredited by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools (SACS/COEI) and the school changed its name from Cumberland School of Medical Technology to Cumberland School of Technology. In the 1992-93 school years, the Tennessee Higher Education Commission approved the credential of Associate of Applied Science Degree awarded for the Medical Laboratory Technology program.

In May 2000, KIMC Investments, L.P. acquired both campuses of Cumberland School of Technology. The school name was changed to MedVance Institute in July 2000 and two new programs, Medical Assistant and Medical Coding Specialist, were added to the curriculum. In 2001, the school began offering the Radiologic Technology program, where students were awarded the credential of Associate of Applied Science upon graduation. In 2002, the school began offering two new diploma programs for Pharmacy Technician and Surgical Technology.

In December 2009 MedVance Institute was purchased by Education Affiliates, Inc. based in Baltimore, Maryland.

In November 2012, the school began expanding the scope of the programs offered to include the trades' occupations at the Cookeville Campus by adding the Heating, Ventilation, Air Conditioning and Refrigeration program. In July 2013 the school changed its name to Fortis Institute. In November 2014, the school added the Advanced Tractor Trailer Driving program and in February 2017 added the Class A CDL Driving program. In 2019, the campus was approved to offer the Associate Degree in Nursing program which confers an Associate of Applied Science degree.

CONSUMER INFORMATION

This Catalog is published in order to inform students and others of Fortis Institute's academic programs, policies, calendar, tuition, fees, administration, and faculty. This Catalog is published for informational purposes only and is not intended as a contractual agreement between Fortis Institute and any individuals. The information provided is current and accurate as of the date of publication.

Fortis Institute reserves the right to make changes within the terms of this Catalog, which may affect any of the information published, and to make such changes, if necessary, without prior notice to individual students. As such changes may occur, these will be published in a Catalog Addendum, which is intended as, and is to be regarded as, an integral part of this Catalog.

Fortis Institute expects its students to read and understand the information published in this Catalog and in any Catalog Addendum identified as belonging to this Catalog. Failure to read and understand this Catalog will not excuse any student from the application of any requirement or policy published herein. Furthermore, it is the responsibility of each student to remain apprised of current graduation requirements of his or her program.

Fortis Institute affirms a policy of equal employment opportunity, equal educational opportunity, nondiscrimination in the provision of educational services to the public, and administering all educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's race, color, creed or religion, sex or sexual orientation, national origin, age, physical or mental disadvantage, or other factors, which cannot be lawfully the basis for an employment decision.

Fortis Institute is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veterans Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Educational Rights and Privacy Act of 1974 as amended
- Drug Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, Fortis Institute, 1025 Hwy. 111, Cookeville, Tennessee 38501.

Please see the Consumer Disclosures tab found on the Institute's website for information regarding student achievement data and other important information.

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the Institute's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the Institute's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, Phone (703)-247-4212.
- Fortis Institute in Cookeville, Tennessee, is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, Tennessee 37243.
- The Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128, has authorized Fortis Institute, Cookeville, Tennessee, to offer the Associate of Applied Science degree for Medical Laboratory Technology.
- Fortis Institute's Nursing program has been granted approval by the Tennessee Board of Nursing. The Tennessee Board of Nursing is located at 227 French Landing, Suite 300, Heritage Place Metro Center, Nashville, TN 37243; phone: 615-532- 5166.
- Programmatic Accreditation: Medical Laboratory Technology Program at Fortis Institute, Cookeville Campus, is programmatically accredited through the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, 847-939-3597, www.naacls.org
- Programmatic Accreditation: Pharmacy Technician Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the American Society of Health-System Pharmacists (ASHP), in collaboration with the Accreditation Council for Pharmacy Education (ACPE), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, www.ashp.org and www.acpe-accredit.org
- Programmatic Accreditation: Radiologic Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606, www.jrcert.org

- Programmatic Accreditation: Surgical Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, Colorado 80120, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, www.arcstsa.org and www.caahep.org

Institute accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Institute's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

MISSION AND PURPOSES

Fortis Institute provides postsecondary career education to both traditional and nontraditional students through a variety of certificate, diploma and associate of applied science degree programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis Institute strives to develop within its students the desire for lifelong and continued education. The staff at Fortis Institute believes that they make an important contribution to the economic growth and social well-being of the area. Fortis Institute educates its students to help meet the economic needs of their community in entry-level positions. The educational process is a change-oriented approach to education that provides the community with graduates who possess the skills and knowledge needed to succeed in existing and emerging career occupations.

The following goals are integral to the mission of Fortis Institute:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound certificate, diploma and associate of applied science programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

ASSOCIATE DEGREE IN NURSING PROGRAM STUDENT LEARNING OUTCOMES

- Analyze relevant assessment data to provide holistic client- centered care.
- Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
- Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and health care team members.
- Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.
- Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
- Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.
- Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
- Participate in activities that promote professional development and personal growth.

MEDICAL LABORATORY TECHNOLOGY CODE OF ETHICS

Being fully cognizant of my responsibilities in the practice of medical technology, I affirm my willingness to discharge my duties with accuracy, thoughtfulness and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold in-violate the confidence placed in me by patients and

physicians. Recognizing that my integrity and that my profession must be pledged to the absolute reliability of my work, I will conduct myself in a manner appropriate to the dignity of my profession.

RADIOLOGIC TECHNOLOGY PROGRAM MISSION STATEMENT

The mission of the Radiologic Technology program is to prepare competent, entry-level radiographers to serve the public healthcare needs. The program administrator and faculty are committed to providing each student with a high quality education through innovative and engaging instruction, and role modeling.

RADIOLOGIC TECHNOLOGY PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent. Student Learning Outcomes:

Students will apply positioning skills. Students will select technical factors. Students will utilize radiation protection.

Goal 2: Students will communicate effectively. Student Learning Outcomes:

Students will demonstrate written communication skills. Students will demonstrate oral communication skills.

Goal 3: Students will use critical thinking skills. Student Learning Outcomes:

Students will adapt standard procedures for non-routine patients. Students will critique images to determine diagnostic quality.

Goal 4: Students will model professionalism. Student Learning Outcomes:

Students will demonstrate professionalism in the clinical setting

CRITICAL STRENGTHS OF FORTIS INSTITUTE

Career-oriented programs: The Institute's programs have been developed and are periodically reviewed in conjunction with industry advisory boards to ensure that they continue to prepare graduates according to current needs and expectations of the community of employers served by Fortis Institute.

Qualified, caring faculty: In their academic credentials and professional experience, faculty members are qualified to teach the courses assigned to them, and all are committed to providing the extra assistance students may need to achieve their career goals.

Graduate employment assistance: Students approaching graduation receive, at no additional charge, career and employment assistance in finding entry-level positions in their preferred careers. While the primary responsibility for securing such employment rests with the student, the Career Services Department is available for information, contacts, and guidance.

Small classes and personal attention: A small student-to-faculty ratio helps students obtain the most from their educational investment by ensuring easy access to instructional equipment and to attentive and helpful faculty.

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to the Institute's accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Dean of Education, Dean of Nursing and/or Program Directors: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfers.

Director of Admissions: policies pertaining to admissions requirements, enrollment, and copies of consumer information disclosures.

Business Office Manager: tuition charges, payments, adjustments, and refunds.

Director of Financial Aid: descriptions of financial aid programs, rights and responsibilities of financial aid recipients, means and frequency of payments of financial aid recipients, means and frequency of payments of financial aid awards, student loan repayment, and employment provided as financial aid.

Registrar: programmatic scheduling and student registration, admission and academic records, attendance records, education verifications, diploma processing and transcript requests, My CampusLink coordinator.

Director of Career Services: information pertaining to placement rates and employment opportunities for graduates.

PROGRAM AND POLICY CHANGES

Fortis Institute reserves the right to make changes in organizational structure, policies and procedures, equipment and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in this Catalog and applicable Student Handbooks.

FACILITIES AND EQUIPMENT

Fortis Institute occupies a 22,000 square-foot facility and is located at 1025 Hwy. 111, Cookeville, Tennessee 38501. The campus includes administrative offices; computer and medical labs, lecture classrooms, a learning resource center, and student break area. Fortis Institute also uses the offices and laboratories of local physicians, clinics, healthcare facilities, and hospitals to provide on- the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities. In addition, Fortis Institute has a satellite campus at 4550 South Jefferson Avenue, Cookeville, Tennessee 38506. The commercial driving programs are taught at this location.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

NON-DISCRIMINATION STATEMENT

Fortis Institute does not discriminate on the basis of sex, sexual orientation, age, disability, race, creed, color, national origin, or religion in its admission to the Institute or treatment in its programs, activities, advertising, training, placement, or employment. Peggy Aschelman the Registrar at Fortis College in Cuyahoga Falls, Ohio, is the Coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination, sexual harassment or sexual violence provisions of Title IX should be directed to the Deputy Title IX Coordinator, Melissa Lewis, Campus Business Manager, at 1025 Hwy. 111, Cookeville, Tennessee 38501, (931) 526-3660 or by email at Melissa.Lewis@fortisinstitute.edu. The Institute's *Consumer Information Guide* contains more detailed information about the Institute's Title IX grievance procedures. The *Consumer Information Guide* is available online at: <http://www.fortisedu.info/>.

The Title IX Coordinator must act equitably and promptly to resolve complaints and should provide a response within seven working days.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Fortis Institute receives all required documentation. All records received become the property of Fortis Institute.

GENERAL ADMISSION REQUIREMENTS

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school certificate. The institution shall have on file a copy of the high school transcript, or the equivalency certificate that meets the state's minimum for passing. If the applicant attended a postsecondary institution in the USA, which at the time was accredited by an accreditation agency recognized by the U.S. Department of Education or CHEA, and the applicant's official transcript from that postsecondary institution lists that the applicant graduated from a US state or Territory licensed or approved secondary school, the Institute may accept this transcript as evidence that the applicant is a high school graduate. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of Institute.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study; with exception being the Tractor Trailer Driving programs, which requires the student be twenty-one years of age. The diploma programs that entail an externship component require a student to be 18 at the time he or she starts the clinical/externship portion of the program. The Medical Technology programs (Medical Laboratory Technology, Radiologic Technology and Surgical Technology) require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions representative and/or other administrative staff.
5. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the Institute who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

Diploma Programs

HVACR	11
Medical Assisting	11

Pharmacy Technician	11
Surgical Technology	15

Associate Degree Programs

Medical Laboratory Technology	15
Nursing	16
Radiologic Technology	15

Note: In the event an applicant desires special accommodations for the SLE, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

7. For the Medical Laboratory Technology, Radiologic Technology and Surgical Technology programs, after achieving a score on the SLE, of 15 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a Verbal Skills score of 268 and a quantitative skills score of 241 to be accepted into a Medical Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections are eligible to retake the low scoring section. However, a minimum of seven days must elapse after the first test before the 2nd attempt may be administered.
8. Applicants to the Associate Degree in Nursing program who hold current Practical or Vocational Nursing licensure or who are graduates of a Fortis College/Institute or MedVance Institute PN or VN program are exempt from taking the Wonderlic exam.
9. Applicants must meet all financial obligations.
10. Applicants must pay the enrollment fee and complete all tuition payment requirements.
11. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment (OCA) with a 70% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school's Online Competency Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAM

1. Applicants must submit to and pass a drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense within 24 hours at a Institute designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in dismissal from the program. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dismissed from the program as per the Nursing Substance Abuse and Drug Screening policy.
2. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or

may prevent his or her being eligible to achieve nursing licensure by a state Board of Nursing. If there are any questions regarding this process, the applicant should contact the Dean of Nursing.

3. The applicant must provide a valid form of identification with a picture, name and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
4. Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. Fortis College / Institute must maintain a signed copy of the student's current (American Heart Association BLS Healthcare Provider Course) CPR card. Students are required to have their CPR card with them at all times during class, laboratory, and clinical activities. This CPR certification must be maintained throughout the length of the program. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dismissed from the program. Missed clinical experiences will be considered an unexcused absence, and may result in failure of the course. CPR certification and renewal will be at the applicant's/student's expense.
5. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.
6. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Associate Degree in Nursing (ADN) program.

Applicants to the ADN program who are Licensed Practical Nurses (LPNs) must meet the following requirements:

1. The LPN applicant must possess a current, valid unencumbered Practical Nurse license.
2. After the admission interview, the applicants who are not Fortis College/Institute or formerly MedVance Institute Practical Nursing Program graduates will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN).
3. Graduates from a Fortis College/Institute or formerly MedVance Institute PN program may be provisionally admitted to the Associate Degree Nursing program contingent upon obtaining a valid, current, unencumbered Practical Nursing license. Failure to obtain a current, valid Practical Nursing license prior to the end of their first term will result in immediate dismissal from the Associate Degree in Nursing program.
4. LPN applicants to the ADN program who are Fortis College/Institute or formerly MedVance Institute PN program graduates are exempt from taking the HESI Admission Assessment Exam (A2-RN).

Applicants to the ADN program who are not licensed practical nurses must meet the following requirements:

After achieving a passing SLE score, applicants will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN).

Applicants may be admitted to the nursing program with an A2-RN score of 75% or higher on (1) English Language Composite Score comprised of reading, grammar, vocabulary and (2) math composite score. Prior to taking the A2-RN assessment, applicants will be provided with an opportunity to obtain the study guide. Applicants are strongly encouraged to complete the review workbook prior to taking the assessment. If the applicant is unsuccessful after his/her first attempt, he/she will be directed to complete the HESI online remediation before being allowed to take the A2-RN exam the second time (or any subsequent time).

Entrance Exam Retakes & Timelines

An applicant failing the first attempt of the HESI A2 may be permitted to retake the exam up to two more times within 90 days of the first attempt. The timing of the second and third attempts will be determined by the school based on progress made during the prep course.

After three (3) unsuccessful attempts, an applicant may only re-apply to the Institute after six months from the third attempt and prior to the fourth attempt will be required to submit evidence of having completed additional academic coursework that would demonstrate additional preparation for success (e.g. completed course work in science courses, certification or documentation of having completed professional education or skills development from a community college adult education course/s or formal tutoring).

If the fourth attempt to pass the HESI A2 is unsuccessful the applicant will no longer be eligible to apply for the nursing program.

Admissions testing from another location:

Applicants that have official documentation of having completed the HESI A2 at another accredited academic institution within 12 months from expected enrollment at Fortis Institute and achieved a score that meets or exceeds that required by Fortis Institute will be considered for admission and not be required to repeat the HESI A2.

Note: Admission to the Associate Degree Nursing program does not guarantee a student's ability to participate in clinical training experiences, sit for a nurse licensing examination, or obtain employment as a professional nurse in this or any other state.

When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Programs Admissions Committee for consideration. After the Nursing Programs Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR MEDICAL LABORATORY TECHNOLOGY, PHARMACY TECHNICIAN, RADIOLOGIC TECHNOLOGY, SURGICAL TECHNOLOGY AND TRACTOR TRAILER DRIVING PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Medical Laboratory Technology, Pharmacy Technician, Radiologic Technology, Surgical Technology and Tractor Trailer Driving programs.

Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or being readmitted following a withdrawal period of 90 days. The conviction for certain criminal offenses may bar an applicant from participating in certain externship training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields, and obtaining employment. Any adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

Students must report to the Dean of Education in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL LABORATORY TECHNOLOGY, RADIOLOGIC TECHNOLOGY, SURGICAL TECHNOLOGY PROGRAMS

The applicant must schedule and complete an interview with the program director of his/her selected program and/or his or her designee. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5. An applicant must score a minimum of a 3 to be eligible for enrollment.

The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S. Passport.

The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.

Applicants must submit to a drug-screening test and receive a negative drug test result. Test results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL LABORATORY TECHNOLOGY, RADIOLOGIC TECHNOLOGY, SURGICAL TECHNOLOGY PROGRAMS AFTER PROGRAM ACCEPTANCE

The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.

TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results. Students must read and sign a technical functions statement of understanding.

Since some externship sites may be farther than 125 miles from the campus; applicants must sign a statement of understanding of the travel requirements.

With the exception of Hepatitis B, all required immunizations must be completed prior to or within the first six week grading period that the student starts school.

AVAILABILITY OF GED TESTING

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to www.acenet.edu and select GED Testing Services or contact the local Board of Education or the Institute's Admissions Office.

READMISSION

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to different program of study should contact the Admissions office.

A former student seeking readmission in the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator. The applicant must meet with the Student Success Coordinator to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that these or other issues will not interrupt the completion of the program of study if he or she is approved for readmission. The Dean of Education or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Financial Aid Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications are reviewed and approved by a committee comprised of the Institute's Campus President, Dean of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA), and can increase his or her credits earned to credits attempted ratio to comply with the Institute's SAP policy. If approved for re-admission, the student will re-enter the Institute in a status of Academic Probation. A student may remain in a status of Academic Probation for only one Quarter. A student who fails to meet SAP after the first Quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for

the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the Institute Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a nursing program must have current CPR certification and immunizations.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and acknowledges receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the Campus President. With assistance from the Registrar, the Dean of Education will establish a course schedule for program completion.

ORIENTATION

Fortis Institute provides an orientation program to help students adjust to the Institute environment.

Orientation is held by the Institute prior to the start of each program start. Institute policies, student responsibilities, and any questions are addressed at the orientation.

ASSOCIATE DEGREE IN NURSING PROGRAM HEALTH AND CLINICAL REQUIREMENTS

As a part of contractual agreements with clinical agencies, all nursing students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the nursing program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

1. Maintain Unencumbered Practical Nursing License

Once the ADN student has fulfilled the practical nurse license requirements outlined in the admissions requirements (at the time of admission or prior to the end of the first term for provisional enrollment), the student's license must remain unencumbered throughout the duration of the program. Students must report to the Dean of Nursing, in writing, any change in status of their practical nurse license within 24 hours of the occurrence. Failure to maintain an unencumbered license may result in dismissal from the program.

2. Cleared Background Check

The applicant must submit to and pass a criminal background check and be cleared per Fortis Institute policy as well as appropriate State Board of Nursing rules and regulations. Students must maintain a clear criminal background while enrolled in the nursing program. Students must report to the Dean of Nursing in writing, any change in their criminal background or status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

3. Negative Drug Screen

The applicant must submit to and pass a drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at an Institute designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a

positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

4. Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The Institute must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

5. Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students can perform several physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the dean of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the dean of the nursing program to make the final decision as to the student's ability to participate in clinical activities.

Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance to participate in clinical experiences at their facilities. The Institute does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

Essential Skills and Functional Abilities Forms are to be completed by an applicant. It is essential that nursing students can perform several physical and cognitive activities in the classroom, clinical and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the dean of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the Dean of the nursing program to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance to participate in clinical experiences at their facilities. The Institute does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

6. Immunizations

Proof of Immunizations are mandatory for every nursing student and will be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the education program.

All students are required to sign the acknowledgement of information regarding immunization requirements. Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center the expectation is the student will use the center.

Students may choose to obtain the immunizations from another healthcare provider; however immunization documentation has to include specific information about the type of healthcare provider and the immunization/s administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1st clinical session will result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

Vaccination/ Screening	Requirements in Brief
Hepatitis B	<ul style="list-style-type: none">– Serologic proof of immunity is required.– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).– Obtain serologic testing 2 months after dose #3.
MMR	<ul style="list-style-type: none">– Serologic evidence of immunity or laboratory confirmation of disease is required.– If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.
Varicella	<ul style="list-style-type: none">– Serologic proof of immunity or laboratory confirmation of disease required.– If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none">– One-time dose of Tdap is required.– Td boosters every 10 years thereafter.
Influenza	<ul style="list-style-type: none">– Required annually.
Tuberculin Skin Test (TST)	<ul style="list-style-type: none">– For students with no history of previous annual tuberculin skin testing, an initial two-step is required.– For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.– For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or Institute policy. The Institute has identified a standard immunization policy, but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

7. Serological Evidence of Immunity

Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided to participate in any agency based clinical rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in the event of an exposure.

Measles, Mumps, and Rubella (MMR)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease. If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the Institute and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the Institute and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Tetanus, Diphtheria, Pertussis (Td/Tdap)

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the Institute and maintain compliance with the immunization and health clearance policy.

Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the Institute and maintain compliance with the immunization and health clearance policy.

Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the Institute only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 21 days after the 1st test and it is read within 48-72 hours.
- Annual TST.

One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):

- Step #1 TB skin test administered and read within 48- 72 hours.

Annual TST

Annual tuberculosis screening and TST is required each year the student is enrolled in the nursing program. Students must provide documented evidence of compliance to the Institute. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior the first week of the quarter in which the student initially enrolls in the nursing program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

8. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The Institute has identified a standard immunization policy, but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe to maintain enrollment and progress. All additional requirements are at the student's expense.

9. Student Health Requirements

It is essential that nursing students can perform several physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The Institute or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and Dean of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to the Institute prior by the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing in consultation with the Vice President Dean of Nursing.

10. Provide any additional documentation that may be required by the assigned clinical site.

HEALTH AND IMMUNIZATION REQUIREMENTS FOR THE MEDICAL ASSISTING AND PHARMACY TECHNICIAN PROGRAMS

Students in the Medical Assisting and Pharmacy Technician programs must either present documentation of having had Hepatitis B injections 1 and 2 and a TB test within an acceptable timeframe, or must complete the first two Hepatitis B injections and a TB test at least one quarter prior to the term in which they take any externship course. If the TB test result is positive, a chest X-ray test must be completed.

Students in the Pharmacy Technician program must submit to and pass a drug screen in the term prior to starting externship. Any student whose test results turn out to be inconclusive (such as diluted sample or insufficient sample) will be required to be retested at his or her own expense. Acceptable test results must be documented prior to the student being assigned to an externship site.

If there are any questions regarding these requirements, students should make an appointment to speak with the Program Director and/or Dean of Education.

MEDICAL LABORATORY TECHNOLOGY, RADIOLOGIC TECHNOLOGY AND SURGICAL TECHNOLOGY (MEDICAL TECHNOLOGY PROGRAMS) PROGRAM HEALTH AND CLINICAL REQUIREMENTS

As a part of contractual agreements with clinical agencies, all medical technology students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the site.

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the medical technology program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the medical technology program.

Proof of immunizations are mandatory for every medical technology student and will be verified as complete prior to the student being permitted to enter any clinical site (whether for the assigned course activities or for orientation at the clinical site prior to the course start).

Admissions staff will provide all new medical technology with information regarding the immunization requirements for participating in the education program.

All students are required to sign the acknowledgement of information regarding immunization requirements.

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center the expectation is the student will use the center.

Students may choose to obtain the immunizations from another healthcare provider, however immunization documentation has to include specific information about the type of healthcare provider and the immunization/s administered and/or verified.

Failure to provide the required documentation within the first quarter of the program may result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

1. Cleared Background Check

The applicant must submit to and pass a criminal background check and be cleared per Fortis Institute policy as well as appropriate board and registry rules and regulations. Students must maintain a clear criminal background while enrolled in the medical technology or nursing program. Students must report to the Campus President and/or the Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the medical technology or nursing program.

2. Negative Drug Screen

The applicant must submit to and pass a drug screen. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at an Institute designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

3. Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The Institute must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

4. Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the director of the nursing program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the director of the nursing program to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to their Program Director or Dean of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. The Institute does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

5. Immunizations

Vaccination/ Screening	Requirements in Brief
Hepatitis B	<ul style="list-style-type: none"> – Serologic proof of immunity is required. – Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). – Obtain serologic testing 2 months after dose #3.
MMR	<ul style="list-style-type: none"> – Serologic evidence of immunity or laboratory confirmation of disease is required. – If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.
Varicella	<ul style="list-style-type: none"> – Serologic proof of immunity or laboratory confirmation of disease required. – If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Tetanus, Diphtheria, Pertussis	<ul style="list-style-type: none"> – One-time dose of Tdap is required. – Td boosters every 10 years thereafter.
Influenza	<ul style="list-style-type: none"> – Required annually.
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"> – For students with no history of previous annual tuberculin skin testing, an initial two-step is required. – For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days. – For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.

Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC or Institute policy. The Institute has identified a standard immunization policy, but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point

throughout the enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

6. Serological Evidence of Immunity

Hepatitis B Vaccine

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency based clinical rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the patient in the event of an exposure.

Measles, Mumps, and Rubella (MMR)

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate "indeterminate" or "equivocal," individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the Institute and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Varicella (Chicken Pox)

Students must submit proof of varicella immunity by providing documented serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide required documentation to the Institute and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

Tetanus, Diphtheria, Pertussis (Td/Tdap)

Students must provide proof of vaccination for tetanus, diphtheria and pertussis within the past 10 years. If no documentation is presented, vaccination is required. Evidence of one time Pertussis vaccination is required. A one-time dose of Tdap is required for all students who have not received Tdap previously. A Td booster should be documented every 10 years thereafter. Students are required to provide documentation to the Institute and maintain compliance with the immunization and health clearance policy.

Seasonal Influenza

Students must provide documented evidence that one dose of influenza vaccine is received annually. Students are required to provide required documentation to the Institute and maintain compliance with the immunization and health clearance policy.

Tuberculosis/Tuberculin Skin Test (TST)

Students are not permitted to practice in any clinical, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in the nursing program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the Institute only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

- Step #1 TB skin test administered and read within 48-72 hours.
- Step #2 TB skin test is administered 7 to 14 days after the 1st test and it is read within 48-72 hours.
- Annual TST.

One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):

- Step #1 TB skin test administered and read within 48-72 hours.
- Annual TST.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in the nursing program. Students must provide documented evidence of compliance to the Institute. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

For students with a history of a positive TST, they must complete a questionnaire, have a post treatment or symptom negative chest x-ray free of active pulmonary disease, and be currently free of any symptoms. An annual tuberculin skin testing is not required for previous TB positive students. A repeat or annual chest x-ray is not required unless the questionnaire or symptoms suggest further evaluation. A negative chest x-ray result must be no older than 2 years for health clearance and must document "no evidence of active pulmonary disease" by an appropriately credentialed healthcare provider.

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in clinical experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior the first week of the Quarter in which the student initially enrolls in the medical technology or nursing program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in clinical experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

7. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization

requirements beyond the current recommendations by the CDC or ACIP. The Institute has identified a standard immunization policy, but reserves the right to require any additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the medical technology or nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

8. Student Health Requirements

It is essential that medical technology and nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The Institute or clinical agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immuno-suppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical area under the influence of a controlled substance or any medication which may impair judgment, alertness, or physical agility regardless if prescribed by a healthcare provider. The clinical instructor and nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and Program Director or Dean of Nursing within 24 hours or before entering a clinical area (whichever comes first).

Students must submit the approved physical and health clearance forms to the Institute prior by the designated deadline.

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the medical technology and/or nursing program. Risk assessment is at the discretion of the Campus President, Program Director or Dean of Nursing in consultation with the Regional Dean and/or Regional Dean of Nursing.

9. Provide any additional documentation that may be required by the assigned clinical site.

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university, and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis Institute should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the Institute to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have been completed within the past five years (60 months).
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have a grade of "B" or higher on the transcript from the awarding institution.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis Institute in order for transfer credit to be awarded.

When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval. In the case of nursing applicants when a need exists for a review for possible exception the Vice President of Nursing and the Vice President of Education will review and determine what is appropriate.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's Fortis Institute program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows: AP scores of 4 or higher, CLEP scaled scores of 60 or higher and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

The Institute does not award credit for life or work experience.

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

Fortis Institute will accept credit earned in a similarly-titled program from another Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

ADDITIONAL REQUIREMENTS FOR SPECIFIC PROGRAMS

- Nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with an "NUR" or "PNR" prefix). The only exceptions are nursing courses completed at Fortis-affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.
- Radiologic Technology students must complete at least 51% of all concentration courses at the Institute. Therefore, students may receive transfer credit for no more than 49% of concentration courses in the program.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluation of all materials provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio for purposes of determining rate of progress in satisfactory academic progress. Since the number of credits transferred into a program may shorten the maximum program length for completion of graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

If students wish to transfer between programs at the same school, students should seek guidance from the Dean of Education and the Registrar. The Dean of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

A Veterans Administration (VA) funded student enrolling in any of the Institute's programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed

training. The Institute will evaluate and grant credit, if appropriate. Training time will be adjusted appropriately and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

Fortis Institute must receive and evaluate official transcripts from all postsecondary school(s) previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

ARTICULATION AGREEMENT(S)

Fortis Institute has established articulation agreement(s) with the following institution(s) for articulation into its online RN to BSN program.

Denver College of Nursing

Chamberlain College of Nursing

Kaplan University

Western Governors University

ACADEMIC PROGRAMS
CERTIFICATE PROGRAM

CLASS A CDL DRIVING

Length: 172 Contact Hours	
Credential Awarded: Certificate	Mode of Delivery: Residential

OBJECTIVE

The objective of the Class A CDL Driving program is to provide quality career education and introduce students to the procedures and skills found in the truck driving industry. Students will not only be prepared to obtain a commercial driver's license, but learn how to operate a commercial vehicle safely while developing essential like skills to gain academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement.

DESCRIPTION

The course material presented in the Class A CDL Driving program is intended to prepare students to take and pass the Commercial Driver's License test in the student's state of residence. The graduate will have sufficient skills and knowledge to allow employment as an entry-level Tractor Trailer Driver. The program is primarily designed to allow an entry level driver to find his or her first job with a large company doing over the road driving. These companies typically have their own in-house training departments that can provide additional training to entry level drivers. The exceptional student will be able to find employment in a smaller company without a training department.

CREDENTIALING EXAMS

Each graduate will sit for and obtain a Commercial Driver's License with all relative endorsements. This license allows the graduate to operate a tractor trailer with a vehicle gross weight of 80, 000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs., or a straight vehicle in excess of 26,001 lbs.

CAREER OPPORTUNITIES

Upon successful passing of the CDL exam, graduates of the program are prepared to seek entry-level employment and further career development as a commercial vehicle operator.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
CLA101	Basic Operations	70	0
CLA110	Vehicle Control Systems	102	0

Schedule

Classes meet in a four week session. *Hours and days are subject to change.

ACADEMIC PROGRAMS

DIPLOMA PROGRAMS

ADVANCED TRACTOR TRAILER DRIVING

Length: 480 Contact Hours; 24 Instructional Weeks	Program Quarter Credits: 34
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The objective of the Advanced Tractor Trailer Driving Program is to provide quality career education and introduce students to the procedures and skills found in the truck driving industry. Students will not only be prepared to obtain a commercial driver's license, but learn how to operate a commercial vehicle safely while developing essential life skills to gain academic, technical, and professional knowledge and skills required for job acquisition, retention and advancement.

DESCRIPTION

The Advanced Tractor Trailer Driving program is intended to develop usable skills and technical knowledge leading to employment as a Tractor Trailer Driver. This diploma program provides comprehensive training to prepare students to take and pass the commercial driver's license test for the state in which they are licensed. The graduate will be capable of operating a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,000 lbs. or a straight vehicle in excess of 26,000 lbs. The training offered during this program will provide students with advanced range and road skill development, as well as in-depth classroom material. This skill and knowledge enhancement will enable the graduate, upon obtaining entry-level employment, to further develop their career as a Tractor Trailer Driver.

CREDENTIALING EXAMS

Each graduate will sit for and obtain a Commercial Driver's License with all relative endorsements. This license allows the graduate to operate a tractor trailer with a vehicle gross weight of 80,000 lbs., an articulated vehicle with a trailer in excess of 10,001 lbs. or a straight vehicle in excess of 26,001 lbs.

CAREER OPPORTUNITIES

Upon successful passing of the CDL exam, graduates of the program are prepared to seek entry-level employment and further career development as a commercial vehicle operator.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
ATT001	Basic Operation	40	4.0
ATT002	Vehicle Systems & Maintenance	40	4.0
ATT003	Cargo Documentation & Personal Safety	40	4.0
ATT004	Smith System & CDL Preparation	40	4.0
ATT005	Hours of Service and Trip Planning	40	4.0
ATT006	Introduction to Vehicle Control	40	2.0
ATT007	Basic Vehicle Control	40	2.0
ATT008	Intermediate Vehicle Control	40	2.0

ATT009	Advanced Vehicle Control	40	2.0
ATT010	Basic Driving Techniques	40	2.0
ATT011	Advanced Driving Techniques	40	2.0
ATT012	CDL Skills/Driving	40	2.0

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday; Afternoon: 1:30 p.m. – 6:30 p.m. Monday through Thursday

*Hours and days are subject to change.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 960 Contact Hours: 48 Instructional Weeks	Program Quarter Credits: 64
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces and air conditioning equipment.

DESCRIPTION

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for persons interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Upon graduation from the HVACR program, students will be required to take and pass the EPA certification exam. Students will receive a diploma and be able to work as heating, air conditioning and/or refrigeration service technicians in both residential and commercial sites.

CREDENTIALING EXAMS

Graduates are eligible to take the EPA Universal Certification Exam.

CAREER OPPORTUNITIES

The graduate is prepared to seek entry-level employment in HVACR including but not limited to: service technician, installation technician, and apprentice heating technician.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
HVR105	Thermodynamics	60	4.0
HVR110	Practical Applications of Electricity	60	4.0
HVR120	Controls, Motors and Motor Controls	60	4.0
HVR125	Refrigerants	60	4.0
HVR130	Residential Air Conditioning	60	4.0

HVR135	Commercial Air Conditioning	60	4.0
HVR140	Commercial Refrigeration Concepts	60	4.0
HVR145	Industrial Refrigeration	60	4.0
HVR150	Electric Heat and Heat Pumps	60	4.0
HVR155	Gas Heating Systems	60	4.0
HVR160	Oil Heating Systems	60	4.0
HVR165	HVAC System Performance	60	4.0
HVR170	Water-Based Heating Systems	60	4.0
HVR175	HVAC Troubleshooting and Services	60	4.0
HVR180	EPA Certification Preparation	60	4.0

Schedule

Evening: 5:30 p.m. – 10:30 p.m. Monday through Thursday

*Hours are subject to change.

MEDICAL ASSISTING

Length: 780 Contact Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment. Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship

hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105	Medical Terminology	60	4.0
AHP106	Medical Anatomy and Physiology	60	4.0
MAS110	Clinical Procedures and Techniques	60	4.0
MAS115	Laboratory Procedures and Techniques	60	4.0
MAS125	Invasive Clinical Procedures	60	4.0
MAS135	Certification Review and Career Development	60	4.0
MAS190	Externship	180	6.0
MOA110	Medical Office Procedures	60	4.0
MOA115	Medical Records and Insurance	60	4.0
MOA120	Electronic Health Records	60	4.0

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday Evening: 5:30 p.m. – 10:30 p.m. Monday through Thursday

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

PHARMACY TECHNICIAN

Length: 780 Contact Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

In today's healthcare field, the role of the pharmacist has been expanded to provide not only patient care and education but also advice to health care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the pharmacy technician has evolved from simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assist the pharmacist in direct patient care.

DESCRIPTION

The Pharmacy Technician diploma program provides students with a solid foundation of pharmacy fundamentals and terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a pharmacy setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the Pharmacy Technician Certification exam (PTCB).

CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment in positions such as Pharmacy Technician and Pharmaceutical Care Associate. Upon successful passing of certification exams and where applicable, graduates could also seek employment opportunities such as Certified Pharmacy Technician (CPhT) and IV Certified Pharmacy Technician.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105	Medical Terminology	60	4.0
AHP106	Medical Anatomy and Physiology	60	4.0
PHT110	Fundamentals of Pharmacy	60	4.0
PHT115	Mathematics for Pharmacy Technicians	60	4.0
PHT120	Drug Classification Systems	60	4.0
PHT125	Pharmacy Practice and Principles	60	4.0
PHT130	Pharmacology for Pharmacy Technicians	60	4.0
PHT135	Intravenous Admixtures and Aseptic Compounding	60	4.0
PHT140	Certification Preparation and Career Development	60	4.0
PHT190	Externship	180	6.0

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday Evening: 5:30 p.m. – 10:30 p.m. Monday through Thursday

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

SURGICAL TECHNOLOGY

Length: 1550 Contact Hours; 72 Instructional Weeks	Program Quarter Credits: 89
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The surgical technology program is designed to prepare entry-level surgical technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates are provided a strong background in surgical procedures to include such areas as general, cardiac, neuro, plastic, orthopedic, vascular, genitourinary, ophthalmic, and OB/GYN surgical procedures.

DESCRIPTION

Surgical Technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients. Surgical technologists work under the supervision of a surgeon to facilitate the safe and effective conduction of invasive and minimally invasive surgical procedures, ensuring that the operative room environment is safe, that equipment functions properly, and that the operative procedure is conducted under the conditions that maximize patient safety. Surgical technologists can be expected to handle surgical instruments, supplies, and equipment necessary during the surgical procedure. The objective of the Surgical Technology program is to prepare students with the necessary knowledge, skills, and professional qualities to seek entry-level employment as a Surgical Technologist; working in places such as hospital surgery departments, outpatient surgical centers, private surgeons, operating room facilities and similar facilities.

ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of C+ to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course for no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

EXTERNSHIP

Externship courses are included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a surgical setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates of the Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) are eligible to sit for the Certified Surgical Technologist (CST) certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Tennessee requires the graduate to be certified (CST) to work in the state of Tennessee. The granting of the diploma is not contingent upon the passing of any external certification examination.

CAREER OPPORTUNITIES

Graduates of the Surgical Technology program are prepared to see employment as entry-level members of an operating room team, working alongside surgeons, anesthesiologists, and circulating nurses. In addition to hospital operating rooms, graduates may also seek employment opportunities in surgical centers, delivery rooms, and medical clinics.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP200	Communications for Health Professionals	60	4.0
BIO205	Microbiology	60	4.0
MED110	Anatomy and Physiology I	60	4.0
MED115	Anatomy and Physiology II	60	4.0
SGT101	Introduction to Surgical Technology	60	4.0
SGT105	Asepsis and Sterile Technique	60	4.0
SGT110	Instrumentation and Surgical Applications	60	4.0
SGT115	Surgical Case Management	60	4.0
SGT120	Diagnostic, General, Obstetric and Gynecological Surgery	60	4.0
SGT125	Ophthalmic, Otorhinolaryngology, Maxillofacial and Pediatric Surgery	60	4.0
SGT130	Plastic, Genitourinary and Orthopedic Surgery	60	4.0
SGT135	Cardiothoracic, Vascular and Neurology Surgery	60	4.0
SGT205	Pharmacology and Anesthesia	60	4.0
SGT210	Simulation: Diagnostic, Endoscopy, General Genitourinary, Obstetric and Gynecological Procedures	60	4.0
SGT215	Simulation: Ophthalmic, Otorhinolaryngology, Oral, Maxillofacial and Plastic Surgery	60	4.0
SGT220	Simulation: Orthopedic, Cardiothoracic, Vascular and Neurosurgery	60	4.0
SGT225	ST Capstone and Certification Review	40	4.0
SGT230	ST Capstone and Career Development	40	4.0
SGT280	OR Externship Rotation	270	9.0
SGT290	OR Externship Rotation	240	8.0

Schedule

Class schedule varies per quarter.

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

ASSOCIATE DEGREE PROGRAMS

MEDICAL LABORATORY TECHNOLOGY

Length: 2000 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 115
Credential Awarded: Associate of Applied Science	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

PROGRAM MISSION STATEMENT

The Medical Laboratory Technology program provides students with a quality education in clinical laboratory science. The program meets the educational requirements set forth by the Clinical Laboratory Improvement Act (CLIA) for Medical Laboratory Technicians. The program is accredited by the National Accrediting Agency of Clinical Laboratory Sciences.

Graduates are eligible to sit for National Registry examinations including the ASCP and AMT. Individuals with a criminal conviction may be ineligible to take the credentialing examination required for employment in this occupation (see admissions policy and procedures). The objective of this program is to prepare the graduate for a career in the medical laboratories of hospitals, reference laboratories, physician offices and in other related medical laboratory fields. Students develop the knowledge and skills for clinical laboratory tests that are needed to assist physicians in the diagnosis and treatment of patients.

PROGRAM GOALS

1. To provide a strong curriculum based on current needs.
2. To maintain quality of instruction in clinical laboratory science courses by including instruction in the latest technological advances.
3. To develop in students professional attitudes required of clinical laboratory technicians.
4. To educate students in the benefits and merits of continuing professional development.
5. To provide competent entry-level clinical laboratory technicians to the region served by the programs.

ESSENTIAL FUNCTIONS

1. Ability to read, understand and apply instructions in English.
2. Interpersonal skills: Communicate orally in a clear and understandable manner.
3. Analytical skills: Interpret and analyze test results.
4. Manual dexterity: Manipulate supplies and equipment.
5. Visual acuity: Able to see a computer screen, keyboard and panel of instruments.
6. Ability to closely examine specimens, images or printed output created by diagnostic equipment.
8. Ability to stoop, bend, reach and grab with arms and hands.
7. Ability to lift and carry objects weighing up to 10 pounds.
9. Ability to work independently.

ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of C+ to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course for no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

MEDICAL LABORATORY TECHNOLOGY CODE OF ETHICS

Being fully cognizant of my responsibilities in the practice of medical technology, I affirm my willingness to discharge my duties with accuracy, thoughtfulness and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patients and physicians. Recognizing that my integrity and that my profession must be pledged to the absolute reliability of my work, I will conduct myself in a manner appropriate to the dignity of my profession.

CREDENTIALING EXAMS

Upon completion of the Medical Laboratory Technology program, graduates may be certified as medical laboratory technicians by testing with the following agencies: American Medical Technologists (AMT), 10700 W. Higgins, Suite 150, Rosemont, Illinois 60018, 847-823-5169; or American Society for Clinical Pathology (ASCO), 33 West Monroe, Suite 1600, Chicago, Illinois 60603, 312-541-4999. After receiving the ASCP or the AMT credential, the graduate may need to make application to the state licensing board: Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
BIO205	Microbiology*	60	4.0
COM205	Effective Communication**	40	4.0
ENG101	English Composition**	40	4.0
MAT101	College Mathematics**	40	4.0
MED110	Anatomy and Physiology I	60	4.0
MED115	Anatomy and Physiology II	60	4.0
MLT101	Introduction to Clinical Laboratory Science	60	4.0
MLT105	Urine and Body Fluids Analysis	60	4.0
MLT110	Immunology and Serology	60	4.0
MLT115	General Chemistry	50	4.0
MLT120	Clinical Chemistry	60	4.0
MLT125	Clinical Immunochemistry and Toxicology	60	4.0
MLT130	Diagnostic Microbiology	60	4.0
MLT135	Microbiology Laboratory	60	4.0
MLT140	Hematology	60	4.0
MLT145	Hematology and Hemostasis	60	4.0
MLT150	Immunohematology	60	4.0
MLT200	Transfusion Medicine and Component Therapy	60	4.0
MLT205	Parasitology and Mycology	60	4.0
MLT210	Capstone and Certification Review	40	4.0
MLT215	Simulations I	120	4.0

MLT220	Simulations II	120	4.0
MLT230	Simulations III	150	4.0
MLT240	Externship I	210	7.0
MLT250	Externship II	210	7.0
SOC101	Sociology**	40	4.0
PSY101	General Psychology**	40	4.0

* Indicates a General Education course

**Online delivery

NURSING

Length: 1500 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 106
Credential Awarded: Associate of Applied Science	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday or Sunday.

STUDENT LEARNING OUTCOMES - ASSOCIATE DEGREE IN NURSING PROGRAM

1. Analyze relevant assessment data to provide holistic client-centered care.
2. Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
3. Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and healthcare team members.
4. Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.
5. Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
6. Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.
7. Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
8. Participate in activities that promote professional development and personal growth.

Students who successfully complete the program will be awarded an Associate of Applied Science Degree. Upon graduation, the graduate will be eligible to apply to take the National Council Licensure Examination (NCLEX-RN), passage of which is required to obtain a license to practice nursing in the state of Tennessee.

Graduation from the Associate of Applied Science Degree in Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP216	Anatomy and Physiology I	80	6.0***

AHP217	Anatomy and Physiology II	80	6.0
BIO101*	General Biology	60	5.0
BIO205*	Microbiology	60	4.0
CMP105*	Introduction to Informatics**	20	2.0***
COM205	Effective Communication**	40	4.0
ENG101*	English Composition**	40	4.0
MAT101*	College Mathematics**	40	4.0
NUR100	Pharmacology	50	5.0
NUR101	Health Assessment	50	4.0
NUR104	Foundations of Nursing	150	8.0***
NUR201	Medical-Surgical Nursing I	180	9.0
NUR202	Maternal-Newborn Nursing	60	4.0
NUR203	Pediatric Nursing	60	4.0
NUR204**	Leadership and Management	20	2.0
NUR206**	Community Nursing Concepts	20	2.0
NUR208	Mental Health Nursing	60	4.0
NUR209	Medical-Surgical Nursing II	160	8.0
NUR210	Transition to Practice-Capstone	120	6.0
PSY101*	General Psychology**	40	4.0
PSY278*	Human Growth and Development**	40	4.0***
SCI115*	Fundamentals of Human Nutrition**	30	3.0***
SOC101*	Sociology**	40	4.0

* General education/other related courses

**Online delivery

Note: Successful completion of all general education and nursing courses prior to the last quarter in the program, with the exception of NUR204 and NUR208

***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in Nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded 21-quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.

RADIOLOGIC TECHNOLOGY

Length: 2210 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 126
Credential Awarded: Associate of Applied Science	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

OBJECTIVE

The mission of the Radiologic Technology program is to prepare competent, entry-level radiographers to serve the public healthcare needs. The program administrator and faculty are committed to providing each student with a high quality education through innovative and engaging instruction, and role modeling.

DESCRIPTION

The radiologic technology field is fascinating because it is part science and part art. During this program, students study subjects such as anatomy and physiology, microbiology, radiation safety and physics. Students also learn to use computers to acquire and manipulate radiographic images. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses and experienced radiologic technologists.

PROGRAM GOALS AND STUDENT LEARNING OUTCOMES

Goal 1: Students will be clinically competent. *Student Learning Outcomes:* Students will apply positioning skills.

Students will select technical factors. Students will utilize radiation protection.

Goal 2: Students will communicate effectively.

Student Learning Outcomes:

Students will demonstrate written communication skills. Students will demonstrate oral communication skills. Goal 3: Students will use critical thinking skills.

Student Learning Outcomes:

Students will adapt standard procedures for non-routine patients. Students will critique images to determine diagnostic quality. Goal 4: Students will model professionalism. *Student Learning Outcomes:*

Students will demonstrate professionalism in the clinical setting. Students will understand the value of professional ethics.

EXTERNSHIP

Externship courses are included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a radiology setting. Students are required to complete all necessary prerequisite courses prior to each externship course and to complete the required externship hours and other related learning activities and competencies prior to graduation. Immunizations and current CPR certification are also required. Some externship sites may also require a background report and/or drug screening report prior to assignment. Students will not be paid for work performed on the externship site.

ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of C+ to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course for no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from the program.

CREDENTIALING EXAMS

Upon completion from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT), 1255 Northland Drive, St. Paul, Minnesota 55120, 651-687-0048, to become a Registered Technologist (Radiographer) using the credentials RT(R). This credential, or equivalent (i.e., unrestricted state license for the state in which the program is located), is necessary to work as a radiologic technologist. The school provides assistance for the completion of the application to the ARRT. Candidates for the RT program should be aware that any background findings may prevent eligibility to take the ARRT certification exam. Therefore, these candidates are advised to submit a pre-application to the ARRT Ethics Review Committee for review prior to enrolling in the program. The application and associated fee can be found at the following Web address:

<https://www.arrt.org/pdfs/Ethics/Ethics-Review-Pre-Application.pdf>

CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment as full scope registered radiologic technologists in hospitals, outpatient clinics or physician offices, surgical centers, orthopedic offices, mobile radiography companies, independent imaging centers, veteran or military hospitals, radiology equipment sales, radiology applications, education, and traveling radiography jobs.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
BIO205	Microbiology*	60	4.0
COM205	Effective Communication**	40	4.0
ENG101	English Composition**	40	4.0
MAT101	College Mathematics**	40	4.0
MED110	Anatomy and Physiology I	60	4.0
MED115	Anatomy and Physiology II	60	4.0
PSY101	General Psychology**	40	4.0
RAD101	Introduction to Radiography	50	4.0
RAD105	Introduction to Patient Care	60	4.0
RAD110	Radiation Biology and Protection	40	4.0
RAD115	Positioning—Chest, Abdomen and Upper Extremities	60	4.0
RAD120	Radiographic Image Production	50	4.0
RAD125	Positioning—Lower Extremities and Pelvis	60	4.0
RAD130	Digital Radiographic Image Production	50	4.0
RAD135	Radiation Physics	40	4.0
RAD140	Positioning—Spine and Bony Thorax	60	4.0
RAD145	Radiography I	120	4.0
RAD150	Radiographic Physics	40	4.0
RAD155	Radiography II	120	4.0

RAD205	Positioning—Contrast Procedures	60	4.0
RAD210	Positioning—Skull and Facial Bones	60	4.0
RAD215	Radiographic Pathology	50	4.0
RAD220	Pharmacology for Radiography	60	4.0
RAD225	Radiography III	120	4.0
RAD230	Radiography IV	210	7.0
RAD235	Radiography V	210	7.0
RAD240	Radiography VI	240	8.0
RAD245	Radiography Registry Review	60	4.0
SOC101	Sociology**	40	4.0

* Indicates a General Education course

**Online delivery

ACADEMIC POLICIES

ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by the Institute include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
CR	Block Credit award to LPN students entering ADN program	Yes	No
I	Incomplete	No	No
L	Leave of Absence	No	No
P	Proficient in Course	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No

***Nursing Students.** The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite science courses:

- Anatomy and Physiology – AHP216 and AHP217
- Microbiology –BIO205
- Nutrition – SCI115
- General Biology – BIO101

For successful completion of nursing and prerequisite science courses, a minimum test composite score of 78% (total average of objective assessment) and clinical, simulation, and lab performance grades of Pass ("P") are necessary. Clinical and laboratory activities will be graded as Pass/Fail.

The minimum grade of "C-"(70%) is required to pass all other courses (non-nursing and non-science courses) in the program curriculum.

***Medical Laboratory Technology, Radiologic Technology and Surgical Technology Students (Medical Technology Programs).** The minimum passing grade for the medical technology program core courses is 78% (C+).

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, specified course requirements may apply to achieve a passing grade and/or the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the Institute. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

ACADEMIC HONORS

Fortis Institute recognizes students who have achieved a better than average scholastic record.

Dean's List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List.

Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

President's List

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List.

Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

Valedictorian

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The Institute's Campus President will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

INCOMPLETE GRADE POLICY

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request

an Incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director or Dean of Education before turning the form into the Registrar for recording.

All incomplete work must be completed and turned in for grading no later than 14 calendar days from the last day of the completed academic term. At that time, a grade of 0 (zero) will be given for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus.

Credits associated with courses in which an Incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute. They bear no quality points and are not included in the calculation of CGPA.

Nursing students: All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will be given a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete." Only one exception may be made for the unique situation that may occur in the course NUR210 "Transition to Practice – Capstone." When a student has achieved the required performance level in all other graded components of the course but has failed to achieve the required passing score for the comprehensive competency exam after two attempts within the quarter, the student may submit a completed Incomplete Grade Request Form to the course instructor. The course instructor will cosign the form with the student and submit it to the Dean of Nursing for review and approval. When approved, the student will be required to complete focused competency development activities in the quarter immediately following and prepare to retake the comprehensive competency exam. The student may retake the exam a maximum of two times. The student will be responsible for any fees associated with the testing. The fees must be paid prior to taking the assessment. When the student achieves the required score on the exam, the final grade will be assessed accordingly and submitted to the Registrar to replace the "I" grade in CampusVue. If the student fails to achieve the required score after the second attempt, the "I" grade will be turned into an "F" grade for the course. Depending upon his or her overall academic progress in the program, the student may then be dismissed from the program or may retake the course (if he or she is eligible to do so). A student who retakes the capstone course under this circumstance will not be eligible for another grade of Incomplete due to failure to achieve the required passing score on the comprehensive competency exam.

NURSING COMPETENCY REINFORCEMENT WORKSHOP AND COMPREHENSIVE COMPETENCY EXAM

All students in the Associate of Applied Science Degree in Nursing program are required to complete a program competency reinforcement workshop that is included in the capstone course. If a student fails to attend the scheduled workshop (or any part of it), he or she will be required to complete another competency reinforcement workshop at his or her own expense. Documentation of attendance must be provided to the Dean of Nursing after completion of the workshop.

Each student in the Associate of Applied Science Degree in Nursing program is also required to pass a comprehensive competency exam with a specific score (indicated on the course syllabus). This examination is administered in the capstone course that is taken in the final term of the program.

Those students who do not achieve the required score on their first attempt at the comprehensive competency exam will be required to complete nursing competency development activities prior to taking the exam a second time. When a student has achieved the required performance level in all other graded components of the course but has failed to achieve the required passing score for the comprehensive competency exam after two attempts within the quarter, the student may be eligible to apply for an Incomplete grade as outlined in the Incomplete Grade policy. Depending upon his or her overall academic progress in the program, a student who fails the capstone course may be dismissed from the program or may retake the course (if he or she is eligible to do so). Failure of the capstone course due to not achieving the required score on the comprehensive competency exam only does not count in the two-course failure limit for nursing students.

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. Likewise a student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

Additional Provisions for Nursing Students:

A student in a nursing program is permitted to continue his or her enrollment in the program after earning one failing grade in a nursing and/or required science course. Nursing courses are those with an NUR or PNR course code prefix; required science courses are anatomy and physiology, nutrition, general biology, and microbiology. Failure is defined as achieving less than a 78% score on objective testing content (see Nursing Student Handbook for definition of objective testing) or not achieving 78% of the total course grade points. A second failure to successfully complete a nursing and/or a required science course will result in dismissal from the program except in cases of an approved waiver as outlined below.

A student who fails for the first time to achieve the required 78% passing score in one of the science courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the first failing grade from counting towards the two-course failure limit that would result in dismissal from the program. A student is allowed only one waiver for the aggregate of all science courses in the entire nursing program. The petition must be made in writing and submitted to the Dean/Director of Nursing and the Dean/Director of Education or Campus President jointly for consideration.

When repeating a failed science course under the waiver petition, the following will apply:

- A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.
- A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the two-course failure limit. A second failure to successfully complete a nursing and/or a required science course will result in dismissal from the program.
- A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or withdrawal from a science course.

The course repeat limitation does not apply to the capstone course if the student has failed only due to not achieving the required score on the comprehensive competency exam.

Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

COURSE AUDIT

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit a class must be made with the Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit

cannot last more than one term (twelve weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

COURSE REFRESHER

To refresh their knowledge and skills, graduates of Fortis Institute may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

TRANSCRIPT OF GRADES

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost \$5.00. All requests for student transcripts must be made in writing to the Registrar's Office. The institution reserves the right to withhold an official transcript if the student's financial obligations to the Institute or state or federal loan agencies are not current.

GRADUATION REQUIREMENTS

Upon successful completion of all requirements of their chosen program of study, students will be awarded the certificate, diploma or associate of applied science degree that they have earned.

To be eligible for graduation, students must have:

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- 3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
- 4) Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
- 5) Returned any school property, including books and equipment
- 6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.
- 7) Surgical Technology students must take the Certified Surgical Technologist (CST) exam as a condition for graduation.

LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams.

As part of the licensure, certification, and registration application process, arrest and court records of final adjudication for any offense other than a minor traffic violation may be submitted to credentialing agency for review. Applicants who have been convicted of a felony and whose civil rights have not been restored may be considered to be incomplete by the Institute until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

STUDENT HANDBOOKS

Additional program policies and procedures are published in student handbooks, specific to each program, and are to be regarded as an integral part of this Catalog.

COUNSELING/ADVISEMENT

Academic advising is available throughout the student's enrollment at the Institute to assist students with the identification and resolution of academic problems. Individual advisement sessions are scheduled by appointment and may be outside of regular class time. In addition, faculty members are available throughout the term to meet with students as needed.

The Institute does not offer counseling services. Students requesting guidance, encouragement, or assistance in their chosen career fields are encouraged to discuss any problem with an instructor or a member of the Institute management team as needed. Students who encounter problems that interfere with their ability to succeed in their program are also encouraged to seek help. While the Institute does not provide counseling services, it maintains a community resource list for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

TUTORING

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, program director, or Dean of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Dean of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

ACADEMIC APPEALS

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course if the issue is grade related and the Registrar. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

If a nursing student is appealing termination due to a second failure to successfully complete a nursing and/or a required science course, the student's letter of appeal must explain and document, to the satisfaction of the Academic Review Board (in this case consisting of the campus nursing admissions committee, Dean of Nursing, Regional Dean of Nursing, and Corporate Vice President of Nursing) that had it not been for significant extenuating circumstances, the student would have passed one or both of the failed courses. Qualifying significant extenuating circumstances are very rare and are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. Upon unanimous agreement of the Academic Review Board, the student will be granted Contingent Reinstatement. To satisfy the contingency and gain approval for re-entry, the student must explain and document in writing, to the unanimous satisfaction of the Academic Review Board (consisting of the previously mentioned individuals) that circumstances have substantially changed such that the previously identified contributing factors will no longer affect the student's academic performance. The student will remain withdrawn from the school until the appeal is successful and the contingency is satisfied.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

ATTENDANCE

Regular class attendance is required of all students. Promptness and dependability are qualities that are very important in all occupations. Students should begin to develop these qualities the day they begin their training.

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

Students with chronic absenteeism in excess of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the Institute will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

Attendance is reviewed by instructors, program directors, Registrar and the Dean of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

Students may appeal the Institute's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, death of a family member, court appearance, or jury duty. Appeals should follow the standard grievances/appeals escalation process. That is, the student should first discuss the issue with his or her instructor.

Additional Program Attendance Policies

Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

Make-Up Hours/Time for Clock Hour Programs

All clock hours of instruction must be completed in each course. Any student who is absent from any scheduled class will be required to make up the absent class or practical hours. Make-up hours must be approved and completed within the course in which the absence occurs. Make-up hours for theory class must be made up during alternate theory class times and practical make-up hours must be made up during practical class times. Make-up hours may be completed during alternate schedules, including the alternate daytime or evening schedule. All holidays and/or school cancellation days must be made up during alternate schedule periods. Special circumstances will be managed by the Program Director with approval from the Dean of Education or Campus President.

If absence at any time during the program exceeds more than 30 hours (one week), the student will be placed on a mandatory prescribed school schedule which may include Saturday school attendance.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *Incomplete Grade Policy*.

TARDINESS/EARLY DEPARTURE

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)

With the exception of scheduled holiday and breaks, the Institute programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar;

however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The Institute has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the Institute during these brief periods.

There are six required steps that must be completed prior to the approval of the SPN enrollment status:

- 1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- 2) The student must otherwise be in good academic and financial standing with the School and sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
- 3) The student must be able to return to the same payment period, or term for which the SPN is granted.
- 4) The Campus President and Financial Aid Director **must** approve the SPN request.

Any approved SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance

ACADEMIC LEAVE OF ABSENCE (ALOA)

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the School may grant an ALOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy, and will have the same impact as usual. **SAP will need to be calculated for the student before a decision on the LOA is determined.** If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the

School prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

TRADITIONAL LEAVE OF ABSENCE (TLOA)

Students enrolled in a clock hour or non-term program who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), may make an application for a Traditional Leave of Absence. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA).

The following are the criteria for making application and approving a Leave of Absence:

- 1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the School may grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.
- 2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request a TLOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of "L" for each course attempted in the term. The "L" grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student's progression through the program. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
- 3) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be turned into the School prior to the student's initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.
- 5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a leave must confirm that he or she understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated. Furthermore, his or her federal student loan(s) will have entered the federal loan grace period and repayment of these loans will begin six months after his or her actual last day of class attendance.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for a Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN)

With the exception of scheduled holiday and breaks, the School's programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The School has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the School during these brief periods.

There are six required steps that must be completed prior to the approval of the SPN enrollment status:

- 1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- 2) The student should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) The student must sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
- 4) The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
- 5) The Campus President and Financial Aid Director **must** approve the SPN request.
- 6) Any approved SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

WITHDRAWAL

In order to remain in "Active" status at the Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Institute in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the Institute, by notifying the Institute in writing.

Should students be considering withdrawing from a course or from the Institute, they should meet with the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the Institute can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the Institute will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

Nursing Students: Students enrolled in nursing courses and required science courses (anatomy and physiology, microbiology, nutrition, and general biology) who withdraw from a course or from the Institute will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based program, or before the end of the 11th week of a semester-based program. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining whether or not the student can remain enrolled in the program.

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses and/or required science courses (anatomy and physiology, microbiology, nutrition, and general biology) during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time,

regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Withdrawals as a Result of Failure to Attend

A student attending the Institute will be withdrawn from any course he or she does not attend within a 14 day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14 calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

EFFECTIVE DATE OF WITHDRAWAL

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

Dismissal from the Program and the Institute

Students who have been dismissed from the Institute may not be eligible for re-instatement, unless the dismissal was due to failure to meet the Institute standards of satisfactory academic progress, in which case the appeal process is to be followed.

Student Responsibility

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

EDUCATIONAL DELIVERY SYSTEMS

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

Select programs are delivered in a hybrid format, which is the incorporation of both traditional on-campus (residential) and distance learning (online) within a program of study. The mode of delivery for each program is identified on the program page. Students enrolled in hybrid programs will take some of their courses via distance learning (online). Students enrolled in hybrid programs require access to a computer, webcam, internet connectivity, and software that meets the specifications described in the Student Information and Acknowledgement Form provided during enrollment.

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period.

CLOCK TO CREDIT HOUR CONVERSION FORMULA

Definition of a Credit Hour

Fortis Institute uses the following clock hour to quarter credit hour conversions:

One quarter credit hour is defined as:

- 10 hours of classroom or direct faculty instruction, plus out-of-class student work
- 20 clock hours of laboratory activities
- 30 clock hours of clinical/externship

For all courses, except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

Out-of-Class Work

Out-of-class work or homework refers to learning tasks assigned to students to be completed outside of classroom or faculty instruction hours. An essential part of every program of study, out-of-class work enables students to master course objectives and leads toward the achievement of overall program objective. Students are expected to complete approximately two hours of out-of-class work for each classroom or faculty instruction hour per week.

Types of Out-of-Class Work

Common out-of-class work includes but is not limited to reading and writing assignments, mathematical problems, projects and case studies, worksheets, research work, journal entries, review of key concepts and principles, and other learning activities aimed at building and/or enhancing specific skills in a particular subject field. Out-of-class assignments are designed for various purposes such as reinforcing what students have already learned, preparing them for upcoming lessons, applying concepts and principles to new situations, or exercising their critical thinking and problem-solving skills in theoretical or practical cases.

Assignment of Out-of-Class Work

Out-of-class work is assessed in varied ways. Overall, out-of-class work accounts for no more than 20% of the final course grade. Typically specified in the outline portion of the course syllabus, out-of-class work is to be completed by the students on their own time outside of their scheduled class hours according to instructions by the faculty of the course.

MAXIMUM CLASS SIZE

Allied Health Programs	Nursing Programs	Medical Technology Programs	Trades Programs
40:1 Lecture	8:1 Clinical Rotation	30:1 Lecture	40:1 Lecture
32:1 Computer	30:1 Lecture	10:1 MLT & ST Lab	
20:1 Clinical Lab	16:1 Skills Lab	12:1 RT Lab	
	10:1 Simulation		

COURSE PROGRAMMING

Fortis Institute reserves the right to determine when each course is offered, to decide the number of credits a student may carry, and to make changes in programs or classes to better fit changing career requirements or student goals, objectives, and needs. Class size may vary depending upon the course.

Classes may be scheduled between 7:00 a.m. and 11:00 p.m., Monday through Friday; and 7:00 a.m. and 5:00 p.m. on Saturday.

Some courses require clinical hours at hospitals and skilled nursing facilities which operate 24-hours each day, seven days a week. The scheduling of clinical hours for some classes may be at times other than normal Institute hours, including late evenings, early mornings, and weekends. The assignment of externship and clinical hours is non-negotiable by students

INSTITUTE CLOSURES

The Institute reserves the right to close the Institute during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted to the Institute's social media pages, posted on the Student Bulletin

Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the Institute's telephone number.

In the event that the Institute must cancel classes due to emergencies, the Institute will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up days will be posted on the student portal and/or Student Board.

COURSE ADD/DROP

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

CLINICALS AND EXTERNSHIPS

1. Nature of policies in this section of the Catalog
 - a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of CIE - educational purpose, status of students
 - a. Most programs at this Institute are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship
 - a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
 - b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
 - c. There are a wide range of program and site specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
 - a. The Institute maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site
 - a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally students are not required to find their own sites, rather they will be assigned to a site with whom the Institute has an existing relationship. Should the student want to introduce a new site to the Institute, they will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.

- b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
 - c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Clinical/Externship Handbook.
6. Scheduling
 - a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
 - b. Hours of externships availability
 - i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 pm to 6:00 pm Mondays through Fridays or normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
 - ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
 - c. Length of day, maximum length of day
 - i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.
7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence
 - a. The student must complete 100% of the hours specified in the program outline for externship.
 - b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
 - c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
 - d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the Institute's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.
 - e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved.
 - f. In addition, in some programs, the student is required to attend meetings at the Institute to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings but it will not count towards hours of attendance for the course or module.
 - g. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.
8. Supervision on site
 - a. Supervision
 - i. Students will be supervised on site either by a member of the Institute's staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.

- ii. If the student's supervisor is a member of the site's staff, a member of the Institute's staff will visit that site at least once during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.
 - b. Sign-off on attendance
 - i. The student's supervisor must sign off on time reported back to the Institute. It is the student's responsibility to get the supervisor's signature on his or her timecard.
- 9. Safety, confidentiality, professionalism
 - a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.
- 10. Dress code, behavior, conduct, and rights and responsibilities
 - a. At all times the Institute's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.
 - b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the Institute's policies and discipline will be administered accordingly, up to and including dismissal from the program.
- 11. Grading, student performance evaluation
 - a. Academic
 - i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.
 - ii. The grade cannot be turned in until all the required hours have been completed.
 - iii. The site will not assign a grade. The Institute's externship instructor will assign the grade based on first hand observation and input from the site.
 - iv. The student is required to fill out a survey evaluating the extern site and experience.
 - b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.
- 12. Program Specific Requirements
 - a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The Institute also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The program director and clinical/externship coordinator/instructor will meet with students to remind them of such requirements.
 - b. In some states and for some programs, the Institute is required to conduct a federal and/or state background check on the student. As part of that background check, the Institute will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
 - c. There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.
- 13. Additional sources of information
 - a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
 - b. Additional information can also be obtained from the program director or the program's clinical/externship coordinator/instructor.

- c. Any program specific requirements are stated in the program section of this Catalog.

ACADEMIC IMPROVEMENT PLANS

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the Institute's Academic Improvement Plan.

FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the Institute in making changes and modifications to improve the quality of programs, instruction, and student services.

LEARNING RESOURCE CENTER

MISSION STATEMENT

The mission of the Learning Resource Center (LRC) is to support and enhance the educational process at the Institute, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

OBJECTIVES

The Learning Resource Center (LRC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill the unique informational needs of the library community by providing access to electronic data bases, web-based resources, print journals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to data bases and web-based resources in classrooms, laboratories, offices, and other learning spaces.

DEFINITION

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the Institute. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of data bases and web-based resources that are accessible on computers in the LRC or at any location in the Institute. The LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals.

CAREER SERVICES

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the Institute to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the Institute's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employment in the field of their program should notify the Institute's Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the Institute reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the Institute may disclose personal information to the employer for the sole purpose of employment verification.

While placement assistance will be provided, the Institute cannot promise or guarantee employment or a specific salary.

TUITION AND FEES

PROGRAM	TUITION	ENROLLMENT FEE	DOT PHYSICAL	UNIFORMS	TEXTBOOKS	DOT PERMIT	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS												
CLASS A CDL DRIVING	\$5,600	\$100	\$0	\$0	\$20	\$0	\$43	\$38	\$0	\$0	\$0	\$5801
ADVANCED TRACTOR TRAILER DRIVING	\$10,712	\$100	\$0	\$36	\$277	\$0	\$43	\$38	\$0	\$0	\$0	\$11,206
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$17,636	\$100	\$0	\$72	\$477	\$0	\$0	\$0	\$0	\$686	\$25	\$18,996
MEDICAL ASSISTING	\$14,958	\$100	\$0	\$54	\$536	\$0	\$0	\$0	\$0	\$30	\$134	\$15,812
PHARMACY TECHNICIAN	\$15,336	\$100	\$0	\$54	\$919	\$0	\$43	\$38	\$0	\$0	\$116	\$16,606
SURGICAL TECHNOLOGY	\$30,349	\$100	\$0	\$108	\$720	\$0	\$43	\$38	\$0	\$88	\$247	\$31,693
ASSOCIATE DEGREE PROGRAMS												
MEDICAL LABORATORY TECHNOLOGY	\$35,765	\$100	\$0	\$144	\$1521	\$0	\$43	\$38	\$770	\$0	\$215	\$38,596
RADIOLOGIC TECHNOLOGY	\$43,722	\$100	\$0	\$144	\$1453	\$0	\$43	\$38	\$770	\$129	\$200	\$46,599

NURSING PROGRAM	TUITION	ENROLLMENT FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$45,506	\$100	\$109	\$144	\$1481/ \$443	\$43	\$38	\$770	\$200	\$48,834

The Enrollment Agreement obligates the student and the Institute by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this Institute catalog. The content and schedule for the programs and academic terms are described in this catalog. With the exception of the enrollment fee, which is a one-time charge, all other tuition and fees are charged each Quarter. A returned payment fee of \$25.00 may be charged for each returned check or rejected payment.

REFUND AND CANCELLATION POLICIES

If an applicant/student cancels or withdraws or is terminated by Fortis Institute for any reason, refunds will be made according to Fortis Institute's Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis Institute determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis Institute from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

TUITION REFUND POLICY

A student wishing to officially withdraw should inform Fortis Institute in writing at least five calendar days, but no more than thirty calendar days, in advance of withdrawal. A student who returns to Fortis Institute after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition. A student's last date of attendance as documented by Fortis Institute will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formula below.

Proportion of Total Quarter Taught	Refund Percentage
10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

RIGHT TO CANCEL

An applicant to the Institute may cancel his or her enrollment to the Institute and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis Institute, postmarked no later than midnight on the fifth (5th) business day after the date the applicant's Enrollment Agreement with the Institute was signed. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, date, address, and signature, and delivering or mailing it to Fortis Institute, 1025 Hwy. 111, Cookeville, Tennessee, 38501, Attention: Campus President. If the applicant for admission cancels his or her enrollment as noted above more than seven calendar days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the applicable Enrollment Fee, to be paid within 30 days.

CANCELLATION/REJECTION POLICY

Fortis Institute will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by Institute or who enrolls in a program that Fortis Institute cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement or verbally within five (5) calendar days followed by written confirmation within ten (10) calendar days.

OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount WILL NOT be charged to the student.

A fee of \$200 per day may be charged to students in the Associate Degree in Nursing program for an unexcused make-up clinical day. A fee of \$25 per hour may be assessed for an unexcused make-up lab or simulation experience.

There is no graduation fee.

FINANCIAL ASSISTANCE PROGRAMS

Fortis Institute maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Funding Your Education*, published by the U.S. Department of Education. This important document may be obtained from the Institute's Financial Aid Office or online at <http://studentaid.ed.gov/students> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the Institute's *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at:

<http://www.fortisedu.info/>

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the Institute's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the Institute's Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Fortis Institute makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the Institute's Financial Aid Officer for the Institute - specific FSEOG policy.

FEDERAL DIRECT LOAN PROGRAM (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the Institute's Financial Aid Office.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the Institute's Financial Aid Office.

FEDERAL WORK-STUDY PROGRAM (FWSP)

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit

agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the Institute's Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to the Institute's Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, his or she is notified by letter.

VETERANS' BENEFITS

Fortis Institute is approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office. A student entitled to educational assistance under chapter 31 or 33, should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid award letter outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under chapter 31 or 33.

SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options.

Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at www.FinAid.org.

- **Vocational Rehabilitation**
Vocational Rehabilitation is a federal and state-funded program providing services to help individuals with disabilities enter or to return to employment. It is a one-stop career program providing services to help individuals with disabilities development program that offers individuals with disabilities a wide range of services designed to provide them with the skills, resources, attitudes, and expectations needed to compete in the interview process, get the job, keep the job, and develop a lifetime career. You can find more information by contacting the Vocational Rehabilitation office in person, by US postal service, or by telephone.
Citizens Plaza State Office Building, 12thth Floor
400 Deadrick Street
Nashville, Tennessee 37243-1403
Phone: (615) 313-4891, Fax: (615) 741-6508
www.tn.gov/humanservices/ds/vocational-rehabilitation.html
- **Workforce Innovation and Opportunity Act (WIOA)**
Workforce Innovation and Opportunity Act (WIOA) is designed to assist students who have been affected by the downturn in the economy to re-enter the workforce in a career where they can excel and benefit the employer at the same time. This is a state funded program that has regional offices in most parishes that award funding for that specific parish. The funding is awarded based on need, availability, and several other factors. Students must meet with a counselor in their area prior to entering an education program.
Tennessee Department of Labor and Workforce Development
220 French Landing Drive
Phone: (844) 224-5818
www.jobs4tn.gov

VERIFICATION

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

Fortis Institute has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the Institute's Consumer Information Guide or contact the Financial Aid Office.

RETURN OF TITLE IV FUNDS POLICY

If a student withdraws from the Institute and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the Institute must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

$$\frac{\text{Credit Hour Programs:} \\ \text{No. of Days Completed in the Payment Period through Withdraw Date}}{\text{Total Number of Days in the Payment Period}}$$

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

- Unsubsidized Direct Stafford loans (other than Graduate PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Return of Unearned FSA Funds

The Institute must return the lesser of the following:

- The amount of FSA Program funds that the student does not earn; OR
- The amount of institutional costs that the student incurred for the period multiplied by the percentage of funds that were not earned. Earned means the percentage of funds that were earned over time (during the term) by the student.

If there are additional FSA funds that must be returned, the student must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan;
- Any remaining unearned FSA grant (Not to exceed 50% of the grant as an overpayment of the grant; the Institute currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the Institute may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the

student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account in order to satisfy tuition and fees, or to the student. The Institute will seek the student's authorization to use a PWD for all other educationally-related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the Institute of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The Institute is required to return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

The information presented above is subject to change based on Federal regulations.

ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS

For additional information on the following topics, students should consult the Institute's *Consumer Information Guide*, which is available online at: <http://www.fortisedu.info/>

- *Loan Repayment and Counseling*
- *Terms and Conditions for Federal Loan Deferments*
- *Student Lending Code of Conduct*
- *Private Education Loans*
- *EA Institutional Loans*
- *Preferred Private Education Loan Lender List*

SATISFACTORY ACADEMIC PROGRESS

The Institute's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

SAP Evaluation Periods

The Institute's SAP standards measure a student's satisfactory academic progress at the end of each Quarter. The Institute will provide an academic grade report to each student at the end of each Quarter which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all credits attempted and completed and a cumulative grade point average at the end of each grading period.

Maximum Time Frame

The maximum time frame in which a student may complete his or her program of study is the period of time in which it takes the student to attempt 150% of the academic credits contained in his or her educational program.

Quantitative Requirement - Credit Completion

Each student must complete a minimum number of credits by the end of each Standards of Satisfactory Academic Progress (SAP) evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a W, WF, or F. All courses for which a student receives a grade, whether passing or failing, a withdrawn (W), a withdrawn failing (WF), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts.)

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The Institute 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 CGPA, except that of a withdrawal (W) or incomplete (I) will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts)

Academic/Financial Aid Warning

Students who do not meet the minimum standards for credits completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive written notification from the Dean of Education or his/her designee stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional Quarter, to correct the deficiency and meet the minimum requirements at the end of his or her next Quarter. The Academic/Financial Aid Warning period shall be one Quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the Institute unless the student submits an Appeal (see description below) and is granted a "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

SAP Tables

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.

Programs of Study of Less Than One Academic Year

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 & Higher	66.67%	2.00

Programs of Study of One Academic Year

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	66.67%	2.00
3	32.5 & Higher	66.67%	2.00

Programs of Study of More than One Academic Year

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 32	50%	2.00
3	32.5 to 48	66.67%	2.00
4	48.5 & Higher	66.67%	2.00

Nursing and Radiologic Technology Programs

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 48	50%	2.00
3	48.5 to 64	66.67%	2.00
4	64.5 & Higher	66.67%	2.00

Programs of Study of Two Academic Years or Longer

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 16	50%	1.75
2	16.5 to 48	50%	2.00
3	48.5 to 64	66.67%	2.00
4	64.5 & Higher	66.67%	2.00

Advanced Tractor Trailer Driving Program – Quarter Credit Program

Evaluation Levels	Cumulative Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA

		credits)	
1	1 to 12	50%	1.75
2	12.5 to 22	60%	1.85
3	22.5 to 28	66.67%	2.00
4	28.5 & Higher	66.67%	2.00

In addition, for those programs that are more than two academic years in length, a student must have a “C” average at the end of the second academic year in order to maintain satisfactory academic progress.

SAP Appeals & Financial Aid Probation

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the Institute if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student’s failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student’s letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Dean of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Quarter as a Financial Aid Probationary period, approve an “Academic Improvement Plan,” which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an Additional Quarter, as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the Institute’s satisfactory academic progress standards by the end of that Quarter. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student’s circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the Institute. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary Quarter, or the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the Institute may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee’s decision will be provided to the student in writing within 30 days of the appeal filing.

If a student successfully appeals his or her loss of federal financial aid eligibility, the student’s financial aid eligibility will be re-established. In most cases, the Committee will place the student on a SAP Financial Aid Probationary status for one additional term or establish a time frame for meeting the minimum requirements under an Academic Improvement Plan.

Cancellation of Aid

If a student’s financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified

in writing informing him or her of the cancellation of federal financial aid and termination from the Institute as well as the requirements for the submission of an appeal and the requirements for re-admission to the Institute.

Re-Establishment of Satisfactory Academic Progress at the College and Reinstatement of Financial Aid

Students who have been terminated from the Institute for failure to achieve satisfactory academic progress may qualify for readmission to the Institute for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid.

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the Institute at students' own expense or through transferring credits into the Institute.

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be reinstated. Students are responsible for notifying the Financial Aid Director and Dean of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the Institute from another postsecondary institution, the transfer credits that were accepted by the Institute will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into the Institute, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods.

Students receiving federal financial aid may repeat a course in accordance with the Institute's academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the Institute, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

Remedial Courses

Credits associated with remedial courses will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute.

Termination

The Institute reserves the right to terminate a student's enrollment if, during the student's program of study, the Institute determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the Institute's rules and regulations as published in the Institute's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the Institute for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

STUDENT POLICIES

STUDENT RIGHTS

Students accepted into an academic program of study at the Institute have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the Institute of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the Institute.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

BEHAVIOR AND STUDENT ACCOUNTABILITY

Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the Institute's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the Institute does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Standards of Student Professional Conduct – Academic Integrity

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

Standards of Student Professional Conduct – General Conduct

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal include:

- Knowingly furnishing false information to the Institute
- Theft of the Institute's property; theft, damage, forgery, alteration, misuse or mutilation of the Institute's documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off the Institute's property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access to the Institute's facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the Institute's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on Institute property or at a Institute's function (Please refer to the Drug Free Policy established by the Institute for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any Institute official acting within the scope of his or her authority, or resisting a security officer performing his or her duty
- Aiding and abetting or inciting others to commit any act of misconduct
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the Institute for further information.)

ANTI-HAZING POLICY

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the Institute, for the purpose of initiation or admission into an affiliation with any organization recognized by the Institute.

Hazing includes, without limitation, the following as determined by the Institute: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

- Hazing is a violation of the Institute's Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institute.

COPYRIGHT PROTECTION POLICY

Students will be held accountable for failure to comply with Federal copyright and criminal laws forbidding the copying or alteration of copyright-protected materials such as computer programs, music, movies, photographs, or written materials and are expected to report violations if they become aware of them.

Additional information is included in the Institute's *Consumer Information Guide*, available online at:
<http://www.fortisedu.info/>

VIDEO-RECORDING OR AUDIO-RECORDING POLICY

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Dean of Education.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the Institute. As such, the Institute reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the Institute in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images

- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the Institute name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the Institute, without explicit permission from the Campus President of the Institute.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of Institute employees, students, or anyone associated with the Institute, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

SOCIAL MEDIA

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The Institute values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the Institute also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the Institute community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the Institute and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

CYBERBULLYING

The Institute is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Institute encourages the promotion of positive interpersonal relations among members of the school

community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Dean of Education or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing.

DRESS CODE

Each program of study at Fortis Institute has a dress code. Students must comply with the Institute's dress code while attending classes, including any externship or clinical course. Compliance with the Institute's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the Institute therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Personal Hygiene

Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in nursing and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

Accessories

The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the student's particular uniform or white.

Fortis Institute's students are expected to wear their Fortis Institute picture identification badge while on campus or on externship/clinical sites at all times.

Students are issued a minimum of two uniform scrub sets for allied health and nursing programs and two uniform shirts for trade programs.

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweat pants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Fortis Institute. Questions should be addressed to the specific program director.

DRUG AND ALCOHOL POLICY

The Institute is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the Institute's Drug Free Program.

A student who violates this policy will be dismissed from the Institute without recourse, and reported to local law enforcement.

In regards to the Drug Free Institute Policy and Program, the Institute reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free Institute Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the Institute's *Consumer Information Guide*, available online at:
<http://www.fortisedu.info/>

NON-SMOKING/NON-TOBACCO POLICY

The Institute is a non-smoking, non-tobacco facility. Smoking is only allowed in designated outdoor areas of the Institute's premises. Use of tobacco of any kind is not permitted inside the Institute's buildings. Smoking in non-designated areas is a violation of the Institute's Standards of Conduct.

DISCIPLINARY ACTION

Any student who observes a violation of the Institute's policies on Anti-Hazing, Drugs and Alcohol, Student Professional Conduct and Academic Integrity, or Smoking should report the incident immediately to the Campus President who will review all disciplinary matters. Student violations of these policies may result in sanctions ranging from warning, lowering of grades, failure of class or placement on probation, to suspension and/or immediate dismissal.

SUSPENSION is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

PROBATION is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

DISMISSAL means that the student has been expelled from the Institute.

The student will be notified in person and in writing, within three business days of the incident being reported to the Campus President, of the selected sanction, together with his or her right to appeal the decision.

TERMINATION OR EXPULSION POLICY

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the Institute.

The Institute reserves the right to suspend or dismiss any student who

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Institute, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the Institute
- Time on suspension will be counted as an absence from the Institute and cannot exceed the allowable absences stated in the attendance policy.

Students dismissed for conduct violations will not be readmitted.

STUDENT APPEAL PROCESS

Students who are dismissed by the Institute have the right to appeal that decision. Students must initiate the appeal process by submitting, in writing, the reason why they should be re-admitted to Institute to the Campus President within 30 days of termination. The Campus President will respond to the appeal, in writing, within two weeks of receipt of the request.

Students will not be entitled to appeal if they are dismissed for exceeding the maximum program completion time.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The Institute provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistic's College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Appendix A of the Consumer Information Guide:

<http://www.fortisedu.info/>

contains Institute-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions.

For more up-to-date information, please contact an Admission's Representative.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis Institute will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found at Page 74 and the Termination or Expulsion Policy can be found at Page 75 of this Catalog. Fortis Institute will provide students with

educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis Institute or an employee is urged to make a complaint to the Deputy Title IX Coordinator, Melissa Lewis, Business Manager. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Deputy Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Fortis Institute. Should a victim of sexual violence request confidentiality, Fortis Institute will honor the request to the extent possible and allowed by law. Fortis Institute will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The Institute does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

VISITOR POLICY

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Dean of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An education record is defined as files, materials or documents that contain information directly related to a student. The Institute maintains education records. Education records are supervised by the Campus President and access is afforded to Institute officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary Institute shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular Institute hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the Institute decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the Institute must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational institution, parental access to students' records will not be allowed without prior consent. The Institute may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for the purposes of audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the Institute's accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in the case of health and safety emergencies
- State and local authorities within the juvenile justice system, pursuant to state-specific law

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The Institute requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE

The Institute maintains Student Professional Liability insurance on all students and instructors while at externship or clinical sites. Student Professional Liability insurance is malpractice insurance that is intended to pay claims made against a student or an instructor by a third party, such as a patient in the student's care, for injury the third party incurred while being cared for by the student.

All students on clinical sites or externship sites are supervised by approved faculty or clinical on-site personnel. Each student is covered only while supervised at a clinical or externship site. Coverage ceases upon termination of the student's enrollment, either by graduation, withdrawal, or dismissal.

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The Institute maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which is school sponsored. The Institute recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in Institute sponsored activities.

In many instances, externship and clinical sites require that students maintain personal health care insurance. Failure to provide proof of personal healthcare insurance at the time of externship or clinical site assignment may prohibit a student from certain sites, and this may delay the completion of the program. The Institute recommends all allied health students maintain personal healthcare insurance to minimize any conflicts with potential clinical sites.

It is the student's responsibility to immediately notify their instructor, or externship/clinical supervisor and the Dean of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship or clinical site, or the Institute. A written report must also be completed.

HIPAA REQUIREMENT

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

Clinical agencies are also mandated to follow HIPAA regulations. Students will therefore be required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fines and/or imprisonment.

STUDENT ACTIVITIES

Throughout the school year, activities that encourage school spirit and develop student leadership may be offered. The Institute believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

FIELD TRIPS

When appropriate, the Institute may recommend or approve field trips to industrial or professional locations.

HOUSING ASSISTANCE

Although the Institute does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the Campus President/Dean of Education to request a list of community resources.

PREGNANCY

Pregnancies should be promptly reported to the respective program director to prevent danger to the student's health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's program director and instructor.

Note: For policy information regarding declared pregnant students in the Radiologic Technology program, please refer to the program handbook.

GRIEVANCE PROCEDURE

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the academic appeals process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the Institute's SAP policy.

A student wishing to escalate his or her complaint should follow the five steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education, or the Director of Nursing (for students enrolled in nursing courses).
2. If the dispute cannot be resolved through addressing the Dean of Education, or the Director of Nursing (for students enrolled in nursing courses) the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve to dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President will then convene the Campus Appeals Committee which will consist of the Campus President and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint.

A response from the Appeals Committee must be provided to the student within seven calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committee's decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.
5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority, the Institute's accrediting body, and/or a program's Programmatic Accrediting/Approving Agencies. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243
(615) 741-3605
www.tn.gov/thec

The title, address and Student Complaint Procedure of the Institute's institutional accrediting body is:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting James Williamson, Campus President or online at www.accsc.org.

The title and address for the state board approving the Associate Degree in nursing program:

Tennessee Board of Nursing
227 French Landing, Suite 300,
Heritage Place Metro Center,
Nashville, TN 37243
Phone: (615) 532- 5166

For the Medical Laboratory Technology program, the title and contact information of the programmatic accrediting agency as well as the Tennessee State Board of Health approving the program are:

National Accrediting Agency for Clinical Laboratory Science
5600 North River Road, Suite 720
Rosemont, IL 60018
Phone: (847) 939-3597

Fax: (773) 714-8886

www.naacls.org

Tennessee State Board of Health
Laboratory Licensing and Certification
Metro Center Complex
665 Mainstream Drive
Nashville, Tennessee 37243
Phone: (615) 532-5128

For the Radiologic Technology program, the title and contact information of the programmatic accrediting agency is:
Joint Review Committee on Education in Radiologic Technology

20 North Wacker Drive, Suite 2850

Chicago, IL 60603-3181

Phone: (312) 704-5300

Fax: (312) 704-5304

www.jrcert.org

For the Surgical Technology program, the title and contact information of the programmatic accrediting agencies are:

Accreditation Review Council on Education

6 West Dry Creek Circle, Suite 110

Littleton, CO 80120

Phone: (303) 694-9262

Fax: (303) 741-3655

www.arcsta.org

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: (727) 210-2350

Fax: (727) 210-2354

www.caahep.org

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

ARBITRATION

Disputes, claims, or controversies between a student and Fortis Institute may be subject to arbitration. Please refer to your Enrollment Agreement for applicable provisions.

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERING SYSTEM

The first three letters identify the subject area. For example, AHP represents courses in the Allied Health Professions subject area.

ATT	Advanced Tractor Trailer
AHP	Allied Health Professions
BIO.....	Biology
CMP	Computer
COM	Communications
ENG.....	English
HVR.....	Heating, Ventilation, Air Conditioning and Refrigeration
MAS	Medical Assisting
MAT	Mathematics
MED	Medical Technology Professions
MLT	Medical Laboratory Technology
MOA	Medical Office Administration
NUR	Nursing
PHT.....	Pharmacy Technician
PSY	Psychology
RAD	Radiologic Technology
SGT.....	Surgical Technology
SOC	Sociology

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year; courses or the course requires completion of a pre-requisite.

AHP101 INTRODUCTION TO HEALTH PROFESSIONS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

Prerequisite: None

AHP105 MEDICAL TERMINOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will introduce students to the terminology associated with medical language. To function effectively in health profession students must understand the structure of medical language, including prefixes, suffixes, root words and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Prerequisite: None

AHP106 MEDICAL ANATOMY AND PHYSIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and

reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

Prerequisite: None

AHP200 COMMUNICATIONS FOR HEALTH PROFESSIONALS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces students to the basic skills of counseling and communication, which are the foundation for all professional interactions. Further, students will understand basic psychological defense mechanisms, which show up throughout therapeutic interactions; they will know how to deal with patients who are facing incredible losses; and they will comprehend the significance of human development throughout the lifespan. They will recognize the need to serve special populations and to apply their skills to disease prevention. Additionally they will learn to work and communicate well within an interdisciplinary team; apply the highest ethical standards of their chosen professions; recognize and respond appropriately to all forms of abuse and discrimination; and address and prevent legal issues. All of the above are placed within a multicultural context allowing the health professional to better reach all patients.

Prerequisite: None

AHP216 ANATOMY AND PHYSIOLOGY I

6.0 Credit Hours

80 Clock Hours (40 for Lecture & 40 for Laboratory)

This course is the first part of two-courses in anatomy and physiology. It provides a fundamental knowledge of the structure and function of the human body, enabling students' understanding of normal body structure, and functioning of different organ systems of the human body. The course includes a study of Anatomy terminology, basic cellular principles, tissues, and organ systems, with emphasis on integumentary system, muscular system, skeletal system, nervous system, and endocrine system.

Prerequisite: None

AHP217 ANATOMY AND PHYSIOLOGY II

6.0 Credit Hours

80 Clock Hour (40 for Lecture & 40 for Laboratory)

This course is the second course in anatomy and physiology. It provides a fundamental knowledge of the structure and function of the human body, enabling students' understanding of normal body structure and function within different organ systems of the human body. This course includes a review of levels of organization, organization of human body systems, and emphasizes the following systems: cardiovascular, lymphatic, immune, gastrointestinal, respiratory, urinary, and reproductive. Also covered is the importance of maintaining homeostasis within the body. Medical terminology associated with the systems is covered in this course.

Prerequisite: None

ATT001 BASIC OPERATIONS

4.0 Credit Hours

40 Clock Hours (40 Lecture Hours)

This course introduces students to the U.S. Trucking Industry and how it operates. It presents information about various types of carriers and how they operate within the Department of Transportation regulations. Students will recognize the control systems of commercial vehicles and identify what gauges they should read for safe operation. Also covered is the basic operation of the vehicle, sliding fifth wheel and tandems, coupling and uncoupling, specialized rigs, shifting, and the Federal Motor Carriers Safety Administration (FMCSA). Students will also explore "Skills Lessons" with an emphasis placed on personal health while driving on the road and the "Road Athlete" system.

Prerequisite: None

ATT002 VEHICLE SYSTEMS & MAINTENANCE

4.0 Credit Hours

40 Clock Hours (40 Lecture Hours)

This course introduces students to the components of a commercial vehicle in order to complete a proper pre-trip inspection and vehicle inspection report. Also covered is the importance of preventative maintenance and reporting malfunctions in accordance with Federal Motor Carrier Safety Administration (FMCSA) regulations 392.7 through 392.9. Students will also explore "Skills Lessons" with an emphasis on driver stress management and the role it plays in driver safety.

Prerequisite: None

ATT003 CARGO DOCUMENTATION & PERSONAL SAFETY

4.0 Credit Hours

40 Clock Hours (40 Lecture Hours)

The course presents and reviews information on how to improve defensive driving skills. Topics include: proper cargo handling for appropriate weight distribution, driving with hazardous materials, and the importance of avoiding skids and jackknife situations. The Five Keys of the Smith System focuses on the core safe driving fundamentals of space, visibility, and time. This course will cover information on best practices for Railroad Crossing in accordance with Federal and State regulations. Other topics include: what to do at the scene of an accident, how to fill out an accident report, how to protect the scene of an accident, and professional conduct.

Prerequisite: None

ATT004 SMITH SYSTEM & CDL PREPARATION

4.0 Credit Hours

40 Clock Hours (40 Lecture Hours)

This course presents material needed for students to successfully pass the written portion of the general knowledge, combination, and air brake portions of the CDL permit exam. In addition, the skills needed to safely operate commercial vehicles are reviewed. Students will prepare to take the CDL learners permit exam in their individual state of residence. Topics such as extreme driving (mountains, snow, ice, etc.) will also be discussed, and students will explore "Skills Lessons" with an emphasis on employee public relations.

Prerequisite: None

ATT005 HOURS OF SERVICE AND TRIP PLANNING

4.0 Credit Hours

40 Clock Hours (40 Lecture Hours)

The student will demonstrate how to plan trips, read an atlas, and recognize different types of computer systems such as Qualcomm. The course also covers the regulations related to Driver Hours of Service, how to properly fill out a driver's log book, and how to maximize drive time and avoid hours-of-service violations—a benefit to both driver and employer. Students will also continue exploration of "Skills Lessons" with an emphasis on providing the highest quality customer service.

Prerequisite: None

ATT006 INTRODUCTION TO VEHICLE CONTROL

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

This course will introduce students to the rules of the driving range, basic movements of the vehicle, and how to properly enter and exit the truck. Students will be able to identify and properly operate the various controls of the vehicle, as well as complete a 42-point vehicle inspection of the vehicle. Students will also explore "Skills Lessons," with an emphasis on workplace strategies for a successful career. In addition, students will begin "Transportation Industry Awareness Lessons" with a focus on the air brake system of a tractor trailer.

Prerequisite: None

ATT007 BASIC VEHICLE CONTROL

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

This course will introduce students to straight line backing. After properly adjusting their mirrors, students will move the truck back and forth in a straight 100 ft. line, complete controlled stops, and recover if the vehicle drifts to the left/right. Students will also be introduced to pull-ups which allow the student to realign the vehicle as needed. Students will also explore "Life Skills Lessons" with an emphasis on job search skills and interviewing techniques. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer down a road with a steep downgrade.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006

ATT008 INTERMEDIATE VEHICLE CONTROL

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

This course will introduce students to the sight side parallel parking maneuver. Using three basic steps, the students will intentionally maneuver the tractor and trailer in reverse from a parked position into the 100 x 12 box on the left

side (driver's side or sight side) of the vehicle. The students will further enhance mirror usage skills and develop a professional level of competency in the various set-up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Skills Lessons" with an emphasis on stress and organizational management. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the procedures to drive a tractor trailer with hazardous materials over a rail road crossing.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007

ATT009 ADVANCED VEHICLE CONTROL

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

This course will introduce students to the blind side parallel parking maneuver. In reverse, the student will learn to intentionally move the tractor and trailer into a 100 x 12 foot box area on the right (passenger's side or blind side) of the truck. The students will be able to choose backing targets to successfully complete this maneuver to further enhance mirror usage skills and develop professional level of competency in the various set-up positions and maneuvering techniques (pull ups & steering adjustments). Students will also explore "Skills Lessons" with an emphasis on career and life evolutions, such as promotions and/or becoming an owner operator. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the various shifting patterns of the tractor trailer.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008

ATT010 BASIC DRIVING TECHNIQUES

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

This course will introduce students to the alley dock maneuver. In reverse, the student will learn to intentionally move the tractor and trailer from a 45 degree angle across a 70 foot diagonal line and place the rear of the trailer into a 20 x 12 foot box area. Once the students have completed the basic maneuver, the truck will be positioned at various angels to challenge the student further. Students will continue skills developed in previous classes and be able to choose backing targets, enhance mirror usage skills, and develop a professional level of competency in the various set up positions and maneuvering techniques (pull ups & steering adjustments). In this course, students will begin the "road" portion of their training. In a real time environment, students will be introduced to driving skills such as how to identify road/traffic hazards, how to avoid hazards, and how to take evasive action when needed. Students will also explore "Skills Lessons" with an emphasis on conflict and negotiation. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the practical application of accident procedures.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008, ATT009

ATT011 ADVANCED DRIVING TECHNIQUES

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

This course will allow students to review the backing maneuvers completed in previous courses (straight line backing, sight side parallel parking, blind side parallel parking, and alley docking) alongside of actual tractors and trailers. Students will continue to drive on local highways and identify the importance of vehicle size, road signs, traffic controls, road characteristics, uphill and downhill driving, curves, construction zone, and applying the Smith System. Students will also explore "Skills Lessons" with an emphasis on human resources and business communication. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on the Federal Motor Carrier Safety Administration's Compliance, Safety and Accountability (CSA) 2010 and Transportation Worker Identification Credential (TWIC) Card.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008, ATT009, ATT010

ATT012 CDL SKILLS/DRIVING

2.0 Credit Hours

40 Clock Hours (40 Lab Hours)

In this course students continue to build on their previously learned skills and enhance their ability to react to the ever-changing driving situation in a busy and unpredictable environment. Students' driving skill levels in residential, shopping, and city environments will be assessed and students will be prepared for the CDL A test and entry-level employment as a Class A driver. Students will be able to spot potential hazards and stationary objects, practice safe operations, understand the importance of maintaining a professional attitude, demonstrate an understanding of professional conduct among other drivers, understand traffic controls, stop lines, crosswalks, truck routes and bus

corridors, and demonstrate parking safely to make an emergency stop. Students will also explore "Skills Lessons" with an emphasis on personal financial management. In addition, students will continue "Transportation Industry Awareness Lessons" with a focus on load securement of trailer.

Prerequisite(s): ATT001, ATT002, ATT003, ATT004, ATT005, ATT006, ATT007, ATT008, ATT009, ATT010, ATT011

BIO101 GENERAL BIOLOGY

5.0 Credit Hours

60 Clock Hours (40 for Lecture & 20 for Laboratory)

General Biology is an introductory course that covers scientific concepts that may affect you as an individual in our society. Basic principles of general biology are covered as they relate to the cellular, organism and population levels of organization. The course includes cell structure and function, energy transfer, reproduction, genetics, evolution, diversity of organisms, and ecology. Correct scientific terminology is also emphasized.

Prerequisite: None

BIO205 MICROBIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course focuses on the nature of microbial organisms and offers a comprehensive survey of infectious diseases of humans, with major emphasis on the biology of the infectious process. Important infectious pathogenic agents (bacteria, viruses, protozoa) are studied in terms of their physiological functions and the properties which permit them to be pathogens. The epidemiology and pathogenesis of infections, analysis of the dynamic interactions between invading organisms and the defense mechanisms of the invaded hosts, clinical pictures of the disease states, and prevention of infection are explored. The laboratory exercises provide an introduction to basic microbiology and modern diagnostic and clinical microbiology.

Prerequisite: None

CLA101 BASIC OPERATIONS

70 Clock Hours (45 Lecture/25 Lab Hours)

This module is designed to inform students on the general information needed for obtaining their CDL Class "A" license including but not limited to: safety securing and hauling cargo, air brakes, combination vehicles and procedures of handling hazardous materials. Students will learn necessary information needed for inspecting double and triple trailers and driving a "tank vehicle" that carries liquid or gaseous materials. Students will be informed of the hours of service allowed on the road, how to carefully plan their trips, route selection, keeping records, Federal length and weight limits, State limits and penalties that can apply when not in compliance.

Prerequisite: None

CLA110 VEHICLE CONTROL SKILLS

102 Clock Hours (102 Lab Hours)

This course is designed to teach the students various control skills that are needed by working CDL drivers. Students judgment and decision making skills will become enhanced with behind-the-wheel lab sessions and on the road training in the following areas: Vehicle Control, Driving Techniques, and CDL Skills Driving. These sessions will develop the skills and abilities the students will need in the career as a professional CDL driver.

Prerequisite: CLA101

CMP105 INTRODUCTION TO INFORMATICS

2.0 Credits

20 Clock Hours (20 Lecture)

The course will offer a broad coverage of the health informatics. Topics include an introduction to the health informatics field and its major applications. The course also covers the scope, methods and evaluation of healthcare information systems and the principles of the electronic health record. Reference is also made to the diagnostic systems that support decision making in healthcare. Finally, the course provides an overview of the principles and applications of telemedicine in healthcare and the healthcare informatics associated ethical and legal topics.

Prerequisite: None

COM205 EFFECTIVE COMMUNICATION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.

Prerequisite: None

ENG101 ENGLISH COMPOSITION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.

Prerequisite: None

HVR105 THERMODYNAMICS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual "J" calculations. At the conclusion of this course students will have a basic understanding of heat, pressure, temperature, conduction and radiation.

Prerequisite: None

HVR110 PRACTICAL APPLICATIONS OF ELECTRICITY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process.

Prerequisite: None

HVR115 HVACR CONTROLS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical, electromechanically, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state their characteristics.

Prerequisite: None

HVR120 CONTROLS, MOTORS AND MOTOR CONTROLS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications.

Prerequisite: None

HVR125 REFRIGERANTS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the physics of the basic refrigeration cycle, refrigerants, the pressure and temperature relationship, and pressure-enthalpy to the student. The methods and principles associated with evacuation, recovery and charging of refrigeration and air conditioning equipment are explored. At the completion of this course students will be prepared to identify the main components in a refrigeration cycle, use a pressure temperature chart, measure superheat and sub-cooling, plot a pressure-enthalpy diagram, correctly recover, evacuate and charge an air conditioning or refrigeration system within compliance of EPA608 guidelines, identify refrigerants, and determine the temperature application.

Prerequisite: None

HVR130 RESIDENTIAL AIR CONDITIONING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students become familiar with indoor air quality and major air conditioning system components including: condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about use of manual J to apply proper selection of equipment and installation and use of major air conditioning components.

Prerequisite: HVR125

HVR135 COMMERCIAL AIR CONDITIONING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low- pressure, absorption chilled water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems.

Prerequisite: HVR125

HVR140 COMMERCIAL REFRIGERATION CONCEPTS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Commercial Refrigeration Concepts provides the student with a basic understanding of the components, methods, principles and troubleshooting associated with HVAC-R equipment used in commercial HVAC-R systems. Topics include the major components, controls and accessories used in refrigeration systems, the identification of appropriate systems for given applications, and diagnosis and service of refrigeration systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, components and troubleshooting strategies involved in commercial refrigeration.

Prerequisite: HVR125

HVR145 INDUSTRIAL REFRIGERATION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with transport refrigeration and in large-scale industrial facilities. Topics include methods of refrigerated transport, and the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems.

Prerequisite: HVR125

HVR150 ELECTRIC HEAT AND HEAT PUMPS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to the principles and theory of electric heat and heat pump systems. Focus is on the

equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At completion of this course the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

Prerequisite: HVR105

HVR155 GAS HEATING SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as installation of gas heating systems.

Prerequisite: None

HVR160 OIL HEATING SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Oil Heating Systems introduces students to the equipment and controls of oil heating components. Throughout the course students will gain valuable knowledge and experience with different types of oil furnaces, the combustion process, and oil heating equipment. After successfully completing this course, students will have the skills necessary to begin supervised maintenance and repair of oil heating systems and equipment.

Prerequisite: HVR105

HVR165 HVAC SYSTEM PERFORMANCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices assure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual "J" will be introduced. At the completion of this course the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance.

Prerequisite: HVR105

HVR170 WATER-BASED HEATING SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems, and be able to explain procedures used to create indoor quality air.

Prerequisite: HVR105

HVR175 HVAC TROUBLESHOOTING AND SERVICE CALLS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours) This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment.

Prerequisite: HVR105

HVR180 EPA CERTIFICATION PREPARATION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be place on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification— Universal Exam.

Prerequisite: HVR105

MAS110 CLINICAL PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

Prerequisite: None

MAS115 LABORATORY PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

Prerequisite: MAS110

MAS125 INVASIVE CLINICAL PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.

Prerequisite: MAS110

MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national certification exam. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

Prerequisite: MAS110

MAS190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): All program courses

MAT101 COLLEGE MATHEMATICS

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers.

Prerequisite: None

MED110 ANATOMY AND PHYSIOLOGY I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included, are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Connect laboratory experiences are included in the course.

Prerequisite: None

MED115 ANATOMY AND PHYSIOLOGY II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and Immunities, digestive and nutrition, respiratory, urinary and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

Prerequisite: MED110

MLT101 INTRODUCTION TO CLINICAL LABORATORY SCIENCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This is an introductory course, where the student will gain a foundation of theory and skills for understanding, and applying learned techniques when performing routine laboratory tests. The major areas of theory, skill, and techniques studied briefly during this course are: basic hematology, hemostasis, immunology and immunohematology, urinalysis, clinical chemistry, clinical microbiology, and parasitology. The student is introduced to pipetting, the metric system, Beer's Law, specimen processing, and microscopy.

Prerequisite: None

MLT105 URINE AND BODY FLUIDS ANALYSIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides to the student the basic, hands-on instruction in the process of urinalysis. All aspects of urinalysis are covered, including specimen collection, physical observations, chemical and microscopic analysis, including quality control. Also covered are the physiological functions of the kidney, use of lyophilized controls, calculating specific gravity, use of confirmatory tests and comparisons of types of microscopy. Other analyses will include fecal, seminal, amniotic, cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids.

Prerequisite: None

MLT110 IMMUNOLOGY AND SEROLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course encompasses the theory, practice, and clinical applications in the field of immunology and serology. The student will gain a foundation of basic concepts of immunology, to elucidate the underlying theory of procedures performed in immunology and serology. The major areas explored during this course are: basic immunologic mechanisms, theory of immunologic and serologic procedures, immunologic manifestations of infectious diseases,

and immunologically and serologically related disorders, and the students' application of procedures and techniques of each area.

Prerequisite: None

MLT115 GENERAL CHEMISTRY

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

This course provides an introduction to the principles of chemistry. Major topics of this course include physical and chemical changes, atomic structure, bonding, nomenclature, chemical calculations and chemical reactions. Additional classroom lecture will focus on gas laws, acid-base chemistry, organic, nuclear and biochemistry. Virtual laboratory activities will support these topics as well as provide experiences in qualitative and quantitative experimentation and data analysis.

Prerequisite: MAT101

MLT120 CLINICAL CHEMISTRY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis as well as the pathophysiologic changes that occur in disease and which affect testing outcomes. Clinical chemistry explores the various basic principles and practice of analytical chemistry of human plasma and serum along with patient correlations and analytic procedures. This course will explore the chemical assessment of the organ system functions and address basic theoretical concepts of photometric measurements used in clinical chemistry.

Prerequisite(s): MLT115, MED115

MLT125 CLINICAL IMMUNOCHEMISTRY AND TOXICOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides specific and detailed information on the principles of clinical chemistry in laboratory diagnosis using specialized EIA, immunofluorescence, ELISA, particle fluorescence, and antigen-antibody measurement methodologies. All body systems are studied. Also studied and explored are molecular diagnostics, toxicology, clinical enzymology, therapeutic drug monitoring, and the examination of urine. Specialty areas will include the geriatric and pediatric patients. The student uses available analytical equipment and spectrophotometers to perform analyses with human specimens.

Prerequisite(s): MLT115, MED115

MLT130 DIAGNOSTIC MICROBIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the essentials of modern diagnostic microbiology. Information is presented in diagnostic format in the classroom environment, progressing from basic principles and concepts to the systematic and theoretical identification of etiologic agents of infectious diseases to the development of the process of flowchart identification of pathogens. The course explains basic principles and concepts to setup a firm foundation in medical microbiology.

Prerequisite(s): MAT101, MED115

MLT135 MICROBIOLOGY LABORATORY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on performing actual cultivation of microorganisms, their identification, and antibiotic sensitivity. Information is presented in an easy-to-use format in a hands-on environment, progressing from basic principles and concepts to the systematic identification of etiologic agents of infectious diseases to the development of problem-solving skills. Microbiology lab exposes the student to actual culture techniques using an organ system approach to perform the laboratory diagnosis of infectious diseases, with a primary focus on the most medically significant and commonly encountered organisms.

Prerequisite(s): MAT101, MED115

MLT140 HEMATOLOGY

4.0 Credits

160 Clock Hours (20 Lecture /40 Lab Hours)

This focus of this course is on clinical hematologic principles, techniques, and applications. The student will examine hematologic disorders and complete an overview of cellular examinations in the hematology laboratory, finally, applying the correct techniques for each application. Hematology approaches the anemia, leukemia, hemoglobinopathies, and platelet disorders detailing the various types of disease states from both the morphologic and pathophysiologic views.

Prerequisite(s): MLT115, MED115

MLT145 HEMATOLOGY AND HEMOSTASIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the student to actual clinical hematologic testing techniques found in the hematology section. Leukocyte and erythrocytic disorders are examined, with areas of study including cytochemistry, molecular genetics, manual cell counts, and WBC differentials. The course includes a study of hemostasis with its disorders and syndromes. Mature lymphocytic malignancies are discussed, diseases of the bone marrow, as well as pediatric and geriatric hematology. The major lines of automated cell counters are examined, as is other collateral hematological testing such as reticulocytes, ESR, and staining techniques.

Prerequisite(s): MLT115, MED115

MLT150 IMMUNOHEMATOLOGY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course provides a comprehensive overview and study of modern transfusion practices, donor collection processes, hemapheresis, component preparation/storage/transportation, genetics and immunology as applied to transfusion medicine, antiglobulin testing and applicability to pretransfusion testing, human red cell groups. The course addressed the ABO and Rh systems, lesser known blood groups systems, compatibility testing, transfusion practices (applied DAT/IAT, Antibody ID, and case studies), a broad review of transfusion practices, and patient age considerations.

Prerequisite(s): MLT115, MED115

MLT200 TRANSFUSION MEDICINE AND COMPONENT THERAPY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

This course presents the student with clinical conditions associated with transfusion medicine (with case studies), GVHD, transfusion reactions, cell-mediated all immunization, and the investigation of patient reactions to transfusion. These topics are followed by transfusion-transmitted diseases, infections, parasitic infections, followed by hemolytic diseases of the newborn, all fetomaternal considerations and pathogenesis. The final section of the course introduces the autoimmune hemolytic anemias and drug-induced hemolytic anemias including warm autoantibody, cold agglutinin syndrome, and PCH. The final topics deal with quality assurance, and regulatory issues, biosafety, irradiation, and introduce the various agencies, (i.e. AABB, FDA, BOB) whose standards regulate the blood banking industry.

Prerequisite(s): MLT115, MED115

MLT205 PARASITOLOGY AND MYCOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents basic descriptions of parasites and fungi commonly found to cause human disease. Students will learn the pathogenesis of parasite infections and be able to diagnose these infections in the laboratory. Students will explore the reality of global approaches to diagnosis of exotic diseases, not commonly seen in the United States in years past. Students will apply microscopic methods, and discuss non-traditional methods of parasite detection, using immunological and molecular techniques.

Prerequisite(s): MLT115, MED115

MLT210 CAPSTONE AND CERTIFICATION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Institute Catalog 2020-2021

This is a review course for the MLT certification examination. All MLT concepts are covered throughout this course, along with demonstration of practical applications of various techniques for each medical laboratory discipline and its corresponding instrumentation. The structure of the ASCP and AMT exams are also delineated. This course is designed to ensure that the student has the knowledge and information necessary to pass the MLT certification.

Prerequisite(s): MLT110 - MLT150

MLT215 SIMULATIONS I

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.

Prerequisite(s): MLT120, MLT140

MLT220 SIMULATIONS II

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.

Prerequisite(s): MLT130, MLT150

MLT230 SIMULATIONS III

5.0 Credits

150 Clock Hours (150 Externship Hours)

This course will allow students to simulate laboratory procedures of all departments and areas of the clinical laboratory. This class will prepare the MLT student to practice and prepare for licensure in each laboratory specialty.

Prerequisite(s): MLT220

MLT240 EXTERNSHIP I

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): MLT230

MLT250 EXTERNSHIP II

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): MLT240

MOA110 MEDICAL OFFICE PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Prerequisite(s): None

MOA115 MEDICAL RECORDS AND INSURANCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

Prerequisite(s): None

MOA120 ELECTRONIC HEALTH RECORDS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.

Prerequisite(s): None

NUR100 PHARMACOLOGY

5.0 Credits

50 Clock Hours (50 Lecture)

This course introduces the concepts of pharmacology in using medications to promote, maintain, and restore health. Drug classifications are emphasized within the context of the nursing process. The student learns common medication actions, interactions, adverse effects and nursing interventions. Emphasis is placed on professional nursing responsibilities for meeting client needs and maintaining a safe and effective environment that includes legal, ethical, and educational implications. Factors influencing the administration, use, and effectiveness of medications, such as nutritional status, culture, growth and development and psychosocial health are explored.

Prerequisite: MAT101

NUR101 HEALTH ASSESSMENT

4.0 Credits

50 Clock Hours (30 Lecture/20 Laboratory)

This course introduces the concepts and techniques of interviewing, history taking, review of systems, and physical assessment. The course provides the student with fundamental knowledge of pathophysiological stressors commonly encountered by adults. Laboratory experiences enable the beginning student to apply assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and psychomotor skills consistent with the care provider role in acute care and community based settings.

Prerequisite: AHP217

NUR104 FOUNDATIONS OF NURSING

8.0 Credits

150 Clock Hours (40 for Lecture/41 Lab Hours/69 Clinical Hours)

This course provides the student with foundational knowledge and skills essential to the practice of nursing. Concepts related to nursing as a profession, standards of care, professional ethics, nursing roles, communication, cultural awareness, holistic care, nursing process, critical thinking, teaching-learning process, collaboration, and community are presented. Developmental concepts are discussed with a focus on the elder and the normal process of aging. Students perform basic psychomotor skills and apply physics concepts in a laboratory setting.

Prerequisite: NUR101

NUR201 MEDICAL-SURGICAL NURSING I

9.0 Credits

180 Clock Hours (40 Lecture/50 Lab Hours/90 Clinical Hours)

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults with commonly occurring health problems. Students use the nursing process to formulate care plan/maps for individuals experiencing surgery, and immune, elimination and integumentary problems. Clinical learning experiences in acute and community based settings enable the student to develop assessment skills, communication skills, cultural

awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills.
Prerequisite: NUR104

NUR202 MATERNAL-NEWBORN NURSING

4.0 Credits

60 Clock Hours (30 Lecture Hours/9 Lab Hours/21 Clinical Hours)

This course explores the concepts and skills necessary for the nursing care of childbearing families and neonates. The childbirth process from conception to postpartum is discussed. The course focuses on the role of the nurse in promoting, maintaining, and restoring health for the childbearing family and neonates including both normal and high risk pregnancy. The course also includes topics related to women's health such as fertility and infertility, complications of menopause, sexually transmitted diseases, and female reproductive cancers. Clinical experiences provide the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills.

Prerequisite: NUR104

NUR203 PEDIATRIC NURSING

4.0 Credits

60 Clock Hours (30 Lecture Hours/9 Lab Hours/21 Clinical Hours)

This course focuses on the physiological, developmental, psychosocial, cultural, and spiritual health care of the child within the family unit. Students use the nursing process, family theories, legal-ethical principles, and community resources to promote, maintain, and restore optimum functioning of the family unit. Emphasis is placed on age-related health risks and common childhood health problems. Clinical experiences provide the student with opportunities to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills in acute and community based settings.

Prerequisite: NUR104

NUR204 LEADERSHIP AND MANAGEMENT

2.0 Credits

20 Clock Hours

This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology.

Prerequisite: NUR104

NUR206 COMMUNITY NURSING CONCEPTS

2.0 Credits

20 Clock Hours (20 Lecture)

This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary and tertiary prevention activities are emphasized as they relate to individuals, families, groups and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored

Prerequisite: NUR104

NUR208 MENTAL HEALTH NURSING

4.0 Credits

60 Clock Hours (30 Lecture Hours/30 Clinical Hours)

This course focuses on concepts basic to psychiatric-mental health nursing including neurobiology, therapeutic communication, cultural diversity, spirituality, family dynamics, loss and grieving, stress and coping, crisis intervention, violence, abuse, psychiatric disorders, and community resources. Mental health issues across the life span are explored. The course introduces specialized assessment and communication skills necessary for the care of the individual experiencing situational and maturational stressors as well as mental illness. Clinical experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units.

Prerequisite: NUR104

NUR209 MEDICAL-SURGICAL NURSING II

8.0 Credits

160 Clock Hours (40 Lecture Hours/30 Lab Hours/90 Clinical Hours)

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults experiencing endocrine, gastrointestinal, neurological, musculoskeletal, genitourinary, and life threatening problems. Emphasis is placed on the decision-making process required for complex clinical situations. The course fosters the integration of concepts and skills presented in previous courses. Clinical learning experiences allow the student to apply leadership and management principles to the care of individuals, families, and groups.

Prerequisite: NUR201

NUR210 TRANSITION TO PRACTICE – CAPSTONE

6.0 Credit Hours

120 Clock Hours (30 Lecture Hours/21 Lab Hours/69 Clinical Hours)

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse.

Prerequisite: All Coursework (NUR204 and NUR208 may be taken in the same quarter)

PHT110 FUNDAMENTALS OF PHARMACY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office procedures and effective customer service will prepare the student for the technicians' role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.

Prerequisite: None

PHT115 MATHEMATICS FOR PHARMACY TECHNICIANS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.

Prerequisite: None

PHT120 DRUG CLASSIFICATION SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.

Prerequisite: None

PHT125 PHARMACY PRACTICE AND PRINCIPLES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation.

Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.

Prerequisite: None

PHT130 PHARMACOLOGY FOR PHARMACY TECHNICIANS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.

Prerequisite: PHT110

PHT135 INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNDING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.

Prerequisite(s): PHT110

PHT140 CERTIFICATION PREPARATION AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will prepare for the national certification through the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation, and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.

Prerequisite(s): PHT110

PHT190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and preforms the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Prerequisite(s): All program courses

PHT190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and preforms the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Prerequisite(s): All program courses

PSY101 GENERAL PSYCHOLOGY

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.

Prerequisite(s): None

PSY278 HUMAN GROWTH AND DEVELOPMENT

4.0 Credit Hours

40 Clock Hours (40 for Lecture)

This course focuses on the period from conception through late adulthood, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student's understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences.

Prerequisite: None

RAD101 INTRODUCTION TO RADIOGRAPHY

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content also provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.

Prerequisite: None

RAD105 INTRODUCTION TO PATIENT CARE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified.

Prerequisite: None

RAD110 RADIATION BIOLOGY AND PROTECTION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

Prerequisite(s): MED115, MAT101, RAD101

RAD115 POSITIONING - CHEST, ABDOMEN AND UPPER EXTREMITIES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the chest, abdomen, and upper extremities. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite(s): MED115, RAD101

RAD120 RADIOGRAPHIC IMAGE PRODUCTION

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

This course is designed to establish a knowledge base in factors that govern the image production process. Guidelines for calculating and selecting exposure factors, proper use of accessory devices, and the factors affecting imaging quality are also presented.

Prerequisite: None

RAD125 POSITIONING - LOWER EXTREMITIES AND PELVIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the lower extremities and pelvis. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite: RAD115

RAD130 DIGITAL RADIOGRAPHIC IMAGE PRODUCTION

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed.

Prerequisite: RAD120

RAD135 RADIATION PHYSICS

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter.

Prerequisite(s): MAT101, RAD120

RAD140 POSITIONING - SPINE AND BONY THORAX

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the spine and bony thorax. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite: RAD125

RAD145 RADIOGRAPHY I

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD105, RAD110, RAD115, RAD120

RAD150 RADIOGRAPHIC PHYSICS

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of quality control. Content is also designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of a computed tomography (CT) device and other imaging modalities. Content is not intended to result in clinical competency.

Prerequisite(s): MAT101, RAD130

RAD155 RADIOGRAPHY II

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a

professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD125, RAD145

RAD205 POSITIONING - CONTRAST PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures utilizing contrast media. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite: RAD140

RAD210 POSITIONING - SKULL AND FACIAL BONES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures of the cranium and mandible. Consideration is given to the evaluation of optimal diagnostic images.

Prerequisite: RAD205

RAD215 RADIOGRAPHIC PATHOLOGY

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

Content introduces concepts related to disease and etiological considerations with emphasis on radiographic appearance of disease and impact on exposure factor selection.

Prerequisite: MED115

RAD220 PHARMACOLOGY FOR RADIOGRAPHY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisite(s): MAT101, MED115

RAD225 RADIOGRAPHY III

4.0 Credits

120 Clock Hours (120 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD140, RAD155

RAD230 RADIOGRAPHY IV

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD205, RAD225

RAD235 RADIOGRAPHY V

7.0 Credits

210 Clock Hours (210 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a

professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): RAD210, RAD230

RAD240 RADIOGRAPHY VI

8.0 Credits

240 Clock Hours (240 Externship Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite: RAD235

RAD245 RADIOGRAPHIC REGISTRY REVIEW

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the American Registry of Radiologic Technologists certification exam.

Prerequisite(s): All preceding program core courses

SCI115 Fundamentals of Human Nutrition

3.0 Credit Hours

30 Clock Hour (30 Lecture)

The focus of this course is on the exploration of selected principles, concepts and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.

Prerequisite: None

SGT101 INTRODUCTION TO SURGICAL TECHNOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to introduce the student to the field of surgical technology. Topics will include the history of surgery and surgical technology, the surgical patient, death and dying, laws and ethics, health care facilities, communication and teamwork. The knowledge gained during this course will provide the students with the necessary foundations to progress to the next level of courses.

Prerequisite: None

SGT105 ASEPSIS AND STERILE TECHNIQUE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

A variety of topics pertaining to surgical asepsis and aseptic technique, including decontamination, sterilization, and disinfection will be introduced in this course. The students will be exposed to implementing aseptic technique in the operating room, wearing proper attire, how to perform a proper hand washing, surgical hand scrub, and donning and removal of surgical gown and gloves for the operating room (OR). Environmental hazards and risk factors associated with the hospital and OR environment are reviewed.

Prerequisite: None

SGT110 INSTRUMENTATION AND SURGICAL APPLICATIONS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will learn the different types of sutures, needles and staplers used during surgery as well as the steps in wound healing and complications. Additional topics will include; biomechanics and computer technology as well as the different types of energy sources students will encounter in surgery. Finally, students will be introduced to the common categories of surgical instruments and their functions.

Prerequisite: None

SGT115 SURGICAL CASE MANAGEMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will learn the steps of surgical case management to include preoperative, intraoperative, and postoperative patient care, creation and maintenance of the sterile field, patient positioning, draping procedures, and surgical procedure progression. Lab instruction will be included to apply theory to practice. The knowledge gained during this course will provide the students with the necessary skills needed to progress to the next level of training.

Prerequisite(s): SGT101, SGT105

SGT120 DIAGNOSTIC, GENERAL, OBSTETRIC AND GYNECOLOGICAL SURGERY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will learn several diagnostic procedures as well the benefits and challenges of endoscopic surgery to include robotic- assisted surgery. The students will learn the concepts that are integral to both general obstetric and gynecologic surgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

Prerequisite(s): SGT105, SGT110

SGT125 OPHTHALMIC, OTORHINOLARYNGOLOGY, MAXILLOFACIAL AND PEDIATRIC SURGERY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will learn the concepts that are integral to ophthalmic, otorhinolaryngology, maxillofacial, and pediatric surgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

Prerequisite(s): SGT105, SGT110

SGT130 PLASTIC, GENITOURINARY AND ORTHOPEDIC SURGERY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

The students will learn the concepts that are integral to plastics, genitourinary, and orthopedic surgery. Topics will include patient positioning, skin preparation, draping incisions, anatomy, instrumentation, special supplies and equipment, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

Prerequisite(s): SGT105, SGT110

SGT135 CARDIOTHORACIC, VASCULAR AND NEUROLOGY SURGERY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will learn the concepts that are integral to cardiothoracic, peripheral vascular, and neurosurgery. Topics will include patient positioning, skin preparation, draping, incisions, anatomy, instrumentation, special supplies and equipment, scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

Prerequisite(s): SGT105, SGT110

SGT205 PHARMACOLOGY AND ANESTHESIA

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will provide an introduction to surgical pharmacology, the common types of medications, agents and drugs used for surgical procedures. Students will be exposed to properties, actions, and routes of administration, risks, and dosage calculations. The course will introduce students learning the appropriate procedures for handling drugs in the surgical setting, the functions of anesthesia care intraoperatively and postoperatively, the medications and drugs used to provide general, regional and local anesthesia, patient monitoring, and the role of the surgical technologist in monitoring such drugs. Students will also learn about emergency situations and the function of the

surgical technologist during emergencies.

Prerequisite: SGT105

SGT210 SIMULATION: DIAGNOSTIC, ENDOSCOPY, GENERAL, GENITOURINARY, OBSTETRIC AND GYNCOLOGICAL PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course places the student into a laboratory environment in which students will develop and reinforce the practices and principles of the surgical technologist in a simulated operating room environment. Students will be participating in a variety of simulated surgical procedures including diagnostic, endoscopic, general, genitourinary, and obstetric and gynecological surgery designed to simulate an actual working operating room complete with equipment, instrumentation and simulated patients. The students will learn and perform the different roles of the sterile and non-sterile team members with a large concentration focused on the STSR position.

Prerequisite: SGT115

SGT215 SIMULATION: OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL, MAXILLOFACIAL AND PLASTIC SURGERY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will continue the surgical simulation while building team skills and experience. The students will be assigned increasing complex surgical procedures in ophthalmic, ENT, oral, maxillofacial, plastic, and Genitourinary surgery. Students will be required to perform the pre-operative, intra-operative, and post-operative duties of care of the surgical patient performing the roles of all sterile and non-sterile team members. An emphasis will be placed on aseptic and sterile technique while building speed and skills necessary to function in the operating room.

Prerequisite: SGT115

SGT220 SIMULATION: ORTHOPEDIC, CARDIOTHORACIC, VASCULAR AND NEUROSURGERY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will continue the surgical simulation while building team skills and experience. The students will be assigned increasing complex surgical procedures in orthopedic, cardiothoracic, vascular, and neurosurgery and will be required to perform the pre-operative, intra-operative, and post-operative patient care of all sterile and non-sterile team members. A comprehensive skills assessment will be performed on students throughout this course to evaluate the student's ability to provide safe and effective patient care prior to placement in the clinical setting.

Prerequisite: SGT115

SGT225 ST CAPSTONE AND CERTIFICATION REVIEW

4.0 Credits

40 Clock Hours (40 Lecture)

This course is a review of the core surgical technology curriculum. The lecture and activities are designed to reinforce and review the program content from inception to completion with a focus on student performance, comprehension and group information sessions. The students will sit for and be required to pass a practice certification exam as a precursor to the NBSTSA Certification Exam. A practice certification exam is the final exam for the course.

Prerequisite: SGT220

SGT230 ST CAPSTONE AND CAREER DEVELOPMENT

4.0 Credits

40 Clock Hours (40 Lecture /00 Lab Hours)

This course provides additional review of the core surgical technology curriculum. The lecture and activities are designed to reinforce and review the program content from inception to completion with a focus on student performance, comprehension, and group information sessions. In addition, the students will learn the necessary skills to create a professional resume, cover letter, and skills to interview effectively, and prepare to enter into the workforce during the Career Development section. The students will sit for and be required to pass a practice certification exam as a precursor to the NBSTSA Certification Exam. The final examination for the course will provide both the student and faculty a benchmark of the students overall comprehension of the surgical technology curriculum and will be used as the precursor to the national certification exam. Students will be required to sit for the NBSTSA National Certification Examination in Surgical Technology at the conclusion of this course. The student is not required to pass the Certification exam to pass the course.

Prerequisite: SGT220

SGT280 EXTERNSHIP ROTATION

9.0 Credits

270 Clock Hours

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite: SGT220

SGT290 OR EXTERNSHIP ROTATION

8.0 Credits

240 Clock Hours

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.

Prerequisite(s): All preceding program core courses.

SOC101 SOCIOLOGY

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

Prerequisite: None

STAFF AND FACULTY

ADMINISTRATIVE STAFF

Campus President	James Williamson
Business Office Manager	Melissa Lewis
Registrar	Wendy Bandy
Nursing Administrative Assistant	Donna Maynard

ADMISSIONS

Director of Admissions	David Haney
Admissions Representative	Stacey Avery
Admissions Representative	Emma Burchett
Admissions Representative	Lisa Strout

CAREER SERVICES

Director of Career Services	Cindy Garrison
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FINANCIAL AID

Director of Financial Aid	Lisa Walling
Financial Aid Officer	Tammy Norris

LIBRARY

Learning Resource Center Manager	Shawn Hinkel
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STAFF MEMBERS

Receptionist	Ami Hepburn
Custodian	Kay Hickey

ACADEMIC LEADERSHIP

DEAN OF EDUCATION

James Williamson, BA, MA

Master of Arts, Education, Tusculum College, Greenville, TN

Bachelor of Arts, Psychology, University of Tennessee, Knoxville, TN

DEAN OF NURSING

Steven Litteral, PhD (c), MSN/Ed, RN

PhD Nursing Research/Ed Candidate, University of Phoenix, Phoenix, AZ

Master of Nursing,/Education, University of Phoenix, Phoenix, AZ

Bachelor of Nursing, University of Phoenix, Phoenix, AZ

Associate In Nursing, Weber State College, Ogden, UT

DIRECTOR OF THE HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION PROGRAM

Ronald Moyer

Limited License Electrician, State of Tennessee

Limited License Plumber, State of Tennessee

Universal EPA Certificate

NATE Certificate

DIRECTOR OF THE MEDICAL ASSISTING PROGRAM

Cherri Taylor, BS, EMTP, CPhT, CMA

Bachelor of Science, Business Management, Tennessee Technological University, Cookeville, TN
Emergency Medical Technician/Paramedic, Tennessee Technological University, Cookeville, TN
Certified Pharmacy Technician, Pharmacy Technician Certification Board
Certified Medical Assistant, National Allied Health

DIRECTOR OF THE MEDICAL LABORATORY TECHNOLOGY PROGRAM

Sheri L. Enoch, MBA, HM, MLS (ASCP)^{CM}

Master of Business Administration, Healthcare Management, Western Governor's University, Salt Lake City, UT
Bachelor of Science, Biology, Tennessee Technological University, Cookeville, TN
Associate of Applied Science, Medical Laboratory Technology, MedVance Institute, Cookeville, TN
Medical Laboratory Scientist, American Society of Clinical Pathology

DIRECTOR OF THE PHARMACY TECHNICIAN PROGRAM

Sarah Hope Elizabeth Ballard Presley, BS, CPhT, KCST, CSI

Bachelor of Science, Healthcare Administration, Western Kentucky University, Bowling Green, KY
Pharmacy Technician Diploma, MedVance Institute, Cookeville, TN

DIRECTOR OF THE RADIOLOGIC TECHNOLOGY PROGRAM

Tamara Daniels, MS, R.T.(R) (CT)

Master of Science, Integrated Healthcare Management, Western Governors University, Salt Lake City, UT
Bachelor of Science, Diagnostic Imaging, University of Wisconsin, Milwaukee, WI
Associate of Applied Science, Radiologic Technology, MedVance Institute, Cookeville, TN
ARRT Certification, American Registry of Radiologic Technologists

DIRECTOR OF THE SURGICAL TECHNOLOGY PROGRAM

John Ratliff, MHA, CST, FAST

Master of Healthcare Administration, Jefferson College of Health Sciences, Roanoke, VA
Bachelor of Science, Adult Education, Bellevue University, Bellevue, NE
Associate of Applied Science, Surgical Technology, Mount Hood Community College, Gresham, OR
Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting

DIRECTOR OF THE TRACTOR TRAILER DRIVING PROGRAMS

Jackson Sherrell

Class A CDL State of Tennessee

FACULTY**HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION PROGRAM**

Charles Burk (Part-time Instructor)

Heating, Ventilation, Air Conditioning and Refrigeration Diploma, York Technical Institute, York, PA

Stacy Dryer (Part-time Instructor)

Mechanical Contractor, State of Michigan
HVAC Equipment, State of Michigan
Limited Heating Service, State of Michigan
Limited Refrigeration and Air Conditioning Service, State of Michigan
Universal EPA Certificate

Charles Woody (Part-time Instructor)

Heating, Ventilation, Air Conditioning and Refrigeration Diploma, Fortis Institute, Cookeville, TN
Universal EPA Certificate

MEDICAL ASSISTING PROGRAM

Erik Hammock (Part-time Instructor)

Licensed Practical Nurse, Tennessee Technology Center, Livingston, TN

Sharon McNeil, CMA (Part-time Instructor)

Medical Assisting Diploma, MedVance Institute, Cookeville, TN

Certified Medical Assistant, Certified Medical Office Assistant, Certified Postsecondary Instructor, National Center for Competency Testing

Certified EKG Technician, Certified Phlebotomy Technician, National Healthcareer Association

MEDICAL LABORATORY TECHNOLOGY PROGRAM

Rebecca Keylon, BS, AAS, MLT (ASCP) (Full-time Clinical Coordinator)

Bachelor of Science, Medical Technology, Lincoln Memorial University, Harrogate, TN

Bachelor of Science, Exercise Science, Physical Education and Wellness, Tennessee Technological University, Cookeville, TN

Medical Laboratory Technologist, American Society of Clinical Pathology

Medical Laboratory Professional, State of Tennessee

PHARMACY TECHNICIAN PROGRAM

Vanessa May, CPhT (Part-time Instructor)

Pharmacy Technician Diploma, MedVance Institute, Cookeville, TN

Certified Pharmacy Technician, Pharmacy Technician Certification Board

Nicole Randolph, CPhT (Part-time Instructor)

Pharmacy Technician Diploma, Fortis Institute, Cookeville, TN

Certified Pharmacy Technician, Pharmacy Technician Certification Board

RADIOLOGIC TECHNOLOGY PROGRAM

Kristin Lockhart, BS, AS, R.T.(R) (CT) (Full-time Clinical Coordinator)

Bachelor of Science, Business Management, Western Governor's University, Salt Lake City, UT

Associate of Applied Science, Radiologic Technology, Chattanooga State Community College, Chattanooga, TN

ARRT Certification, American Registry of Radiologic Technologists

William H. May, M.Ed., R.T.(R), FASRT (Part-time Instructor)

Master of Education, Electronic Education, Jones University, Centennial, CO

Bachelor of Science, Radiologic Science, Midwestern State University, Wichita Falls, TX

Associate of Science, Radiologic Technology, Indiana University Northwest, Gary, IN

ARRT Certification, American Registry of Radiologic Technologists

SURGICAL TECHNOLOGY PROGRAM

Linda Swallows, CST (Full-time Clinical Coordinator)

Surgical Technology Diploma, Tennessee Technology Center, Crossville, TN

Certified Surgical Technologist, National Board of Surgical Technology and Surgical Assisting

TRACTOR TRAILER DRIVING PROGRAMS

Dannie May, (Full-time Instructor)

Class A CDL State of Tennessee

GENERAL EDUCATION & SCIENCE FACULTY

Ginger Reinoehl (Part-time Instructor)

Doctorate in Curriculum and Instruction, Argosy University, Atlanta, GA

Master in Teaching and Learning, Argosy University, Atlanta, GA

Bachelor of Science in Culinary Arts Management, The Art Institute of Atlanta, Atlanta, GA

Associate in Culinary Arts Management, The Art Institute of Atlanta, Atlanta, GA

Angela Schmid (Full-time Instructor)

Master in Biology, Tennessee Technological University, Cookeville, TN

Bachelor of Science in Biology, Tennessee Technological University, Cookeville, TN

INDEX

ACADEMIC POLICIES.....	41-57
Academic Achievement/Grading	41-42
Academic Appeals	46
Academic Honors.....	42
Academic Improvement Plans	56
Attendance	47
Brief Period of Non-Enrollment or Standard Period of Non-Enrollment (SPN)	47-48
Career Services	57
Clinicals and Externships	53-56
Clock Hour of Instruction.....	52
Clock to Credit Hour Conversion Formula	52
Institute Closures.....	52-53
Counseling/Advisement	45-46
Course Add/Drop.....	53
Course Audit	44-45
Course Programming	52
Course Refresher	45
Course Repeat Policy	43-44
Educational Delivery System.....	51
Effective Date of Withdrawal.....	51
Faculty Evaluations	56
Graduation Requirements	45
Incomplete Grade Policy	42-43
Learning Resource Center.....	55-56
Academic Leave of Absence (ALOA)	48-49
Traditional Leave of Absence (TLOA)	49
Licensure, Certification, and Registration	45
Make-Up Work.....	47
Maximum Class Size.....	52
Nursing Competency Reinforcement Workshop and Comprehensive Competency Exam	43
Student Handbooks	45
Tardiness/Early Departure	47
Transcript of Grades.....	45
Tutoring	46
Withdrawal.....	49-51
ACADEMIC PROGRAMS.....	26-40
CERTIFICATE PROGRAMS.....	26
Class A CDL Driving	26
DIPLOMA PROGRAMS	27-33

Advanced Tractor Trailer Driving	27-28
Heating, Ventilation, Air Conditioning and Refrigeration.....	28-29
Medical Assisting.....	29-30
Pharmacy Technician	30-31
Surgical Technology.....	32-33
ASSOCIATE DEGREE PROGRAMS.....	34-40
Medical Laboratory Technology	34-36
Nursing.....	36-37
Radiologic Technology	38-40
ADMISSIONS INFORMATION	8-25
Additional Requirements for the Hybrid Programs.....	9
Additional Requirements for the Nursing Program	9-11
Additional Requirements for the Medical Laboratory Technology, Pharmacy Technician, Radiologic Technology, Surgical Technology and Tractor Trailer Driving Programs.....	11
Additional Admissions Requirements for the Medical Laboratory Technology, Radiologic Technology, Surgical Technology Programs.....	13
Additional Admissions Requirements for the Medical Laboratory Technology, Radiologic Technology, Surgical Technology Programs After Program Acceptance.....	13
Additional Requirements for Specific Programs.....	24-25
Admissions Requirements and Procedures	8-9
Articulation Agreements.....	25
Associate Degree in Nursing Program Health and Clinical Requirements	13-23
Availability of GED Testing	12
General Admissions Requirements	8-9
Health and Immunization Requirements for the Medical Assisting and Pharmacy Technician Programs.....	18
Medical Laboratory Technology, Radiologic Technology and Surgical Technology (Medical Technology Programs) Program Health and Clinical Requirements	19-23
Orientation.....	13
Readmission	12-13
Transfer of Credit	23-25
COURSE DESCRIPTIONS	81-104
FINANCIAL ASSISTANCE PROGRAMS	60-67
Additional Information Regarding Financial Assistance Programs	63
Federal Direct Loan Program (FDLP)	60
Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program	60
Federal Pell Grant.....	60
Federal Supplemental Educational Opportunity Grant (FSEOG).....	60
Federal Work-Study Program (FWSP).....	60-61
Return of Title IV Funds Policy	62-63
Satisfactory Academic Progress	63-67
School, Private, State, and Local Financial Resources.....	61
Verification.....	62

Veteran's Benefits	61
GRIEVANCE PROCEDURE	78-80
Arbitration	80
HOLIDAY/BREAK CALENDARS.....	1
INDEX.....	108-111
INTRODUCTION & OVERVIEW.....	3-7
Accommodations for Students with Disabilities.....	7
Accreditation, Licenses, and Approvals.....	4-5
Consumer Information	3-4
Critical Strengths of Fortis Institute	6
Facilities and Equipment	7
History and Ownership	2
Mission and Purposes	5
Non-Discrimination Statement.....	7
Program and Policy Changes	7
Nursing, Medical Laboratory Technology and Radiologic Technology Programs Missions, Goals, Code of Ethics and Student Learning Outcomes	5-6
STAFF & FACULTY	105-107
START DATES.....	2
STUDENT POLICIES	68-77
Anti-Hazing Policy.....	70
Behavior and Student Accountability.....	68-69
Copyright Protection Policy	70
Crime Awareness and Campus Security Act.....	74
Cyberbullying.....	71-72
Disciplinary Action	73
Dress Code.....	72-73
Drug and Alcohol Policy.....	73
Family Educational Rights and Privacy Act (FERPA)	75-76
Field Trips	77
HIPAA Requirement	76
Housing Assistance	77
Internet Usage.....	70-71
Non-Smoking/Non-Tobacco Policy	73
Personal Property.....	75
Pregnancy.....	77
Professional Liability & Student Accident Insurance.....	76
Social Media	71
Student Activities.....	77
Student Appeal Process.....	74
Student Rights	68
Termination or Expulsion Policy.....	74
Title IX and Violence Against Women Act (VAWA)	74-75

Video-Recording or Audio-Recording Policy	70
Visitor Policy	75
TABLE OF CONTENTS	1
TUITION AND FEES	58-59
Cancellation/Rejection Policy	59
Other Charges	59
Refund and Cancellation Policies.....	59
Right to Cancel.....	59
Tuition Refund Policy	59

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog 2019-2020 Catalog 2/19/2020, Volume 1 Version 2

Effective date: 3/5/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

This is effective March 05, 2020 until further notice.

GENERAL ADMISSIONS REQUIREMENTS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the USA as defined by the State where the diploma was earned. Applicants who are unable to obtain a transcript or other acceptable documentation as a result of COVID-19 related reasons such as high school closures or closures which impact the applicant's ability to obtain their high school equivalency certificate, may provide an attestation that he/she has received a high school diploma or high school equivalency certificate or that he has completed secondary school through homeschooling as defined by state law. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service acceptable to the Institute.

1. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
2. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions representative and/or other administrative staff.
5. Applicants who otherwise meet the requirements to pursue a selected program of study will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE-Q). Applicants to the Institute who do not achieve a passing score are eligible to immediately retake another version of the SLE-Q. (See below for the SLE-Q minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE-Q, the applicant is eligible to take the SLE-Q a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE-Q will be administered. In addition, this administration and subsequent administrations require approval by the Campus President. A fourth and final administration of another version of the SLE-Q is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.
6. Once a passing score is earned, the SLE-Q score is valid for three years from the date of administration. Applicants for readmission (former students who meet the criteria for re-admission) must achieve the passing score on the SLE-Q required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE-Q, that score will be used for readmission, provided the SLE-Q test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE-Q score for the applicable program.
7. Applicants must pay the enrollment fee and meet all financial obligations.

8. The SLE-Q minimum entrance requirements by program are as follows: ***PLEASE REFER TO THE CATALOGS STANDARD GENERAL ADMISSIONS REQUIREMENTS. DURING THE COVID-19 PANDEMIC THE MINIMUM SLE-Q ENTRANCE REQUIREMENT SCORES REMAIN UNCHANGED, EXCEPT AS NOTED IN THIS ADDENDUM.***
9. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Associate Degree in Nursing (ADN) program.

Applicants to the ADN program who are Licensed Practical Nurses (LPN's) must meet the following requirements:

1. The LPN applicant must possess a current, valid unencumbered Practical Nurse license.
2. After the admission interview, the applicants who are not All-State Career School, Fortis College/Institute or formerly MedVance Institute PN graduates will be required to take the Wonderlic Scholastic Level Exam (SLE-Q) and must achieve a passing score of no less than 22.

Applicants to the ADN program who are not Licensed Practical Nurses (LPN's) must meet the following requirements:

1. An applicant to the Associate Degree in Nursing program who is not a Licensed Practical Nurse will be required to take the Wonderlic Scholastic Level Exam (SLE-Q) and must achieve a passing score of not less than 22.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

1. The applicant must provide a valid form of identification with a picture, name and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
2. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. Failure to provide the evidence of required insurance coverage may prevent the student from participating in the scheduled clinical experience. The Institute does not provide health insurance, The Institute does not provide alternative sites if students do not have the insurance coverage required by a specific clinical site.
3. Applicants must submit to and pass a drug-screening test, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
4. Applicants must submit to and pass a criminal background check, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
5. Hepatitis B immunization is administered as a series of injections. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Applicants who experience delays in obtaining initial immunizations as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the

enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.

6. No applicant will be admitted who failed previously in another nursing program.
7. If an applicant attended and dropped from another nursing program but did not technically fail, the applicant's transcript must be reviewed by the campus nursing applicant review committee and DON and a decision will be made as to the applicant's request for admission.

ADDITIONAL ADMISSIONS REQUIREMENTS RELATING TO CPR - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

To comply with the CDC precautions during COVID-19, applicants and students in nursing and medical technology programs will be provided BLS Training within their program prior to the scheduling of clinicals. Students enrolled in the nursing and medical technology programs will be required to comply with all applicable requirements within the timeframes which will be specified by the Program Director or Academic Dean in order to remain in the program.

ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.

EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.

INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days..

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute. They bear no quality points and are not included in the calculation of CGPA.

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study for due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not be able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the Institute may choose to grant an ALOA on behalf of a student without having received prior written request as long as the Institute has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
- 2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.
- 3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Institute prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

In order to remain in "Active" status at the Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Institute in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the Institute, by notifying the Institute in writing.

Should students be considering withdrawing from a course or from the Institute, they should meet with the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the Institute can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the Institute due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Other letter grades used by the Institute include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

COURSE REPEAT TUITION ADJUSTMENT APPEAL POLICY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

This applies to all academic terms ending March 29, 2020 or after.

During the stated timeframe, courses in which a student fails to earn a passing grade as defined in the course syllabus and/or program requirements must be repeated and successfully completed in compliance with course prerequisite and/or program requirements and in order to graduate. A student who fails a course must repeat that course at the next available opportunity, subject to class availability and space limitations. Active students who failed to earn a passing grade in a course during the COVID-19 pandemic may be eligible to receive a COVID Institutional Adjustment to offset the cost of up to two failed courses. Courses must be repeated, subject to availability, in a term that begins between April 1, 2020 to July 20, 2020, the student must have remained enrolled throughout the pandemic emergency, and eligibility is subject to all applicable program provisions. If special consideration is required due to course availability, students must contact their Program Director or Dean of Nursing. Students who need to repeat a course as a result of COVID-19 circumstances must complete the Tuition Adjustment Appeal Form and provide information which describes how the COVID-19 pandemic impacted the student's ability to successfully earn a passing grade. *During the timeframe stated above, students who were on a Leave of Absence, approved under the Incomplete Grade Policy to receive an I grade and subsequently failed to earn a passing grade, and students who received an E grade for withdrawn courses but remained enrolled and active in at least one course are considered to have remained enrolled in school for the purposes of determining their eligibility for a tuition adjustment. **Students in which the modality of their program changed within the term the failure occurred will automatically qualify for the Tuition Adjustment for two failed courses.***

Additional Provisions for Nursing Students - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

The two course failure policy is being deferred with respect to students impacted by the COVID-19 Pandemic. Students who receive a failing grade in a nursing or required science course/s due to the Pandemic will be required to repeat the course/s at the earliest available opportunity. The student will not be charged for repeating the failed course/s. Students will be required to meet all the course requirements to receive a passing grade in the repeated course/s. Prerequisite requirements continue to apply and may impact the student's ability to progress in the program unless and until the failed course is appropriately repeated and passed.

TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Optional Tablet - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, Fortis Institute temporarily moved all educational instruction to online delivery. A tablet was made available to order through Fortis Institute in the amount of \$200.00. This purchase was optional and made available to help accommodate access to online course content.

FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: Addendum to catalog 2020-2021 Catalog 2/19/2020, Volume 1 Version 3

Effective date: 07/01/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

START DATES, PAGE 2

As of June 30, 2020, the Advanced Tractor Trailer Driving and Class A CDL Driving programs have been discontinued and are no longer enrolling students.

FACILITIES AND EQUIPMENT, PAGE 7

Fortis Institute occupies a 22,000 square-foot facility and is located at 1025 Hwy. 111, Cookeville, Tennessee 38501. The campus includes administrative offices; computer and medical labs, lecture classrooms, a learning resource center, and student break area. Fortis Institute also uses the offices and laboratories of local physicians, clinics, healthcare facilities, and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities. ~~In addition, Fortis Institute has a satellite campus at 4550 South Jefferson Avenue, Cookeville, Tennessee 38506. The commercial driving programs are taught at this location.~~

TUITION AND FEES, PAGE 58

The following information applies to all students who enroll for start dates 07/01/2020 and later.

PROGRAM	TUITION	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$17,812	\$100	\$72	\$507	\$0	\$0	\$0	\$686	\$25	\$19,202
MEDICAL ASSISTING	\$15,108	\$100	\$54	\$540	\$0	\$0	\$0	\$30	\$134	\$15,966
PHARMACY TECHNICIAN	\$15,489	\$100	\$54	\$1016	\$43	\$38	\$0	\$0	\$116	\$16,856
SURGICAL TECHNOLOGY	\$30,616	\$100	\$108	\$712	\$43	\$38	\$0	\$88	\$299	\$32,004

PROGRAM	TUITION	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
ASSOCIATE DEGREE PROGRAMS										
MEDICAL LABORATORY TECHNOLOGY	\$36,110	\$100	\$144	\$1547	\$43	\$38	\$230	\$0	\$392	\$38,604
RADIOLOGIC TECHNOLOGY	\$44,100	\$100	\$144	\$1481	\$43	\$38	\$230	\$129	\$252	\$46,517

NURSING PROGRAM	TUITION	ENROLLMENT FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$45,960	\$100	\$112	\$144	\$1602/\$443	\$43	\$38	\$770	\$200	\$49,412

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 4

Effective date: 07/28/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACCREDITATION, LICENSES, AND APPROVALS, PAGE 5

Effective July 1, 2020, the Associate Degree Nursing program at Fortis Institute is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2022.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

<http://www.acenursing.us/candidates/candidacy.asp>

ACADEMIC PROGRAMS, DIPLOMA PROGRAMS, PAGES 28-33

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 960 Contact Hours: 48 Instructional Weeks	Program Quarter Credits: 64
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

The objective of the program is to provide the student with the skills and knowledge required for entry-level employment in the Heating, Ventilation, Air Conditioning and Refrigeration industry. The program is designed to be comprehensive in nature, including extensive hands-on training, covering service for residential and commercial refrigeration, gas and oil furnaces, heat pumps, electric furnaces and air conditioning equipment.

DESCRIPTION

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for persons interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Upon graduation from the HVACR program, students will be required to take and pass the EPA certification exam. Students will receive a diploma and be able to work as heating, air conditioning and/or refrigeration service technicians in both residential and commercial sites.

CREDENTIALING EXAMS

Graduates are eligible to take the EPA Universal Certification Exam.

CAREER OPPORTUNITIES

The graduate is prepared to seek entry-level employment in HVACR including but not limited to: service technician, installation technician, and apprentice heating technician.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
HVR105	Thermodynamics	60	4.0
HVR110	Practical Applications of Electricity	60	4.0
HVR115	HVACR Controls	60	4.0
HVR120	Controls, Motors and Motor Controls	60	4.0
HVR125	Refrigerants	60	4.0
HVR130	Residential Air Conditioning	60	4.0
HVR135	Commercial Air Conditioning	60	4.0
HVR140	Commercial Refrigeration Concepts	60	4.0
HVR145	Industrial Refrigeration	60	4.0
HVR150	Electric Heat and Heat Pumps	60	4.0
HVR155	Gas Heating Systems	60	4.0
HVR160	Oil Heating Systems	60	4.0
HVR165	HVAC System Performance	60	4.0
HVR170	Water-Based Heating Systems	60	4.0
HVR175	HVAC Troubleshooting and Services	60	4.0
HVR180	EPA Certification Preparation	60	4.0

Schedule

Evening: 5:30 p.m. – 10:30 p.m. Monday through Thursday

*Hours are subject to change.

ACADEMIC PROGRESSION, PAGES 34, 38

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration courses and prerequisite science courses with a minimum grade of C+ to be considered passing. Any concentration course below a grade of C+ must be retaken. A student can attempt a concentration course no more than two times. Any student who fails to pass a concentration course after two attempts is subject to dismissal from

the program. A student who makes below a C+ in any two clinical courses may be subject to dismissal from the program.

STAFF AND FACULTY, PAGES 105-107

ADMINISTRATIVE STAFF

Nursing Administrative Assistant Emma Burchett

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog, 2/19/2020, Volume 1 Version 5

Effective date: 07/30/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse, children, and/or parent) and are not be able to resume training within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), could qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the Institute may choose to grant an ALOA on behalf of a student without having received prior written request as long as the Institute has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
- 2) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for the course(s) attempted in the term.
- 4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave

originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Institute prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

STANDARD TERM -TRADITIONAL LEAVE OF ABSENCE (TLOA) – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in a term-based credit hour program who need to interrupt their program of study due to the lack of clinical site, laboratory, or externship sites due to COVID-19 interruptions may qualify for a Traditional Leave of Absence if the student can resume their training at the same point in which the training was interrupted. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA). A TLOA in a Standard Term program can only be approved if the student has received an incomplete grade in a course or is unable to move forward in new courses due to COVID-19 interruptions that prevent the course(s) from being offered to the student.

The following are the criteria for making application and approving a Traditional Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on a Traditional Leave of Absence Request Form in advance of the TLOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the TLOA request in advance, the Institute may choose to grant an TLOA on behalf of a student without having received prior written request as long as the Institute has received appropriate documentation to support the decision and the student provides the required information at a later date.
- 2) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request a TLOA after a term or module has started. The institution is not required to approve this type of TLOA request; however, if the institution grants this type of mid-term TLOA request, the student will receive a grade of E for the course(s) attempted in the term.
- 4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be submitted to the Institute prior to the student's initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

- 5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020 - 2021 Catalog, 2/19/2020, Volume 1, Version 6

Effective date: 9/2/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TITLE IX POLICY STATEMENT

Fortis Institute ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

Fortis Institute, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.

Title IX Coordinator

Attention:	Title IX Coordinator MyEsha Craddock
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	410-513-8035
E-Mail Address:	TitleIXCoordinators@edaff.com

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020 - 2021 Catalog 10/22/2019, Volume 1 Version 7

Effective date: 9/30/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ASSOCIATE DEGREE PROGRAMS, PAGE 36

NURSING

Length: 1500 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 106
Credential Awarded: Associate of Applied Science	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP216	Anatomy and Physiology I	80	6.0***
AHP217	Anatomy and Physiology II	80	6.0
BIO101*	General Biology	60	5.0
BIO205*	Microbiology	60	4.0
CMP105*	Introduction to Informatics**	20	2.0***
COM205	Effective Communication**	40	4.0
ENG101*	English Composition**	40	4.0
MAT101*	College Mathematics**	40	4.0
NUR100	Pharmacology	50	5.0
NUR101	Health Assessment	50	4.0
NUR104	Foundations of Nursing	150	8.0***
NUR201	Medical-Surgical Nursing I	180	9.0

NUR202	Maternal-Newborn Nursing****	60	4.0
NUR203	Pediatric Nursing****	60	4.0
NUR204**	Leadership and Management	20	2.0
NUR206**	Community Nursing Concepts	20	2.0
NUR208	Mental Health Nursing****	60	4.0
NUR209	Medical-Surgical Nursing II	160	8.0
NUR210	Transition to Practice-Capstone	120	6.0
PSY101*	General Psychology**	40	4.0
PSY278*	Human Growth and Development**	40	4.0***
SCI115*	Fundamentals of Human Nutrition**	30	3.0***
SOC101*	Sociology**	40	4.0

* General education/other related courses

**Online delivery

Note: Successful completion of all general education and nursing courses prior to the last quarter in the program, with the exception of NUR204 and NUR208

***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in Nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded 21-quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.

**** Blended delivery (lecture online, lab and clinical residential)

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: Addendum to catalog 2020-2021 Catalog 2/19/2020, Volume 1 Version 8

Effective date: 10/5/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION AND FEES, PAGE 58

The following information applies to all students who enroll for start dates 07/01/2020 and later.

PROGRAM	TUITION	PER CREDIT HOUR	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS											
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$17,812	\$278	\$100	\$72	\$507	\$0	\$0	\$0	\$686	\$25	\$19,202
MEDICAL ASSISTING	\$15,108	\$328	\$100	\$54	\$540	\$0	\$0	\$0	\$30	\$134	\$15,966
PHARMACY TECHNICIAN	\$15,489	\$337	\$100	\$54	\$1016	\$43	\$38	\$0	\$0	\$116	\$16,856
SURGICAL TECHNOLOGY	\$30,616	\$344	\$100	\$108	\$712	\$43	\$38	\$0	\$88	\$299	\$32,004
ASSOCIATE DEGREE PROGRAMS											
MEDICAL LABORATORY TECHNOLOGY	\$36,110	\$314	\$100	\$144	\$1547	\$43	\$38	\$230	\$0	\$392	\$38,604
RADIOLOGIC TECHNOLOGY	\$44,100	\$350	\$100	\$144	\$1481	\$43	\$38	\$230	\$129	\$252	\$46,517

NURSING PROGRAM	TUITION	PER CREDIT HOUR	ENROLLMENT FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$45,960	\$304 GENERAL EDUCATION, \$506 NURSING COURSES	\$100	\$112	\$144	\$1602/\$443	\$43	\$38	\$770	\$200	\$49,412

Refund Policy for Military Tuition Assistance (TA):

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Fortis College will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the College will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

Military Tuition Assistance Return of Unearned Funds Chart for a 12-week term with 84 total days in the payment period:

Before Class Begins	100% return
10% or less (Day 1- 8)	90% return
10.1% up to and including 20% (Day 9 - 18)	80% return
20.1% up to and including 30% (Day 19 – 25)	70% return
30.1% up to and including 40% (Day 25 – 33)	60% return
40.1% up to and including 50% (Day 34 – 42)	50% return
50.1% up to and including 59.9% (Day 43 – 50)	40% return
60% and higher (Day 51 and beyond)	No return of TA Funds

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog, 2/19/2020, Volume 1, Version 9

Effective date: 11/4/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse, children, and/or parent) and are not be able to resume training within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), could qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the Institute may choose to grant an ALOA on behalf of a student without having received prior written request as long as the Institute has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
- 2) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for the course(s) attempted in the term.
- 4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Institute prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave

period(s) may be no longer than 180 days and the additional days remaining in the calendar year for student who were on LOA as of March 5, 2020 or after.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

STANDARD TERM -TRADITIONAL LEAVE OF ABSENCE (TLOA) – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in a term-based credit hour program who need to interrupt their program of study due to the lack of clinical site, laboratory, or externship sites due to COVID-19 interruptions may qualify for a Traditional Leave of Absence if the student can resume their training at the same point in which the training was interrupted. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA). A TLOA in a Standard Term program can only be approved if the student has received an incomplete grade in a course or is unable to move forward in new courses due to COVID-19 interruptions that prevent the course(s) from being offered to the student.

The following are the criteria for making application and approving a Traditional Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on a Traditional Leave of Absence Request Form in advance of the TLOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the TLOA request in advance, the Institute may choose to grant an TLOA on behalf of a student without having received prior written request as long as the Institute has received appropriate documentation to support the decision and the student provides the required information at a later date.
- 2) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 3) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request a TLOA after a term or module has started. The institution is not required to approve this type of TLOA request; however, if the institution grants this type of mid-term TLOA request, the student will receive a grade of E for the course(s) attempted in the term.
- 4) The initial leave period requested should be no more than 90 calendar days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 calendar days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be submitted to the Institute prior to the student's initial TLOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 days and the additional days remaining in the calendar year for student who were on LOA as of March 5, 2020 or after.
- 5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for a TLOA must meet with the Financial Aid Department prior to returning to school.

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis Institute, applicants must agree to submit all claims and disputes with Fortis Institute to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against Fortis Institute resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis Institute. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis Institute cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, Fortis Institute cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020 - 2021 Catalog, 2/19/2020, Volume 1, Version 10

Effective date: 11/12/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ADMISSIONS INFORMATION, PAGE 8

ADDITIONAL ADMISSION REQUIREMENTS FOR THE NURSING PROGRAMS

Applicants to the nursing program will be informed of all the required documentation, and the timeframes for submitting the required documentation, for application to the program. When all of the above-noted nursing program application requirements have been completed and submitted by the applicant, and the applicant has signed the enrollment agreement, the completed application file will be submitted to the Nursing Program Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application file and makes a final determination on admission to the Nursing Program. A candidate for admission may be required to interview with a member of the Nursing Program Admission Committee, or another school official. Once the Nursing Program Admissions Committee makes its final determination in regards to an applicant, the applicant will be notified.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 11 (corrected)

Effective date: 12/11/2020

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

The information below applies to those students who begin classes on 11/23/2020.

HOLIDAY/BREAK CALENDARS, PAGE 1

Med Tech, Allied Health and Trades Programs Holiday/Break Calendar		Nursing Program Holiday/Break Calendar	
01.01.2021	New Year's Day	01.01.2021	New Year's Day
01.18.2021	Martin Luther King Day	01.18.2021	Martin Luther King Day
04.02.2021	Spring Break	04.05.2021-04.11.2021	Spring Break
05.31.2021	Memorial Day	05.31.2021	Memorial Day
07.04.2021-07.11.2021	Summer Break	07.05.2021-07.11.2021	Summer Break
09.06.2021	Labor Day	09.06.2021	Labor Day
11.25.2021-11.26.2021	Thanksgiving Break	11.25.2021-11.26.2021	Thanksgiving Break
12.24.2021-01.02.2022	Winter Break	12.27.2021-01.09.2022	Winter Break
01.03.2022	New Year's Day		

START DATES, PAGE 2

Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assisting and Pharmacy Technician Programs	
11.23.2020	06.28.2021
01.11.2021	08.16.2021
02.22.2021	09.27.2021
04.05.2021	11.08.2021
05.17.2021	12.20.2021

Medical Laboratory Technology Program			
02.22.2021	05.17.2021	08.16.2021	11.08.2021
Radiologic Technology and Surgical Technology Programs:			
02.22.2021		08.16.2021	
Nursing Program			
01.11.2021	04.12.2021	07.12.2021	10.04.2021

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS, PAGE 9

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a minimum score of 70%. Applicants who do not achieve a minimum passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve the required score on the second administration of the school's Online Competency Assessment, the applicant may be eligible to take the assessment a third and final time. Applicants who do not achieve the required score on the third and final administration are not permitted to enroll in the hybrid program.

Minimum Technology Requirements Hardware:

- 2.2 GHz CPU or greater with minimum of 4 GB RAM (8 GB Recommended)
- Broadband Connection: Cable or DSL preferred
- Web Cam with functional microphone
- Speakers or headphones

Software:

- Windows – Operating System: Windows® 8.1, or 10
- Apple Mac – Operating System: Mac OS X
- Office Productivity Suite – Microsoft Office 365

Browser:

- Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)

Plugins (most recent versions):

- Java™ Runtime Environment 7
- Flash Player (until EOL on 12/31/20)
- Adobe Reader

Please review your course syllabus for any additional plugins required for your class. Popup blockers can cause access issues if not correctly configured. It is important to allow popups from fortis.blackboard.com and fortis.instructure.com.

DIPLOMA PROGRAMS, PAGE 27

MEDICAL ASSISTING

Length: 780 Contact Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Credential Awarded: Diploma	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment. Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105	Medical Terminology**	60	4.0
AHP106	Medical Anatomy and Physiology**	60	4.0
MAS110	Clinical Procedures and Techniques	60	4.0
MAS115	Laboratory Procedures and Techniques	60	4.0
MAS125	Invasive Clinical Procedures	60	4.0
MAS135	Certification Review and Career Development	60	4.0
MAS190	Externship	180	6.0
MOA110	Medical Office Procedures**	60	4.0
MOA115	Medical Records and Insurance**	60	4.0
MOA120	Electronic Health Records**	60	4.0

**Online Delivery

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday Evening: 5:30 p.m. – 10:30 p.m. Monday through Thursday

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

PHARMACY TECHNICIAN

Length: 780 Contact Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Credential Awarded: Diploma	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

OBJECTIVE

In today's healthcare field, the role of the pharmacist has been expanded to provide not only patient care and education but also advice to health care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the pharmacy technician has evolved from simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assist the pharmacist in direct patient care.

DESCRIPTION

The Pharmacy Technician diploma program provides students with a solid foundation of pharmacy fundamentals and terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a pharmacy setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the Pharmacy Technician Certification exam (PTCB).

CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment in positions such as Pharmacy Technician and Pharmaceutical Care Associate. Upon successful passing of certification exams and where applicable, graduates could also seek employment opportunities such as Certified Pharmacy Technician (CPhT) and IV Certified Pharmacy Technician.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105	Medical Terminology**	60	4.0
AHP106	Medical Anatomy and Physiology**	60	4.0
PHT110	Fundamentals of Pharmacy	60	4.0

PHT115	Mathematics for Pharmacy Technicians	60	4.0
PHT120	Drug Classification Systems	60	4.0
PHT125	Pharmacy Practice and Principles	60	4.0
PHT130	Pharmacology for Pharmacy Technicians	60	4.0
PHT135	Intravenous Admixtures and Aseptic Compounding	60	4.0
PHT140	Certification Preparation and Career Development	60	4.0
PHT190	Externship	180	6.0

***Online Delivery*

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday Evening: 5:30 p.m. – 10:30 p.m. Monday through Thursday

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

EDUCATIONAL DELIVERY SYSTEMS, PAGE 51

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a residential classroom setting or in an approved online delivery format (refer to Hybrid format description) with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically require students' participation of hands-on learning activities either led, guided, or supervised by an instructor, and performed by students in groups or individually. Such lab activities may take place in a specific dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

Select programs are delivered in a hybrid format, which is the incorporation of both traditional on-campus (residential) and distance learning (online) within a program of study. The mode of delivery for each program is identified on the program page. Students enrolled in hybrid programs will take some of their courses via distance learning (online). Students enrolled in hybrid programs require access to a computer, webcam, internet connectivity, and software that meets the specifications described in the Student Information and Acknowledgement Form provided during enrollment.

MAXIMUM CLASS SIZE, PAGE 52

Allied Health Programs	Nursing Program
Lecture: 35:1 - Residential 20:1 – Online Lab: 20:1 - Residential 20:1 – Online	8:1 Clinical Rotation 24:1 Lecture 8:1 Simulation 16:1 Skills Lab

TUITION AND FEES, PAGE 58

PROGRAM	TUITION	PER CREDIT HOUR	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS/ EBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS											
MEDICAL ASSISTING	\$15,108	\$328	\$100	\$54	\$435/ \$134	\$0	\$0	\$230	\$31	\$134	\$16,226
PHARMACY TECHNICIAN	\$15,489	\$337	\$100	\$54	\$911/ \$134	\$43	\$38	\$230	\$0	\$116	\$17,115

GRIEVANCE PROCEDURE, PAGES 78-80

Effective July 1, 2020, the associate degree nursing program at Fortis Institute Cookeville located in Cookeville, Tennessee is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2022.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000

View the public information disclosed by the ACEN regarding this candidate program at
<http://www.acenursing.us/candidates/candidacy.asp>

COURSE DESCRIPTIONS, PAGE 81

AHP105 MEDICAL TERMINOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will introduce students to the terminology associated with medical language. To function effectively in health profession students must understand the structure of medical language, including prefixes, suffixes, root words and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Prerequisite(s): None

AHP106 MEDICAL ANATOMY AND PHYSIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

Prerequisite(s): None

MOA110 MEDICAL OFFICE PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Prerequisite(s): None

MOA115 MEDICAL RECORDS AND INSURANCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

Prerequisite(s): None

MOA120 ELECTRONIC HEALTH RECORDS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.

Prerequisite(s): None

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020 Volume 1 Version 12

Effective date: 1/26/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

The following information applies to all students who enroll for start dates January 31, 2021 and later.

ADMISSIONS INFORMATION, PAGE 8 - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

ADDITIONAL ADMISSIONS REQUIREMENTS FOR DISTANCE EDUCATION/HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in all programs, due to the COVID-19 Pandemic.

1. The applicant must sign a Student Information and Acknowledgement Form. (Hybrid programs only)
2. The applicant must pass the school's Online Competency Assessment with a minimum score of 70%. Applicants who do not achieve a minimum passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve the required score on the second administration of the school's Online Competency Assessment, the applicant may be eligible to take the assessment a third and final time. Applicants who do not achieve the required score on the third and final administration are not permitted to enroll in the distance education/hybrid program.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 13

Effective date: 1/28/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACCREDITATION, LICENSES, AND APPROVALS, PAGE 4 & 7/28/2020 ADDENDUM, PAGE 1

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, Phone (703)-247-4212.
- Fortis Institute in Cookeville, Tennessee, is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, Tennessee 37243.
- Fortis Institute is applying for exemption from Programmatic Review with the Alabama Commission on Higher Education.
- Fortis Institute is applying for Non-Resident School Licensure with the Kentucky Commission on Proprietary Education.
- The Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128, has authorized Fortis Institute, Cookeville, Tennessee, to offer the Associate of Applied Science degree for Medical Laboratory Technology.
- Fortis Institute's Nursing program has been granted approval by the Tennessee Board of Nursing. The Tennessee Board of Nursing is located at 227 French Landing, Suite 300, Heritage Place Metro Center, Nashville, TN 37243; phone: 615-532- 5166.
- Programmatic Accreditation: Medical Laboratory Technology Program at Fortis Institute, Cookeville Campus, is programmatically accredited through the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, 847-939-3597, www.naacls.org
- Programmatic Accreditation: Pharmacy Technician Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the American Society of Health-System Pharmacists (ASHP), in collaboration with the Accreditation Council for Pharmacy Education (ACPE), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, www.ashp.org and www.acpe-accredit.org
- Programmatic Accreditation: Radiologic Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606, www.jrcert.org

- Programmatic Accreditation: Surgical Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 6 West Dry Creek Circle, Suite 110, Littleton, Colorado 80120, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street North, Seminole, Florida 33775-7709, www.arcstsa.org and www.caahep.org
- Programmatic: Effective July 1, 2020, the Associate Degree Nursing program at Fortis Institute is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2022. Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, <http://www.acenursing.us/candidates/candidacy.asp>

STATE AUTHORIZATION DISCLOSURE FOR STUDENTS IN PROGRAMS WITH DISTANCE EDUCATION, INCLUDING HYBRID PROGRAMS

The following information is applicable to any prospective or current student enrolled in a program with distance education, including hybrid programs:

Fortis Institute reviews admissions applications and may enroll students in programs with distance education delivery who are residents of Tennessee, Alabama, and Kentucky only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at Fortis Institute, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at Fortis Institute, the School may be required to withdraw the student from the program prior to completion.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

GRIEVANCE PROCEDURE, PAGE 78, & 11/4/2020 ADDENDUM PAGE 3

A grievance is a claim, a complaint or an expression of concern made by a student regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

An appeal is the escalation of the complaint to a next level authority. If the appeal is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to appeal all matters with respect to

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the academic appeals process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the School's SAP policy.

A student wishing to escalate his or her complaint should follow the five steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education , or the Director of Nursing (for students enrolled in nursing courses).

2. If the dispute cannot be resolved through addressing the Dean of Education , or the Director of Nursing (for students enrolled in nursing courses), the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve to dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President will then convene the Campus Appeals Committee which will consist of the Campus President and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint.

A response from the Appeals Committee must be provided to the student within seven calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committee's decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the Pennsylvania. State Licensing Authority or ACCSC, the School's accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243
(615) 741-3605
www.tn.gov/thec

The title, address and Student Complaint Procedure of the Institute's institutional accrediting body is:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting James Williamson, Campus President or online at www.accsc.org.

The title and address for the state board approving the Associate Degree in nursing program:

Tennessee Board of Nursing
227 French Landing, Suite 300,
Heritage Place Metro Center,
Nashville, TN 37243
Phone: (615) 532- 5166

For the Medical Laboratory Technology program, the title and contact information of the programmatic accrediting agency as well as the Tennessee State Board of Health approving the program are:

National Accrediting Agency for Clinical Laboratory Science
5600 North River Road, Suite 720
Rosemont, IL 60018
Phone: (847) 939-3597
Fax: (773) 714-8886
www.nacls.org

Tennessee State Board of Health
Laboratory Licensing and Certification
Metro Center Complex
665 Mainstream Drive
Nashville, Tennessee 37243
Phone: (615) 532-5128

For the Radiologic Technology program, the title and contact information of the programmatic accrediting agency is:

Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60603-3181
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

For the Surgical Technology program, the title and contact information of the programmatic accrediting agencies are:

Accreditation Review Council on Education
6 West Dry Creek Circle, Suite 110

Littleton, CO 80120
Phone: (303) 694-9262
Fax: (303) 741-3655
www.arcsta.org

Commission on Accreditation of Allied Health Education Programs
9355 113th Street North, #7709
Seminole, FL 33775-7709
Phone: (727) 210-2350
Fax: (727) 210-2354
www.caahep.org

ALABAMA RESIDENTS: Residents of Alabama may file a complaint with the Alabama Commission on Higher Education (ACHE), P.O. Box 302000, Montgomery, AL 36130-2000, or 100 North Union Street, Suite 782, Montgomery, AL 36104-3758; Phone (334) 242-1998; 1-800-960-7773; Fax (334) 242-2269; Information regarding the student complaint processes can be found on the ACHE website at: www.ache.edu

KENTUCKY RESIDENTS: The Kentucky Commission on Proprietary Education is charged with licensing and regulating privately owned for-profit proprietary schools doing business in Kentucky. To file a complaint against an institution, students should fill in the complaint form and submit it to the commission via mail. The form can be found at <http://www.kcpe.ky.gov/forms/FormtoFileaComplaint.pdf>

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis Institute, applicants must agree to submit all claims and disputes with Fortis Institute to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against Fortis Institute resolved on an individual basis and to waive any right to initiate or participate in a collective or class action Fortis Institute. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis Institute cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further Fortis Institute cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 14

Effective date: 07/15/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACCREDITATION, LICENSES, AND APPROVALS, PAGE 4

Programmatic Accreditation: Surgical Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 E. Main street, Suite 339, Parker, Colorado 80138, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th ST. N, #7709, Seminole, Florida 33775, www.arcsta.org and www.caahep.org

ADMISSIONS REQUIREMENTS AND PROCEDURES, PAGE 8

The following information applies to all students who enroll for start dates July 12, 2021 and later.

Applicants, who otherwise meet the requirements to pursue a selected program of study, will be required to take the Wonderlic Scholastic Level Exam QuickTest (SLE-Q). Applicants to the Institute who do not achieve a passing score on the SLE-Q are eligible to immediately retake another version of the SLE-Q. (See below for the SLE-Q minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE-Q, the applicant is eligible to take the SLE-Q a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE-Q may be administered. In addition, this third administration and any subsequent administrations require approval by the Campus President. A fourth and final administration of another version of the SLE-Q is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation and agree that the SLE-Q must be taken at the campus.

Once a passing score has been achieved, the SLE-Q score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE-Q required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE-Q, that score may be used for readmission, provided the SLE-Q test was administered and passed within three years (36 months) of the date of readmission and the score achieved meets the current minimum acceptable SLE-Q score for the applicable program.

The SLE-Q minimum entrance requirements by program are as follows:

Nursing

22

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS, PAGE 9

In addition to the General Admissions Requirements, the following are additional admissions requirements for the

Nursing programs.

Applicants must submit to and pass (receive a negative finding) a drug-screening test and results must be in the applicant's admission file prior to starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense within 24 hours at an Institute designated collection center. The second drug-screening test will be scheduled by the Institute. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Applicants will not be granted admission to the nursing program with a positive, insufficient, dilute, or inconclusive test result. Applicants who are not permitted to enter the nursing program due to the second screening result being positive (including insufficient or dilute) may choose to apply at a future date no earlier than six months from the date of the second failed drug screen. All students accepted into the program are subject to random drug and alcohol testing throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in dismissal from the program. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dismissed from the program as per the Nursing Substance Abuse and Drug Screening policy

1. Applicants must submit to and pass (not have a finding that will prevent placement in a clinical setting and/or prevent achieving licensure) a criminal background check prior to starting the program. Results must be in the applicant's admission file prior to starting the program. The applicant should note that a history of criminal convictions may prevent the student from being accepted into a program and/or from attending or completing the clinical requirements of the program or may prevent his or her meeting the requirements to obtain licensure by a state Board of Nursing. If an applicant has any questions regarding this process, the applicant should contact the Dean of Nursing. An applicant who is aware of a criminal history in their background should contact the Dean of Nursing. Once accepted into the nursing program all students are required to report to the Dean of Nursing in writing, any change in their criminal background status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charges may be dismissed from the program. The Institute has the right to determine if the applicant's background finding will prevent the applicant from being accepted into the program.
2. Applicants for the nursing programs are required to achieve and maintain Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association during the entire program. Applicants will be provided BLS for Healthcare Providers training during the initial term in the program. Applicants who have previously attained BLS certification prior to admission will be provided an opportunity to renew their certification by completing the BLS training at a time and place provided by the program. Insert: School Name must maintain a signed copy of the student's current (American Heart Association BLS Healthcare Provider Course) CPR card. Students are required to have their CPR card with them at all times during class, laboratory, and clinical activities. This BLS certification must remain current throughout the students' entire program. If the CPR certification expires during the nursing program, the student may not participate in any clinical activities and may be dismissed from the program. Any clinical experience/s missed by a student due to expired BLS certification will be considered an unexcused absence/s and may result in failure of the course. BLS certification and renewal will be at the applicant or student's expense.

Applicants to the ADN program who are Licensed Practical Nurses (LPN's) must meet the following requirements:

The LPN applicant must possess a current, valid unencumbered Practical Nurse license.

Graduates from an All-State Career School, Fortis College/Institute or formerly MedVance Institute PN program may be provisionally admitted to the Associate Degree Nursing program contingent upon obtaining a valid, current, unencumbered Practical Nursing license from the state in which they are attending the ADN program prior to the end of their first term. Failure to obtain a current, valid Practical Nursing license prior to the end of their first term will

result in immediate dismissal from the Associate Degree in Nursing program.

Note: Admission to the Associate Degree Nursing (ADN) or the Practical Nursing (PN) program does not guarantee a student's ability to participate in clinical training experiences, sit for a nurse licensing examination, or obtain employment as a professional nurse (RN) or practical nurse (PN) in this or any other state.

When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Program Admissions Committee for consideration. The Nursing Program Admissions Committee reviews the applicant's materials and each applicant will be notified of the Committee's decision as to whether or not the applicant has been accepted into the program. Notifications are mailed and e-mailed to the applicants.

Readmission

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as unexpected military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from participating in the program. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the applicant from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

Former students in any of the nursing programs who have been dismissed for academic failure of 2 nursing or required science courses are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the **Appeal policy**. Nursing students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' nursing programs, which includes Fortis, St. Paul's School of Nursing, All-States Career School or Denver College of Nursing.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Campus Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant for re-entry is required to meet with the Student Success Coordinator or designee to discuss the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission. For former students seeking readmission to the nursing program the determination on the readmission will require approval of the Dean of Nursing. The Dean Education or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission is required to meet with the Financial Aid Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications for re-admission are reviewed by a committee comprised of the Campus President, Select: Dean or Director of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

NURSING PROGRAM HEALTH AND CLINICAL REQUIREMENTS, PAGE 13

As a part of contractual agreements with clinical agencies, all nursing students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements in a timely manner may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the clinical site. Failure to attend or complete scheduled clinical education

sessions due to not meeting health and clinical requirements will be considered unexcused absences and may result in failure of a course/s or dismissal from the program. The program is not responsible to arrange for alternative sites.

1. Maintain Unencumbered Practical Nursing License (Associate Degree in Nursing program only)

Students in the Associate Degree in Nursing (ADN) program who have a license in Practical Nursing (LPN) must report to the Dean of Nursing, in writing, any change in status of their practical nurse license within 24 hours of the occurrence. Failure to inform the Dean of Nursing of changes in LPN licensure status may result in dismissal from the program.

2. Background Check

The applicant must submit to and pass a criminal background check and any background issues must be reviewed and determined as acceptable per Fortis Institute policy as well as appropriate State Board of Nursing rules and regulations and the results of the CBC must be in the student file prior to starting the program. Students must maintain a clear criminal background status while enrolled in the nursing program. Students must report to the Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the nursing program.

3. Current BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The Institute must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card with them at all times during class, laboratory, and clinical activities. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dismissed from the program. Any missed clinical experiences will be considered an unexcused absence and may result in failure of the course/s.

5. Current Health Care Declaration and Essential Skills and Functional Abilities for Nursing Students Forms

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students are required to immediately report any changes in their essential skills or functional abilities, to the Dean of the Nursing program. Students may not attend clinical experiences while there is any health status change or medical treatments which may impair their perception and/or ability to provide safe patient care. It is the responsibility of the Dean of the nursing program to determine when and if the student can participate in clinical activities. A student's failure to report a change in his or her ability to safely perform the activities set forth in the Health Care and Functional Abilities Forms as described above may result in the student being dismissed from the nursing program. If the Dean of Nursing determines that the student will not be able to continue to participate in scheduled clinical, lab and/or classroom activities the Dean of Nursing will work with the Campus President and other campus staff as needed (e.g. Student Success Coach, faculty mentors) to provide the student with information on any plan for the potential alternatives.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. The Select: College, Institute or School does not provide health insurance. Students will be informed of requirements and that they may not be allowed to participate in clinical experiences at such facilities. A student who is unable to meet the insurance (or other) requirements at a clinical facility may be dismissed from the program. The program will provide the student with information about potential alternatives; however, the program is not responsible to arrange alternatives or provide insurance.

TRANSFER OF CREDIT, PAGE 23

Transfer of credit is always the decision of the individual college or university, and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis Institute should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student's program. Transfer credit requests for nursing program applicants will be submitted to the Dean of Nursing for review prior to acceptance.

ACADEMIC POLICIES, PAGE 41

Nursing Students. The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite science courses:

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology

For successful completion of nursing and prerequisite science courses, a minimum test composite score of 78% (total average of key graded assessments) and clinical, simulation, and lab performance grades of Pass ("P") are necessary. Clinical and laboratory activities will be graded as Pass/Fail. The grades in nursing and prerequisite science courses are not rounded. For example, a score of 77.9% will not be rounded to 78%. The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-science courses) in the program curriculum.

ADDITIONAL PROVISIONS FOR NURSING STUDENTS, PAGE 44

A student in a nursing program is permitted to continue his or her enrollment in the program after earning one failing grade in a nursing and/or required science course. Nursing courses are those with an NUR or PNR course code prefix; required science courses are anatomy and physiology, nutrition, general biology, and microbiology. Failure is defined as achieving less than a cumulative grade of 78% score on the key graded assessments. The key graded assessments for each course are identified in the course syllabus. A second failure to successfully complete a nursing course will result in dismissal from the program. If a student has had one prior course failure in a nursing or required science course and then is unsuccessful in achieving a passing grade for their final term Capstone course, the student may be provided one additional attempt to successfully pass the Capstone course. If the student is not successful in achieving a passing grade on the second attempt of the Capstone course the student will be dismissed from the program.

REQUIRED SCIENCE COURSES (NURSING STUDENTS)

A student who fails for the first time to achieve the required 78% passing score in one of the science courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the first failing grade from counting towards the two-course failure limit that would result in dismissal from the program. A student is allowed only one waiver for the aggregate of all science courses in the entire nursing program. The petition must be made in writing and submitted to the Dean of Nursing and the Campus President jointly for consideration.

When repeating a failed science course under the waiver petition, the following will apply:

- A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.
- A student who achieves a grade between 78% and 82% will pass the course. However, the original failing grade in the class still counts towards the two-course failure limit. A second failure to successfully complete a nursing and/or a required science course will result in dismissal from the program.
- A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or a withdrawal from a science or nursing course.

Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

ACADEMIC APPEALS, PAGE 46

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations.

Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress are directed to review the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. An appeal regarding dismissal from an academic program will only be considered if there were significant extenuating circumstances.

An academic appeal must be received within seven business days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and documentation that is specific to the reason a review of the decision is requested.

For all non-nursing students the Dean of Education will conduct a meeting of the Academic Review Board, which will consist of the Program Director who was not the instructor for the course if the issue is grade related and the Registrar. This meeting will be held within seven business days of the Dean receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Board's decision. The notification will be sent by e-mail to the student's official school e-mail address no later than the end of the next business day after the Academic Review Board decision.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the decision has been made on the appeal. If the appeal is granted the student will be required to meet with the appropriate Dean or Director and establish a plan for resuming the required courses. The plan for resuming the required courses will be documented and placed in the student's file.

Nursing students - If a nursing student chooses to appeal dismissal from the program due to a failure to achieve the required passing grade in two courses (a nursing and/or a required science course), the student's appeal must describe the specific extenuating circumstances that occurred and were directly related to the student's failure to achieve a passing grade for the courses. The student's appeal documentation must be received by the Dean of Nursing no later than 7 business days from the notification of the dismissal from the program. The Dean of Nursing or designee will acknowledge receipt of the student's Appeal within 3 business days of the submission. The Dean of Nursing will conduct a meeting of the Academic Review Board (in this case consisting of the Dean of Nursing, a member of the nursing faculty who has not been an instructor for the student, and Campus President or designee). Examples of significant extenuating circumstances are limited to temporary yet severe illness or injury, unexpected hospitalization, required military duty (not planned reserve activity), death of an immediate family member which directly affected the student's class/attendance or incidents related to natural disasters. This list is not inclusive and is only meant to be illustrative of the types of circumstances that may be considered extenuating. Each appeal will be evaluated by the Academic Review Board and a decision will be made within 7 business days from the date of the Appeal being submitted. If the appeal is granted the student will be required to develop a written plan with the Dean of Nursing and Campus President that describes the student's ability to resume their program and how the student will achieve the requirements to successfully pass the course and complete the program. The student will remain withdrawn from the school until the plan for re-entry has been submitted and approved by the Dean of Nursing and Campus President or designee. The student permitted to re-enter the program will be required to sign acknowledgement that any further academic failure will result in a final dismissal from the program. The student approved for re-entry will be required to participate in weekly meetings and meet all course and program

requirements.

If the student believes that he or she did not receive the appropriate due process, the student may file a grievance by following the Grievance procedure described in the grievance section of this Catalog.

TUITION AND FEES, PAGE 58

The following information applies to all students who enroll for start dates 07/01/2021 and later.

PROGRAM	TUITION	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$17,990	\$100	\$73	\$432	\$0	\$0	\$0	\$754	\$25	\$19,374
MEDICAL ASSISTING	\$15,258	\$100	\$55	\$543	\$0	\$0	\$320	\$34	\$135	\$16,445
PHARMACY TECHNICIAN	\$15,644	\$100	\$55	\$989	\$43	\$38	\$320	\$0	\$117	\$17,306
SURGICAL TECHNOLOGY	\$30,616	\$100	\$110	\$757	\$43	\$38	\$0	\$77	\$300	\$32,041
ASSOCIATE DEGREE PROGRAMS										
MEDICAL LABORATORY TECHNOLOGY	\$36,455	\$100	\$146	\$1529	\$43	\$38	\$320	\$0	\$393	\$39,024
RADIOLOGIC TECHNOLOGY	\$44,604	\$100	\$146	\$1454	\$43	\$38	\$320	\$129	\$278	\$47,112

NURSING PROGRAM	TUITION	ENROLLMENT FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$46,414	\$100	\$140	\$146	\$1596/ \$533	\$43	\$38	\$470	\$200	\$49,680

GRIEVANCE PROCEDURE, PAGE 78

Programmatic Accreditation: Surgical Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 E. Main street, Suite 339, Parker, Colorado 80138, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th ST. N, #7709, Seminole, Florida 33775, www.arcstsa.org and www.caahep.org

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis Institute, applicants must agree to submit all claims and disputes with Fortis Institute to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against Fortis Institute resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis Institute. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis Institute cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, Fortis Institute cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020 - 2021 Catalog, 2/19/2020, Volume 1, Version 15

Effective date: August 17, 2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ADMISSIONS INFORMATION, PAGE 9

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL TECHNOLOGY PROGRAMS (SURGICAL TECHNOLOGY, MEDICAL LABORATORY TECHNOLOGY, AND RADIOLOGIC TECHNOLOGY)

The admissions requirements for Medical Technology programs previously ceased due to the Covid-19 pandemic will be reinstated effective with all classes commencing on or after September 27, 2021.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020 Volume 1 Version 16

Effective date: 09/17/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

INTRODUCTION AND OVERVIEW, PAGES 3-7

NON-DISCRIMINATION STATEMENT

Fortis Institute ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

Fortis Institute, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	speters@edaff.com

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.

<http://www.fortis.edu/>

ACCREDITATION, LICENSES, AND APPROVALS, PAGE 4

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, Phone (703)-247-4212.
- Fortis Institute in Cookeville, Tennessee, is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, Tennessee 37243.
- Fortis Institute has conditional approval for Non-Resident School Licensure with the Kentucky Commission on Proprietary Education.
- The Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128, has authorized Fortis Institute, Cookeville, Tennessee, to offer the Associate of Applied Science degree for Medical Laboratory Technology.
- Fortis Institute's Nursing program has been granted approval by the Tennessee Board of Nursing. The Tennessee Board of Nursing is located at 227 French Landing, Suite 300, Heritage Place Metro Center, Nashville, TN 37243; phone: 615-532- 5166.
- Programmatic Accreditation: Medical Laboratory Technology Program at Fortis Institute, Cookeville Campus, is programmatically accredited through the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, 847-939-3597, www.naacls.org
- Programmatic Accreditation: Pharmacy Technician Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the American Society of Health-System Pharmacists (ASHP), in collaboration with the Accreditation Council for Pharmacy Education (ACPE), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, www.ashp.org and www.acpe-accredit.org
- Programmatic Accreditation: Radiologic Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606, www.jrcert.org
- Programmatic Accreditation: Surgical Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 E. Main Street, Suite 339, Parker, Colorado 80138, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street North #7709, Seminole, Florida 33775-7709, www.arcstsa.org and www.caahep.org
- Programmatic: Effective July 1, 2020, the Associate Degree Nursing program at Fortis Institute is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2022. Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, <http://www.acenursing.us/candidates/candidacy.asp>

STATE AUTHORIZATION DISCLOSURE FOR STUDENTS IN PROGRAMS WITH DISTANCE EDUCATION, INCLUDING HYBRID PROGRAMS

The following information is applicable to any prospective or current student enrolled in a program with distance education, including hybrid programs:

Fortis Institute reviews admissions applications and may enroll students in programs with distance education delivery who are residents of Tennessee and Kentucky only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at Fortis Institute, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at Fortis Institute, the School may be required to withdraw the student from the program prior to completion.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

STUDENT POLICIES, PAGE 74

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis Institute will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found at Page 74 and the Termination or Expulsion Policy can be found at Page 74 of this Catalog. Fortis Institute will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis Institute or an employee is urged to make a complaint to the Deputy Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Deputy Title IX Coordinator or the local police. Retaliation against an individual who reports a crime; brings a complaint; pursues legal action; participates in an investigation; or, is a witness in any proceeding is prohibited and will not be tolerated by Fortis Institute. Should a victim of sexual violence request confidentiality, Fortis Institute will honor the request to the extent possible and allowed by law. Fortis Institute will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

Title IX Coordinator

Attention:	Title IX Coordinator Suzanne Peters Esq., M.Ed. National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	speters@edaff.com

GRIEVANCE PROCEDURE, PAGE 78

STUDENT COMPLAINT PROCEDURE

KENTUCKY RESIDENTS: The Kentucky Commission on Proprietary Education is charged with licensing and regulating privately owned for-profit proprietary schools doing business in Kentucky. To file a complaint against an institution, students should fill in the complaint form and submit it to the commission via mail. The form can be found at <http://www.kcpe.ky.gov/forms/FormtoFileaComplaint.pdf>

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020 Volume 1 Version 16

Effective date: 09/17/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

This is effective July 1, 2021 until further notice.

This addendum replaces all prior published COVID-19 addenda.

ADMISSIONS INFORMATION, PAGE 8 - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in all programs due to the COVID-19 Pandemic.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a minimum score of 70%. Applicants who do not achieve a minimum passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve the required score on the second administration of the school's Online Competency Assessment, the applicant may be eligible to take the assessment a third and final time. Applicants who do not achieve the required score on the third and final administration are not permitted to enroll in the hybrid program.

ADDITIONAL ADMISSION REQUIREMENTS FOR NURSING AND MED TECH PROGRAMS

Applicants are required to provide evidence that they have received at least the first dose of the COVID-19 vaccine prior to starting one of these programs and must be fully vaccinated (both doses if other than the Johnson & Johnson vaccine) prior to entering a clinical/externship site that requires students to be vaccinated.

Although we list the COVID-19 vaccine as an admissions requirement for the above mentioned programs, we cannot deny any student's ability to start school if they do not plan to get vaccinated against COVID-19 but otherwise meet the entrance requirements as stated in the catalog. Thus, going forward every student who enrolls in one of the affected programs must sign the **COVID-19 Vaccine Acknowledgement**.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

1. The applicant must provide a valid form of identification with a picture, name and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
2. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. Failure to provide the evidence of required insurance coverage may prevent the student from participating in the scheduled clinical experience. The Institute does not provide health insurance, The Institute does not provide alternative sites if students do not have the insurance coverage required by a specific clinical site.
3. Applicants must submit to and pass a drug-screening test, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
4. Applicants must submit to and pass a criminal background check, as was specified in this Catalog prior to publication of this COVID-19 addendum. Applicants who experience delays in meeting this requirement as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
5. Hepatitis B immunization is administered as a series of injections. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Applicants who experience delays in obtaining initial immunizations as a result of the COVID-19 Pandemic may start class (which do not include clinical placements) while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program.
6. No applicant will be admitted who failed previously in another nursing program.
7. If an applicant attended and dropped from another nursing program but did not technically fail, the applicant's transcript must be reviewed by the campus nursing applicant review committee and DON and a decision will be made as to the applicant's request for admission.

ADDITIONAL ADMISSIONS REQUIREMENTS RELATING TO CPR - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

To comply with the CDC precautions during COVID-19, applicants and students in nursing and medical technology programs will be provided with the opportunity to complete an AHA BLS Provider Course within their program prior to the scheduling of clinicals. Students enrolled in the nursing and medical technology programs will be required to comply with all applicable requirements within the timeframes which will be specified by the Program Director or Academic Dean in order to remain in the program.

ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. Failure to complete the requirements may result in dismissal from the program.

EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.

INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days.

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

Credits associated with courses in which an incomplete grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute. They bear no quality points and are not included in the calculation of CGPA.

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance.

Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

- 1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the Institute may choose to grant an ALOA on behalf of a student without having received prior written request as long as the Institute has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.
- 2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.
- 3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Institute. The Institute cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Insert: College, Institute or School prior to the student's initial ALOA return date. In any 12month period, the cumulative leave period(s) may be no longer than 180 calendar days.

The applicant for an ALOA will be notified by the Registrar or the Campus President if his or her application for an Academic Leave of Absence has been approved or denied. If the leave is approved, the student will also be notified of the scheduled return date and any other conditions required of the student. All students that are approved for an ALOA must meet with the Financial Aid Department prior to returning to school.

WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

In order to remain in "Active" status at the Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Insert: College, Institute or School in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the Institute, by notifying the Institute in writing.

Should students be considering withdrawing from a course or from the Institute, they should meet with the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the Institute can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the Institute due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Other letter grades used by the Institute:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Optional Tablet - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, Fortis Institute temporarily moved all educational instruction to online delivery. A tablet was made available to order through Fortis Institute in the amount of \$200.00. This purchase was optional and made available to help accommodate access to online course content.

FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 17

Effective date: 10/20/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION AND FEES, PAGE 58

The following information applies to all students who enroll for start dates 10/01/2021 and later.

PROGRAM	TUITION	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
SURGICAL TECHNOLOGY	\$31,506	\$100	\$110	\$748	\$43	\$38	\$0	\$77	\$300	\$32,922
ASSOCIATE DEGREE PROGRAMS										
MEDICAL LABORATORY TECHNOLOGY	\$37,145	\$100	\$146	\$1520	\$43	\$38	\$320	\$0	\$393	\$39,705
RADIOLOGIC TECHNOLOGY	\$45,486	\$100	\$146	\$1445	\$43	\$38	\$320	\$129	\$278	\$47,985

NURSING PROGRAM	TUITION	ENROLLMENT FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$47,322	\$100	\$140	\$146	\$1596/ \$533	\$43	\$38	\$470	\$200	\$50,588

TUITION AND FEES, PAGE 58

The following information applies to all students who enroll for start dates 12/20/2021 and later.

PROGRAM	TUITION	ENROLLMENT FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$18,350	\$100	\$73	\$432	\$0	\$0	\$0	\$754	\$25	\$19,734
MEDICAL ASSISTING	\$15,564	\$100	\$55	\$543	\$0	\$0	\$320	\$34	\$135	\$16,751
PHARMACY TECHNICIAN	\$15,957	\$100	\$55	\$989	\$43	\$38	\$320	\$0	\$117	\$17,619

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 18

Effective date: 12/1/2021

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

HOLIDAY/BREAK CALENDARS, PAGE 1

Med Tech, Allied Health and Trades Programs Holiday/Break Calendar	
01.03.2022	New Year's Day (Observed)
01.17.2022	Martin Luther King Day
05.30.2022	Memorial Day
07.04.2022-07.10.2022	Summer Break
09.05.2022	Labor Day
11.24.2022-11.25.2022	Thanksgiving Break
12.25.2022-01.02.2023	Winter Break
Nursing Program Holiday/Break Calendar	
01.03.2022	New Year's Day (Observed)
01.17.2022	Martin Luther King Day
04.04.2022-04.10.2022	Spring Break
05.30.2022	Memorial Day
07.04.2022-07.10.2022	Summer Break
09.05.2022	Labor Day
11.24.2022-11.25.2022	Thanksgiving Break
12.26.2022-01.08.2023	Winter Break

START DATES, PAGE 2

Heating, Ventilation, Air Conditioning and Refrigeration, Medical Assisting and Pharmacy Technician Programs	
02.07.2022	08.01.2022
03.21.2022	09.12.2022
05.02.2022	10.24.2022
06.13.2022	12.05.2022

Medical Laboratory Technology, Radiologic Technology and Surgical Technology Programs:			
02.07.2022		08.01.2022	
Nursing Program			
01.10.2022	04.11.2022	07.11.2022	10.03.2022

COURSE DESCRIPTIONS, PAGE 81

NUR204 Leadership and Management

2.0 Credits 20 Clock Hours (20 Lecture Hours)

This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology.

Prerequisite(s): NUR201

NUR206 Community Nursing Concepts

2.0 Credits 20 Clock Hours (20 Lecture Hours)

This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary, and tertiary prevention activities are emphasized as they relate to individuals, families, groups and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored.

Prerequisite(s): NUR201

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog February 19, 2020, Volume 1, Version 19

Effective date: January 27, 2022

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

INTRODUCTION & OVERVIEW, PAGE 3

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. For applicants, prospective, or current students for the nursing programs, the Campus President will consult with the Vice President of Nursing at Education Affiliates, Inc. Questions about this process may be directed to the Vice President of Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax) or for nursing students to the Vice President of Nursing at sburke@edaff.com or 630-379-4402 (voice).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

ACADEMIC POLICIES, PAGE 41

Academic Achievement/Grading

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70** to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by the school include:

Grade	Description	Affects Credits	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn	Yes	Yes
TR	Transfer	Yes	No

Nursing Students. The minimum grade of a "C+" (78%) is required to pass all nursing courses and the following prerequisite courses:

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology
- Mathematics (Math 101)

For successful completion of nursing courses, a minimum test composite score of 78% (total average of key graded assessments) and clinical, simulation, and laboratory performance grades of Pass ("P") are required for the science courses. The minimum overall course grade of C+ (78%) is also required for Mathematics (MAT 101). The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-required courses) in the program curriculum.

Often, for graduating students to be eligible to sit for state licensing or national examinations, some programs, or some courses within programs, may have specified course requirements that will apply to achieve a passing grade for the course and/or the designated minimum passing grade may be higher. Students who do not successfully complete the specified course requirements or who do not achieve the specified minimum passing grade for that course will have to retake and successfully pass that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the school. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed. The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

NURSING COMPETENCY REINFORCEMENT WORKSHOP AND COMPREHENSIVE COMPETENCY EXAM

This section has been removed,

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory academic progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. A student who withdraws from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat of the course may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status. Students who are required to repeat a course due to failure or withdrawal may be required to delay repeating the required course if the required course is not immediately available.

Additional Provisions for Nursing Students:

A student in a nursing program is permitted to continue his or her enrollment in the program after receiving a failing grade in one nursing and/or required courses. Nursing courses are those with an NUR or PNR course code prefix; required courses are anatomy and physiology, nutrition, general biology, microbiology, and mathematics (Math 101). The specific information for achieving a passing grade is defined in the course syllabus. The course grading requirements are reviewed with students at the beginning of each term and are always visible to the students. A second failure to successfully complete a nursing and/or a required course will result in dismissal from the program except in cases of an approved waiver as outlined below.

A student who fails for the first time to achieve the required 78% passing score in one of the courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the first failing grade from counting towards the two-course failure limit that would result in dismissal from the program.

A student is allowed only one waiver for the aggregate of all required courses in the entire nursing program. The petition must be made in writing and submitted to the Dean of Nursing and the Dean/Director of Education or Campus President jointly for consideration.

When repeating a failed required course under the waiver petition, the following will apply:

- A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.

- A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the two-course failure limit. A second failure to successfully complete a nursing and/or a required course will result in dismissal from the program.
- A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or withdrawal from a required course. Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

Academic Appeals

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

Students who wish to challenge a decision related to course-specific testing, classroom assignments, classroom policies or grades should first discuss their concerns with their instructor. If the issue is not resolved satisfactorily at that point, the student can bring the issue to the appropriate Dean or Program Director for evaluation. The submission of an Academic Appeal is specifically for a student who has been notified of being dismissed from a program.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the Select: Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Select: Dean or designee and Campus President. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful.

Academic Appeals - Nursing

If a nursing student wishes to appeal a dismissal from the program due to a second failure to successfully complete a nursing and/or a required course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. Students who are dismissed for 2 course failures and have their appeal granted to return are not permitted to re-enter in the term immediately following the dismissal. The return will require the student's written agreement to comply with the re-entry requirements.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

Withdrawal

To remain in "Active" status at the Fortis Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all their classes, or cease to actively attend, they will be withdrawn from the Fortis Institute in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all their courses, and therefore from the Fortis Institute, must submit the request in writing to the Fortis Institute. The withdrawal request is to be submitted to the program director/dean.

If a student is considering withdrawing from a course or from the Fortis Institute, the student should contact and meet with the Dean of Education or Dean of Nursing (for students enrolled in nursing courses), or the Campus President to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations, or ability to complete the program.

If a student decides to proceed with withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from the Fortis Institute will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

Nursing Students: Students enrolled in nursing courses and required courses (anatomy and physiology, microbiology, nutrition, general biology, and mathematics (Math 101) who withdraw from a course or from the Fortis Institute will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based course, or before the end of the 11th week of a semester-based course. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining Academic persistence and Satisfactory Academic Progress.

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses and/or required courses (anatomy and physiology, microbiology, nutrition, general biology, and mathematics (Math 101) during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Nursing students: All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will receive a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete."

Each student in a Practical Nursing or Associate Degree in Nursing program is required to successfully complete a capstone course (PNR 207 or NUR 210) that includes a comprehensive competency exam. The capstone course is taken in the final term of the program.

The successful completion of the capstone course requires the student achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

Depending upon his or her overall academic progress in the program, a student who fails the capstone course may be dismissed from the program or may be permitted to retake the capstone course. If a student has had one prior course failure of a required nursing or science course and is in good academic standing, which is based on satisfactory performance in all other courses, attendance and conduct, the student may be permitted to retake the capstone course. A student who has had one prior course failure and is not in good academic standing will be dismissed based on the two-course failure limit for nursing students. A person who is dismissed for academic failure of two nursing (or other required) courses may choose to submit an Appeal. Please refer to the Appeal Policy for additional information.

Withdrawals as a Result of Failure to Attend

A student attending the Fortis Institute will be withdrawn by the registrar from any course he or she does not attend within a 14-calendar day period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

EFFECTIVE DATE OF WITHDRAWAL

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without providing written or verbal notice to an authorized program administrator, or if students fail to return from a Leave of Absence, the student will be dismissed effective as of the last day of recorded attendance.

SAP - Dismissal from the Program and the Fortis Institute

Students who have been dismissed from the Fortis Institute may not be eligible for re-instatement, unless the dismissal was due to failure to meet the Fortis Institute standards of satisfactory academic progress, in which case the appeal process is to be followed.

STUDENT POLICIES, PAGE 68

DISMISSAL means that the student has been permanently withdrawn (expelled) from the Fortis Institute

The student will be notified by the Dean or Program Director by e-mail using the official School e-mail and the dismissal notice will also be mailed to the student (with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable. If the dismissal is due to the failure of two or more nursing and/or required courses. The required courses are the anatomy and physiology, microbiology, nutrition, general biology, and Math 101. Please refer to the Student Appeal Policy.

TERMINATION OR EXPULSION POLICY

All students are expected to conduct themselves as responsible adults, to attend their scheduled course sessions, and to maintain a satisfactory level of academic achievement.

Any behavior that threatens the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the Fortis Institute. Students dismissed for conduct violations will not be eligible for appeal.

The Fortis Institute reserves the right to suspend or dismiss any student who

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the Fortis Institute, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the Fortis Institute

Time on suspension will be counted as an absence from the Fortis Institute and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Student Responsibilities and Standards of Professional Conduct Section, pg. 69

STUDENT APPEAL PROCESS

Students who are dismissed by the Fortis Institute have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the Fortis Institute to the Campus President within 14 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request. Nursing students who are dismissed and are eligible to submit an Appeal will be required to submit the appeal in writing (e-mail) to the Dean of Nursing within 14 calendar days from the date of dismissal from the program. The Dean of Nursing will respond to the appeal in writing within 10 calendar days of receipt of the request.

Satisfactory Academic Progress

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the Fortis Institute's SAP policy.

A student has the right to bring forward a complaint or an item of concern regarding any aspect of his or her educational experience including misapplication of campus policies, rules, regulations, and procedures, or unfair treatment, such as coercion, reprisal, or intimidation by an instructor or other campus employee. Students should initially discuss the complaint or concern with their instructor or program director immediately.

A grievance is the escalation of the complaint to a next level authority. If the issue is about an academic decision such as a grade, please see the academic appeals process.

A student has the right to submit a grievance with respect to:

- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

Concerns about academic matters should first be addressed through the Student Appeal Process; concerns about non-academic matters should first be addressed directly with the head of the department or departments involved.

A student wishing to escalate his or her complaint should follow the steps listed below:

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, students have the right to address the issue in writing with the Dean of Education, or the Dean of Nursing (for students enrolled in nursing courses).
2. If the dispute has not been resolved through addressing the Dean Education, or the Dean of Nursing (for students enrolled in nursing courses) the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date, or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve to issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. The Campus President will then convene the Campus Review Committee which will consist of the Campus President and the heads of the relevant departments.

It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution. A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing (e-mail) and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Review Committee's decision.

The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will investigate of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Education at Education Affiliates and nursing students will submit this request to the Corporate Vice President of Nursing.

This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision.

The Corporate VP of Education (or Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the Pennsylvania State Licensing Authority or ACCSC, the School's accrediting body (see list below). Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

Tennessee Higher Education Commission
404 James Robertson Parkway, Suite 1900
Nashville, Tennessee 37243
(615) 741-3605

www.tn.gov/thec

The title, address and Student Complaint Procedure of the Institute's institutional accrediting body is:

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212

www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting James Williamson, Campus President or online at www.accsc.org.

The title and address for the state board approving the Associate Degree in nursing program:

Tennessee Board of Nursing
227 French Landing, Suite 300,
Heritage Place Metro Center,
Nashville, TN 37243
Phone: (615) 532- 5166

For the Medical Laboratory Technology program, the title and contact information of the programmatic accrediting agency as well as the Tennessee State Board of Health approving the program are:

National Accrediting Agency for Clinical Laboratory Science

5600 North River Road, Suite 720

Rosemont, IL 60018

Phone: (847) 939-3597

Institute Catalog 2020-2021

Fax: (773) 714-8886

www.nacls.org

Page 80

Tennessee State Board of Health Laboratory
Licensing and Certification Metro Center
Complex
665 Mainstream Drive

Nashville, Tennessee 37243

Phone: (615) 532-5128

For the Radiologic Technology program, the title and contact information of the programmatic accrediting agency is:
Joint Review Committee on Education in Radiologic Technology 20

North Wacker Drive, Suite 2850

Chicago, IL 60603-3181

Phone: (312) 704-5300

Fax: (312) 704-5304

www.jrcert.org

For the Surgical Technology program, the title and contact information of the programmatic accrediting agencies are:

Accreditation Review Council on Education

6 West Dry Creek Circle, Suite 110 Littleton,
CO 80120

Phone: (303) 694-9262

Fax: (303) 741-3655

www.arcsta.org

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: (727) 210-2350

Fax: (727) 210-2354

www.caahep.org

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis Institute applicants must agree to submit all claims and disputes with Fortis Institute to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have all claims and disputes against Fortis Institute resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis Institute. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis Institute cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further, Fortis Institute cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: Addendum to catalog 2020-2021 Catalog 2/19/2020, Volume 1 Version 21

Effective date: 4/1/2022

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION AND FEES, PAGE 58

PROGRAM	TUITION	ADMIN. & TECH. FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA PROGRAMS										
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$18,350	\$100	\$72	\$432	\$0	\$0	\$320	\$754	\$25	\$20,053
MEDICAL ASSISTING	\$15,564	\$178	\$54	\$543	\$0	\$0	\$320	\$34	\$132	\$16,825
PHARMACY TECHNICIAN	\$15,957	\$178	\$54	\$989	\$43	\$38	\$320	\$0	\$114	\$17,693
SURGICAL TECHNOLOGY	\$31,506	\$253	\$108	\$748	\$43	\$38	\$0	\$77	\$297	\$33,070
DEGREE PROGRAMS										
MEDICAL LABORATORY TECHNOLOGY	\$37,105	\$303	\$144	\$1,587	\$43	\$38	\$320	\$0	\$390	\$39,930
RADIOLOGIC TECHNOLOGY	\$45,506	\$303	\$144	\$1,512	\$43	\$38	\$320	\$129	\$275	\$48,270

NURSING PROGRAM	TUITION	ADMIN. & TECH. FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$47,326	\$520	\$140	\$144	\$1,663/\$533	\$43	\$38	\$470	\$200	\$51,077

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

BOOKS AND EQUIPMENT RETURN POLICY, PAGE 59

The Institute does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be

considered in original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

ASSOCIATE DEGREE PROGRAMS, PAGE 36

NURSING

Length: 1500 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 106
Credential Awarded: Associate of Applied Science	Mode of Delivery: Hybrid. Courses delivered on-line are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP216	Anatomy and Physiology I	80	6.0***
AHP217	Anatomy and Physiology II	80	6.0
BIO101*^	General Biology	60	5.0
BIO205*^	Microbiology	60	4.0
CMP105*^	Introduction to Informatics**	20	2.0***
COM205	Effective Communication**	40	4.0
ENG101*	English Composition**	40	4.0
MAT101*	College Mathematics**	40	4.0
NUR100	Pharmacology	50	5.0
NUR101	Health Assessment	50	4.0
NUR104	Foundations of Nursing	150	8.0***
NUR201	Medical-Surgical Nursing I	180	9.0
NUR202	Maternal-Newborn Nursing****	60	4.0
NUR203	Pediatric Nursing****	60	4.0
NUR204	Leadership and Management**	20	2.0
NUR206	Community Nursing Concepts**	20	2.0
NUR208	Mental Health Nursing****	60	4.0
NUR209	Medical-Surgical Nursing II	160	8.0
NUR210	Transition to Practice-Capstone	120	6.0
PSY101*	General Psychology**	40	4.0

PSY278*^	Human Growth and Development**	40	4.0***
SCI115*^	Fundamentals of Human Nutrition**	30	3.0***
SOC101*	Sociology**	40	4.0

* General education course

*^ General education – related course

**Online delivery

Note: Successful completion of all general education and nursing courses prior to the last quarter in the program, with the exception of NUR204 and NUR208

***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in Nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded 21-quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.

**** Blended delivery (lecture online, lab and clinical residential)

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: Addendum to catalog 2020-2021 Catalog 2/19/2020, Volume 1 Version 21

Effective date: 05/3/2022

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ACCREDITATION, LICENSES, AND APPROVALS, pages 4-5

The title and addresses for the state board of nursing and programmatic accrediting agency approving the Associate Degree in Nursing program are:

State of Tennessee Department of Health
Board of Nursing
665 Mainstream Drive
Nashville, Tennessee 37243
Phone (800) 778-4123

The Associate Degree in Nursing program at Fortis Institute located in Cookeville, Tennessee is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing program is Initial Accreditation.

View the public information disclosed by the ACEN regarding this program
<http://www.acenursing.com/accreditedprograms/programsearch.htm>

STUDENT COMPLAINT PROCEDURE, page 78

The title and addresses for the state board of nursing and programmatic accrediting agency approving the Associate Degree in Nursing program are:

State of Tennessee Department of Health

Board of Nursing
665 Mainstream Drive
Nashville, Tennessee 37243
Phone (800) 778-4123

The title and address of the nursing programmatic accrediting agency is:

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone (404) 975-5000

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020, Volume 1 Version 22

Effective date: 6/29/2022

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ADMISSIONS INFORMATION, PAGE 8

READMISSION (NURSING PROGRAMS)

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as unexpected military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from participating in the program. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the applicant from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

Former students in any of the nursing programs who have been dismissed for academic failure of two nursing or required science courses are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the Appeal Policy. Nursing students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' nursing programs, which includes Fortis, St. Paul's School of Nursing, All-State Career Schools or Denver College of Nursing. A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Campus Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant for re-entry is required to meet with the Student Success Coordinator or designee to discuss the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

For former students seeking readmission to the nursing program the determination on the readmission will require approval of the Dean of Nursing. The Academic Dean or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission is required to meet with the Director of Financial Aid (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications for re-admission are reviewed by a committee comprised of the Campus President, Academic Dean, and Director of Financial Aid, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

ACADEMIC POLICIES & SERVICES, PAGE 41

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate. All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate. If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk. Students who need to repeat a course must meet with the Dean of Nursing regarding their course plan. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. A student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

A student in a nursing program is permitted to continue his or her enrollment in the program after earning two failing grades in a nursing and/or required math/science course/s. Students will be removed from the nursing program after earning the third failing grade. Nursing courses are those with an NUR or PNR course code prefix; required science courses are anatomy and physiology, nutrition, general biology, and microbiology. Failure is defined as achieving less than a 78% score on objective testing content (see Nursing Student Handbook for definition of objective testing) or not achieving 78% of the total course grade points. A third failure to successfully complete a nursing and/or a required math/science course will result in dismissal from the program except in cases of an approved waiver as outlined below. A student who fails to achieve the required 78% passing score in one of the science courses listed above may retake the course and petition for a waiver that, when successfully completed as specified below, will exclude the first failing grade from counting towards the three-course failure limit that would result in dismissal from the program. A student is allowed only one waiver for the aggregate of all science courses in the entire nursing program. The petition must be made in writing and submitted to the Dean of Nursing and the Director of Education or Campus President jointly for consideration.

When repeating a failed science course under the waiver petition, the following will apply:

- A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.
- A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the three-course failure limit. A third failure to successfully complete a nursing and/or a required science course will result in dismissal from the program.
- A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program. The privilege to petition a waiver DOES NOT apply to any failing grade in a Nursing course or withdrawal from a science course. The course repeat limitation does not apply to the capstone course if the student has failed only due to not achieving the required score on the comprehensive competency exam. Refer to the Withdrawal policy for information on the number of times a student may withdraw from a course while enrolled in a nursing program.

ACADEMIC APPEALS

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the SAP Appeals & Financial Aid Probation section of the Satisfactory Academic Progress policy within this Catalog. Students thinking about appealing

a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances. An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision. The Academic Dean will convene a meeting of the Academic Review Board, consisting of the program director who was not the instructor for the course if the issue is grade related, and the Academic Dean. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting. If the student is appealing termination due to violation of the attendance policy the student will remain withdrawn from the school until the appeal is successful. If a nursing student is appealing termination due to a third failure to successfully complete a nursing and/or a required science course, the student's letter of appeal must explain and document, to the satisfaction of the Academic Review Board (in this case consisting of the campus nursing admissions committee, Dean of Nursing, Campus President and Corporate Vice President of Nursing) that had it not been for significant extenuating circumstances, the student would have passed one or both of the failed courses. Qualifying significant extenuating circumstances are very rare and are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters.

Upon unanimous agreement of the Academic Review Board, the student will be granted Contingent Reinstatement. To satisfy the contingency and gain approval for reentry, the student must explain and document in writing, to the unanimous satisfaction of the Academic Review Board (consisting of the previously mentioned individuals) that circumstances have substantially changed such that the previously identified contributing factors will no longer affect the student's academic performance. The student will remain withdrawn from the school until the appeal is successful and the contingency is satisfied. If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

WITHDRAWAL

In order to remain in "Active" status at the Institute, students must be enrolled in and actively attending at least one course. If students withdraw from all of their classes, or cease to actively attend, they will be withdrawn from the Institute in accordance with the Attendance Policy. A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the Institute, by notifying the Institute, in writing. Should students be considering withdrawing from a course or from the Institute, they should meet with the Academic Dean or the Dean of Nursing (for students enrolled in nursing courses), or the Campus President in order to gain an appreciation for what the Institute, can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below). Students who withdraw from a course or from the Institute will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript. Nursing Students: Students enrolled in nursing courses and required science courses (anatomy and physiology, microbiology, nutrition, and general biology) who withdraw from a course or from the Institute will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based program, or before the end of the 11th week of a semester-based program. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript. A "WF" grade is regarded the same as an "F" grade in determining whether or not the student can remain enrolled in the program. Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing during the entire program, whether such withdrawals

were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

Withdrawals as a Result of a Failure to Attend

A student attending the Institute will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he/she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

EFFECTIVE DATE OF WITHDRAWAL

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance. If students withdraw without written or verbal notice, termination shall take effect on their last day of attendance.

Dismissal from the Program and the Institute

Students who have been dismissed from the Institute may not be eligible for re-instatement, unless the dismissal was due to failure to meet the Institute standards of satisfactory academic progress, in which case the appeal process is to be followed.

TUITION AND FEES, PAGE 58

Effective as of 7/1/2022 and after.

PROGRAM	TUITION	ADMIN. & TECH. FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
DIPLOMA PROGRAMS										
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$19,452	\$100	\$84	\$432	\$0	\$0	\$385	\$754	\$25	\$21,232
MEDICAL ASSISTING	\$15,954	\$178	\$63	\$473	\$0	\$0	\$385	\$38	\$132	\$17,223
PHARMACY TECHNICIAN	\$16,356	\$178	\$63	\$931	\$43	\$38	\$385	\$0	\$114	\$18,108
SURGICAL TECHNOLOGY	\$32,307	\$253	\$126	\$735	\$43	\$38	\$0	\$78	\$297	\$33,877
DEGREE PROGRAMS										
MEDICAL LABORATORY	\$38,055	\$303	\$168	\$1,628	\$43	\$38	\$385	\$0	\$415	\$41,035

PROGRAM	TUITION	ADMIN. & TECH. FEE	UNIFORMS	TEXTBOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	STUDENT KIT/HVAC&R TOOL KIT	CERTIFICATION FEE	TOTAL COST
TECHNOLOGY										
RADIOLOGIC TECHNOLOGY	\$46,672	\$303	\$168	\$1,559	\$43	\$38	\$385	\$175	\$275	\$49,618

NURSING PROGRAM	TUITION	ADMIN. & TECH. FEE	STUDENT KIT	UNIFORMS	TEXTBOOKS/REFERENCE BOOKS	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER	NCLEX CREDENTIALING	TOTAL COST
ASSOCIATE DEGREE IN NURSING	\$48,268	\$520	\$159	\$168	\$1,586 /\$511	\$43	\$38	\$515	\$200	\$52,008

Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2020-2021 Catalog 2/19/2020 Volume 1, Version 23

Effective date: 9/20/2022

Fortis Institute reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

INTRODUCTION AND OVERVIEW, PAGE 4

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School's programs, staff, and faculty with accrediting standards and state and federal regulations.

- Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.
- Fortis Institute has institutional accreditation from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201, Phone (703)-247-4212.
- Fortis Institute in Cookeville, Tennessee, is authorized for operation as a postsecondary education institution by the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, Tennessee 37243.
- Fortis Institute is licensed as a non-resident proprietary school by the Kentucky Commission on Proprietary Education, 500 Mero Street, 4th Floor, Frankfort, Kentucky 40601, 502-564-4185, per the certificate on display at the school.
- The Tennessee State Board of Health, Laboratory Licensing and Certification, Metro Center Complex, 665 Mainstream Drive, Nashville, Tennessee 37243, 615-532-5128, has authorized Fortis Institute, Cookeville, Tennessee, to offer the Associate of Applied Science degree for Medical Laboratory Technology.
- Fortis Institute's Nursing program has been granted approval by the Tennessee Board of Nursing. The Tennessee Board of Nursing is located at 227 French Landing, Suite 300, Heritage Place Metro Center, Nashville, TN 37243; phone: 615-532- 5166.
- Programmatic Accreditation: Medical Laboratory Technology Program at Fortis Institute, Cookeville Campus, is programmatically accredited through the National Accrediting Agency for Clinical Laboratory Science (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois 60018, 847-939-3597, www.naacls.org
- Programmatic Accreditation: Pharmacy Technician Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the American Society of Health-System Pharmacists (ASHP), in collaboration with the Accreditation Council for Pharmacy Education (ACPE), 7272 Wisconsin Avenue, Bethesda, Maryland 20814, www.ashp.org and www.acpe-accredit.org
- Programmatic Accreditation: Radiologic Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850, Chicago, Illinois 60606, www.jrcert.org

- Programmatic Accreditation: Surgical Technology Program Fortis Institute in Cookeville, Tennessee, is programmatically accredited through the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), 19751 E. Main Street, Suite 339, Parker, Colorado 80138, in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street North #7709, Seminole, Florida 33775-7709, www.arcstsa.org and www.caahep.org
- Programmatic: Effective July 1, 2020, the Associate Degree Nursing program at Fortis Institute is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on July 1, 2022. Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, <http://www.acenursing.us/candidates/candidacy.asp>

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

State Authorization Disclosure For Students With Distance Education Programs

The following information is applicable to any prospective or current student enrolled in a program with distance education, including hybrid programs:

Fortis Institute reviews admissions applications and may enroll students in programs with distance education delivery who are residents of Tennessee and Kentucky only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at Fortis Institute, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at Fortis Institute, the School may be required to withdraw the student from the program prior to completion.

A background image of two graduates, a man and a woman, wearing black graduation caps and gowns. They are both smiling and looking towards the camera. The image has a blue tint.

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POWERED BY LEARNING

A stylized yellow flame icon.

FORTIS
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