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## 2019 Catalog

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### FORTIS Institute

450 N. Sam Houston Pkwy East Ste #200 Houston, TX 77060

Phone: (713) 332-0062; Fax: (713) 332-0067

Website: [www.fortis.edu](http://www.fortis.edu)





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## HOLIDAY & BREAKS CALENDAR

01.01.2019	NEW YEAR'S DAY
01.21.2019	MARTIN LUTHER KING DAY
05.27.2019	MEMORIAL DAY
7.04.2019 – 7.07.2019	SUMMER BREAK
9.02.2019	LABOR DAY
11.28.2019 - 11.29.2019	THANKSGIVING HOLIDAY
12.23.2019 – 12.29.2019	WINTER BREAK
1.01.2020	NEW YEAR'S DAY
1.20.2020	MARTIN LUTHER KING DAY

HOURS OF OPERATION: 7 AM – 10:30 PM MONDAY-THURSDAY  
8AM – 05:00PM FRIDAY



## INTRODUCTION & OVERVIEW

### HISTORY AND OWNERSHIP

Fortis Institute in Houston, Texas 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 2018 as a branch campus of All-State Career School located in Baltimore Maryland. All-State Career School is located at 2200 Broening Hwy, Baltimore, MD 21224

In April 2003, KIMC Southwest Houston LLC acquired all the assets of Transworld Academy, Inc. and the name of the school was changed to MedVance Institute. In December of 2003, KIMC Investments LP, the parent company of MedVance Institute, converted from a limited partnership to a corporation and became KIMC Investments, Inc. MedVance Institute Houston South Campus is controlled by KIMC Southwest Houston, LLC, whose sole member is KIMC Texas Holding, LLC. KIMC Texas Holding, LLC, was a wholly owned subsidiary of KIMC Investments, Inc. MedVance Institute Houston North Campus is controlled by KIMC Houston Northwest, LLC whose sole member is KIMC Texas Holding, LLC. KIMC Texas Holding, LLC is a wholly owned subsidiary of KIMC Investments, Inc. In December 2009 Education Affiliates, Inc. purchased all MedVance Institutes from KIMC Texas Holding, LLC and currently doing business as Fortis Institute.

### 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:

- S Section 493A, Title IV, Higher Education Act of 1965 as amended
- T Title 38, United States Code, Veterans Benefits
- T Title IX, Education Amendments of 1972
- S Section 504, Rehabilitation Act of 1973
- F Family Educational Rights and Privacy Act of 1974 as amended
- D 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, Arturo Cervantes at 450 N. Sam Houston Pkwy E. Suite 200, Houston, TX 77062.

All of the information contained in this catalog is true and correct to the best of my knowledge.



Arturo Cervantes, President & Houston Area Manager

#### 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 the 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 (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201; (703) 247-4212 (703) 247-4533; [www.accsc.org](http://www.accsc.org)
- Texas Higher Education and Coordinating Board (THECB) Institute Readiness and Success Division, 1200 E. Anderson Lane, Austin, TX 78752, (512) 427-6101, [www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints)
- Fortis Institute is authorized by the Texas Workforce Commission, 101 East 15th Street, Room 226T, Austin, Texas, 78778-0001; (512) 936-3100; website [www.twc.state.tx.us](http://www.twc.state.tx.us), Fortis Institute school number is S3153.
- Fortis Institute is a branch of All-State Career School, Baltimore, Maryland.

#### Surgical Technology Program

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA.org). Commission on Accreditation of Allied Health Education Programs, CAAHEP address change: 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 Phone: 727-210-2350 Fax: 727-210-2354, [www.caahep.org](http://www.caahep.org)

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 accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Fortis 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 diploma 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. An 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 diplomas.
- 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.

#### CRITICAL STRENGTHS OF FORTIS INSTITUTE

*Career-oriented programs:* The Fortis 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 Institute accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Director of Education: descriptions of academic programs, faculty information, data on student enrollment and graduation, academic policies and procedures, and credit transfer

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 a financial aid

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 is located at 450 N. Sam Houston Pkwy E. Suite 200, Houston, Texas 77060 in a 24,213 Square Foot space. A learning resource room is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, microscopes, stethoscopes, blood pressure cuffs, EKG machines, and other medical training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. 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 are faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical and dental facilities.

## 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 Dr. Eric Goodman, Vice President of Education, at [egoodman@edaff.com](mailto:egoodman@edaff.com) or 443-461-1680 (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 gender, sexual orientation, age, physical disability, race, creed or religion in its admission to Fortis Institute or treatment in its programs, activities, advertising, training, placement, or employment. The Campus President 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 provision of Title IX should be directed to the Campus President. The Campus President 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 diploma. The applicant must provide documentation of graduation from high school or Institute in the form of a valid high school diploma or higher earned degree, transcript, or other acceptable documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned. All documents from foreign countries must also be translated into English and evaluated to be equivalent to or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of Fortis Institute.
2. The applicant meeting criteria under the Consolidated Appropriations Act, 2012 to the Title IV eligibility of students who are not high school graduates from the United States Department of Education Office of Postsecondary Education will be eligible. The applicant must provide proof of passing an independently administered, Department of Education approved ATB test (the minimum passing score for the Math is 210 and the Verbal is 200) or proof of completing at least six credit hours, or the equivalent coursework (225) clock hours), that are applicable toward a degree or certificate offered by the postsecondary institution.
3. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
4. The applicant must complete an applicant information form.
5. The applicant must interview with an admissions representative and/or other administrative staff.
6. 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 require 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.

7. 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.

The SLE minimum entrance requirements by the program are as follows:

#### **Diploma Programs**

Dental Assisting	11
HVACR	11
Medical Assisting	11
Medical Billing and Coding	13
Sterile Processing Technician	11
Surgical Technology	17

#### **Associate Degree Programs**

Healthcare Management	13
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**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.

8. Applicants must pay the enrollment fee and complete all tuition payment requirements.
9. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

### AVAILABILITY OF GED TESTING

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. Applicants that wish to enroll in the Fortis Institute-Pearson GED Pre-Course may be enrolled provided they have passed their SLE and are recommended by the Director of Admissions to Campus President. After the applicant successfully completes the GED Pre-Course, they may then take the GED Exam at a nearby official GED Test Center. 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](http://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 the 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 Director 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, Director of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meets 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 a 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.

A student dismissed for violation of the attendance policy may be considered for readmission into the school in the same or a different program. To be considered for readmission, the student will be required to provide a written appeal to the Campus President with supporting documentation to show that the circumstance(s) that contributed to poor attendance had been mitigating or extenuating in nature. A student who is dismissed from the program and the

school due to a violation of this attendance policy at or before the midpoint of the term would not be eligible for readmission until the next term start. If a student is dismissed after the midpoint of the term due to a violation of this attendance policy, the student would be eligible for readmission after being out of school for a minimum of one full term. 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 Director 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.

## ADDITIONAL ADMISSIONS REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS AFTER PROGRAM ACCEPTANCE

In addition to the General Admissions Requirements, the following are additional admissions requirements for the group of programs referred to as Medical Technology (Med Tech): Surgical Technology (ST) and Sterile Processing Technician (SPT).

1. A prospective student will be interviewed by admissions and may be interviewed by an appropriate program director when necessary.
2. The applicant must submit 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.
3. The applicant must submit to and pass a 10-panel drug screening. Inconclusive testing such as a diluted or insufficient sample will require the test to be repeated. The applicant is responsible for the cost of the additional testing. 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.
4. Applicants must submit to and pass a healthcare student criminal background check prior to starting the program. Results must be in the applicant's admissions 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/externship requirements of the

program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.

5. Students enrolling in the Sterile Processing Technician (SPT) or Surgical Technology (SGT) programs must read and sign a technical functions statement of understanding.
6. All Medical Technology programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.
7. Once the above admissions requirements have been completed, letters of acceptance or denial are mailed to the applicants. An applicant who is not accepted for the start of a class may re-apply for a future class.
8. 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. Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Students must report to the Director 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 REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS AFTER PROGRAM ACCEPTANCE**

The requirements listed below are not considered during the admission process but must be completed prior to the completion of the first term of enrollment in a Med Tech program:

- Applicants for the Surgical Technology (SGT) programs must complete a 300-word essay explaining why he or she wants to enter into the specific occupational field and how he or she plans to succeed in achieving this educational goal. This essay must be handwritten on-site and submitted to the program director and/or his or her designee. The program director or designee (when needed) will review the essay and provide appropriate advising as necessary.
- Applicants must sign the physical or technical statement specific to the chosen program.
- 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.
- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- 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.
- Since some externship sites may be farther than 50 miles from the campus; applicants must sign a statement of understanding of the travel requirements.

#### **MEDICAL TECHNOLOGY PROGRAMS HEALTH AND IMMUNIZATION REQUIREMENTS**

The healthcare industry and the Institute programs of study require healthcare professionals to be in good physical and mental health. Students with physical and/or mental health issues may be asked to obtain a physician's statement, at the student's cost, verifying that the condition will not be aggravated by or endanger clients associated with the student in required coursework.

Students enrolled in the Medical Assisting and Sterile Processing Technician (SPT) programs must complete the following immunizations prior to clinical/externship:

- Hepatitis B (first two in the series of three shots or positive titer).

Students enrolled in the, and Surgical Technology (SGT) programs must complete the following prior to starting clinical/externship:

- Submit documentation of the following immunizations:
- Hepatitis B (first two in the series of three shots or positive titer);
- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)

#### **ADDITIONAL IMMUNIZATIONS/VACCINATIONS**

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). /Externship sites 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 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.

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE SURGICAL TECHNOLOGY PROGRAM**

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Surgical Technology program.

Must successfully achieving a Wonderlic score of 17 or higher, the applicant must complete the following requirements:

1. After successfully achieving a Wonderlic score of 17 or higher, the applicant will be given the opportunity to take the Evolve Reach Admissions Exam. The applicant will be informed to select a date and time (maximum time for Exam is 4 hours) when he/she will not have external time pressures for arrival or departure, be well rested, and not be accompanied by children or other persons who need supervision. The student may not bring paper, books, cell phone, other electronics, etc. into the testing environment. Calculators are to be provided by the school, distributed prior to the exam and collected at the end of the exam. These applicants must achieve a score of 75% on (1) English Language composite score comprised of reading, grammar, vocabulary, and (2) math composite score. Students can purchase a study guide and prepare for the assessment. Students are strongly discouraged from taking the assessment without completing the review workbook.
2. Applicants must schedule and complete an interview with the Program Director or designee.
3. Once the above admissions requirements are successfully fulfilled and the student has been advised of his/her financial responsibilities, the applicant must agree to and sign the school's Enrollment Agreement and pay the applicable application/enrollment fee. Signing the school's Enrollment Agreement does not imply or signify acceptance into the program.
4. 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.
5. The applicant must submit to and pass a 10-panel drug screen. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. Please see program health and clinical requirements and drug screening policies for additional information.
6. The applicant must submit to and pass a criminal background check prior to admissions and must be cleared per school policy.
  - Social Security Trace
  - Residency History Report
  - 7-Year County Criminal

- Nationwide Database with Sex Offender Registry
- Nationwide Healthcare Fraud and Abuse
- Office of Inspector General List of Excluded Individuals/Entities
- General Services Administration List of Parties Excluded from Federal Programs
- US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- State Exclusion List
- Employment Verification

When all the above noted Surgical Technology program requirements have been completed and submitted, the completed application file will be submitted to the Admissions Committee for consideration. Admissions Committee consists of the Campus President or designee, the Director of Education or designee and the Program Director. Acceptance is based on a space available basis and the date of completed admissions requirements and approval by the Admission Committee determines the order of admissions. After the Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants

#### **HEALTH AND IMMUNIZATION REQUIREMENTS FOR THE DENTAL ASSISTING, MEDICAL ASSISTING, MEDICAL BILLING AND CODING PROGRAMS**

Students in the Dental Assisting, Medical Assisting, and Medical Billing and Coding 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 an externship course. If the TB test result is positive, a chest X-ray test must be completed.

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

#### **TRANSFER OF CREDIT**

Transfer of credit is always the decision of the individual Institute 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 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). 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, 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, 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 Medical Technology programs must have been completed within the past three years (36 months).
- Mathematics and prerequisite science courses in 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 Institute in order for transfer credit to be awarded.
- When a warranted need for an 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.

Credit may also be awarded for successful completion of Advanced Placement (AP), Institute 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 Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular 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 the 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 Director of Education and the Registrar. The Director 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).



**FIRST DAY OF CLASS – PROGRAM 2018-2019**

**Dental Assisting**

<u>START DATE</u>	<u>END DATE</u>
July 9, 2018	June 23, 2019
August 20, 2018	August 4, 2019
October 1, 2018	September 15, 2019
November 12, 2018	October 27, 2019
January 07, 2019	December 08, 2019
February 18, 2019	January 26, 2020
April 01, 2019	March 08, 2020
May 13, 2019	April 19, 2020
June 24, 2019	May 31, 2020
August 05, 2019	July 19, 2020
September 16, 2019	August 30, 2020
October 28, 2019	October 11, 2020
December 09, 2019	November 22, 2020

**HVAC-R**

<u>START DATE</u>	<u>END DATE</u>
July 9, 2018	June 23, 2019
August 20, 2018	August 4, 2019
October 1, 2018	September 15, 2019
November 12, 2018	October 27, 2019
January 07, 2019	December 08, 2019
February 18, 2019	January 26, 2020
April 01, 2019	March 08, 2020
May 13, 2019	April 19, 2020
June 24, 2019	May 31, 2020
August 05, 2019	July 19, 2020
September 16, 2019	August 30, 2020
October 28, 2019	October 11, 2020
December 09, 2019	November 22, 2020

**Medical Assisting**

<u>START DATE</u>	<u>END DATE</u>
JULY 9, 2018	MARCH 31, 2019
AUGUST 20, 2018	MAY 12, 2019
OCTOBER 1, 2018	JUNE 23, 2019
NOVEMBER 12, 2018	AUGUST 4, 2019
JANUARY 07, 2019	SEPTEMBER 15, 2019
FEBRUARY 18, 2019	OCTOBER 27, 2019
APRIL 01, 2019	DECEMBER 08, 2019
MAY 13, 2019	JANUARY 26, 2020
JUNE 24, 2019	MARCH 08, 2020
JUNE 24, 2019	MARCH 08, 2020
AUGUST 05, 2019	APRIL 19, 2020
SEPTEMBER 16, 2019	MAY 31, 2020
OCTOBER 28, 2019	JULY 19, 2020
DECEMBER 09, 2019	AUGUST 30, 2020

**Medical Billing and Coding**

<u>Start Date</u>	<u>End Date</u>
July 9, 2018	June 23, 2019
August 20, 2018	August 4, 2019

**SCHOOL HOURS OF OPERATION:**

7:00AM – 10:30PM MONDAY THRU THURSDAY ~ 8:00AM - 5PM ON FRIDAY

**CLASS SCHEDULE: 8 AM – 1:00PM**

DAY SHIFT  
 8:00-8:50AM / 10 MINUTE BREAK  
 9:00-9:50AM / 10 MINUTE BREAK  
 10:00-10:50AM / 10 MINUTE BREAK  
 11:00-11:50AM / 10 MINUTE BREAK  
 12:00-01:00PM

**CLASS SCHEDULE: 5:30PM – 10:30PM**

EVENING SHIFT  
 5:30 – 6:20PM / 10 MINUTE BREAK  
 6:30 – 7:20PM / 10 MINUTE BREAK  
 7:30 – 8:20PM / 10 MINUTE BREAK  
 8:30 – 9:20PM / 10 MINUTE BREAK  
 9:30 – 10:30PM

October 1, 2018  
 November 12, 2018  
 January 07, 2019  
 February 18, 2019  
 April 01, 2019  
 May 13, 2019  
 June 24, 2019  
 August 05, 2019  
 September 16, 2019  
 October 28, 2019  
 December 09, 2019

**Sterile Processing Technician**

<u>Start Date</u>	<u>End Date</u>
JULY 9, 2018	MARCH 31, 2019
AUGUST 20, 2018	MAY 12, 2019
OCTOBER 1, 2018	JUNE 23, 2019
NOVEMBER 12, 2018	AUGUST 4, 2019
JANUARY 07, 2019	SEPTEMBER 15, 2019
FEBRUARY 18, 2019	OCTOBER 27, 2019
APRIL 01, 2019	DECEMBER 08, 2019
MAY 13, 2019	JANUARY 26, 2020
JUNE 24, 2019	MARCH 08, 2020
AUGUST 05, 2019	APRIL 19, 2020
SEPTEMBER 16, 2019	MAY 31, 2020
OCTOBER 28, 2019	JULY 19, 2020
DECEMBER 09, 2019	AUGUST 30, 2020

**Surgical Technology**

<u>Start Date</u>	<u>End Date</u>
June 24, 2019	November 22, 2020
December 09, 2019	May 16, 2021

**Healthcare Management**

<u>Start Date</u>	<u>End Date</u>
JULY 9, 2018	MARCH 31, 2019
AUGUST 20, 2018	MAY 12, 2019
OCTOBER 1, 2018	JUNE 23, 2019
NOVEMBER 12, 2018	AUGUST 4, 2019
JANUARY 07, 2019	SEPTEMBER 15, 2019
FEBRUARY 18, 2019	OCTOBER 27, 2019
APRIL 01, 2019	DECEMBER 08, 2019
MAY 13, 2019	JANUARY 26, 2020
JUNE 24, 2019	MARCH 08, 2020
AUGUST 05, 2019	APRIL 19, 2020
SEPTEMBER 16, 2019	MAY 31, 2020
OCTOBER 28, 2019	JULY 19, 2020
DECEMBER 09, 2019	AUGUST 30, 2020

September 15, 2019  
 October 27, 2019  
 December 08, 2019  
 January 26, 2020  
 March 08, 2020  
 April 19, 2020  
 May 31, 2020  
 July 19, 2020  
 August 30, 2020  
 October 11, 2020  
 November 22, 2020

# ACADEMIC PROGRAMS

## ASSOCIATE DEGREE PROGRAMS

### HEALTHCARE MANAGEMENT

Length: 600 Clock Hours; a minimum of 46 quarter credits transferred; 36 Instructional Weeks  
 Program Quarter Credits: 48 (for the completion portion); 94.0 (for completion plus transfer credit)  
 Credential Awarded: Associate Degree of Applied Science in Healthcare Management  
 Mode of Delivery: Residential

#### OBJECTIVE

The healthcare industry continues to expand and diversify, requiring managers to help ensure smooth business operations. The objective of this associate degree completion program is to help students understand what healthcare management entails today and prepare them with the knowledge and skills needed to seek entry-level healthcare management positions.

#### DESCRIPTION

The Healthcare Management program consists of courses in business and healthcare management and general education courses. Business courses offer instruction in management, accounting, finance, organizational behavior, and human resource management, and general education courses help develop and enhance oral and written communication skills, critical thinking and problem-solving skills, and students' self-awareness and social awareness and strategies for managing self in a social, work environment.

#### COMPLETION PROGRAM

As a degree completion program, Healthcare Management is intended for people who have completed a diploma program in a healthcare field such as Medical Assisting, Dental Assisting, Medical Billing and Coding, Medical Office Administration, and Medical Office Basic X-Ray Technician accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). Successful completion of allied health diploma programs that are at least the equivalencies of 46 quarter credits is required for admission.

#### CAREER OPPORTUNITIES

Graduates of the Associate degree completion program are prepared to seek employment in a wide variety of health-related businesses such as Medical Health Services, Administrative Services, Social and Community Services, Medical Office or Clinic, Healthcare Marketing, and Healthcare Sales.

#### PLAN OF STUDY

COURSE CODE	COURSE TITLE	CLOCK HOURS	CREDIT HOURS
AHP200	Communication for Health Professionals	60	4.0
BUS101	Fundamentals of Business Management	60	4.0
BUS201	Human Resource Management	60	4.0
HCM210	Medical Office Management	60	4.0
HCM215	Financial Aspects of Healthcare	60	4.0
HCM220	Risk Management in Healthcare Settings	60	4.0
ENG101	English Composition*	40	4.0
COM205	Effective Communication*	40	4.0
MAT101	College Mathematics*	40	4.0
SCI210	Environmental Science*	40	4.0
PSY101	General Psychology*	40	4.0
SOC101	Sociology*	40	4.0

\*INDICATES A GENERAL EDUCATION COURSE

TOTAL	600	48
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## **DIPLOMA PROGRAMS**

### **DENTAL ASSISTING**

Length: 1040 Clock Hours; 48 Instructional Weeks

Program Quarter Credits: 60

Credential Awarded: Diploma

Mode of Delivery: Residential

#### **OBJECTIVE**

The Dental Assistant's role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the dental assisting program is to provide quality career education that prepares students not only for seeking entry-level employment in the dental assisting field but also for life-long learning and personal and professional growth.

#### **DESCRIPTION**

Dental assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain and update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. The Dental Assisting curriculum provides a foundation in the health sciences and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

#### **EXTERNSHIP**

An externship component is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a dental 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 this program are eligible for taking the Dental Assisting National Board's (DANB) Radiation Health and Safety (RHS), and the Infection Control Examination (ICE) Examinations.

#### **CAREER OPPORTUNITIES**

Graduates of the Dental Assisting program are prepared to seek entry-level employment in the office of a licensed dentist, performing tasks such as assisting with procedures, managing/maintaining patient records, and completing other appropriate tasks assigned by the licensed Dentist.

<b>PLAN OF STUDY</b>		<b>LECTURE Hrs</b>	<b>LAB Hrs</b>	<b>EXTERN Hrs</b>	<b>TOTAL CLOCK Hrs</b>	<b>TOTAL CREDIT Hrs</b>
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	20	40	0	60	4
AHP105	MEDICAL TERMINOLOGY	20	40	0	60	4
AHP106	MEDICAL ANATOMY AND PHYSIOLOGY	20	40	0	60	4
DAS110	FUNDAMENTALS OF DENTAL ASSISTING	20	40	0	60	4
DAS115	PREVENTIVE DENTISTRY AND NUTRITION	20	40	0	60	4
DAS120	DENTAL PROCEDURES AND TECHNIQUES	20	40	0	60	4
DAS125	DENTAL MATERIALS AND LAB TECHNIQUES	20	40	0	60	4
DAS130	DENTAL RESTORATIVE PROCEDURES	20	40	0	60	4
DAS135	DENTAL RADIOLOGY	20	40	0	60	4
DAS140	DENTAL OFFICE PROCEDURES AND BILLING	20	40	0	60	4
DAS145	DENTAL SPECIALTIES AND EXPANDED FUNCTIONS	20	40	0	60	4
DAS150	CAPSTONE AND CAREER DEVELOPMENT	20	40	0	60	4
DAS190	EXTERNSHIP I	10	0	150	160	6
DAS195	EXTERNSHIP II	10	0	150	160	6
<b>TOTAL</b>		<b>260</b>	<b>480</b>	<b>300</b>	<b>1040</b>	<b>60</b>

## HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

Length: 960 Clock 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.

### Program 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 receive a diploma and will have the knowledge necessary for an entry-level position in the field of heating, air conditioning and/or refrigeration service in both residential and commercial sites.

### Program Mission

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.

### Career Opportunities

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

This occupation has a bright outlook (expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations).

PLAN OF STUDY		LECTURE Hrs	LAB Hrs	EXTERN Hrs	TOTAL CLOCK Hrs	TOTAL CREDIT Hrs
HVR105	THERMODYNAMICS	20	40	0	60	4
HVR110	PRACTICAL APPLICATIONS OF ELECTRICITY	20	40	0	60	4
HVR115	HVACR CONTROLS	20	40	0	60	4
HVR120	CONTROLS, MOTORS AND MOTOR CONTROLS	20	40	0	60	4
HVR125	REFRIGERANTS	20	40	0	60	4
HVR130	RESIDENTIAL AIR CONDITIONING	20	40	0	60	4
HVR135	COMMERCIAL AIR CONDITIONING	20	40	0	60	4
HVR140	COMMERCIAL REFRIGERATION CONCEPTS	20	40	0	60	4
HVR145	INDUSTRIAL REFRIGERATION	20	40	0	60	4
HVR150	ELECTRIC HEAT AND HEAT PUMPS	20	40	0	60	4
HVR155	GAS HEATING SYSTEMS	20	40	0	60	4
HVR160	OIL HEATING SYSTEMS	20	40	0	60	4
HVR165	HVAC SYSTEM PERFORMANCE	20	40	0	60	4
HVR170	WATER-BASED HEATING SYSTEMS	20	40	0	60	4
HVR175	HVAC TROUBLESHOOTING AND SERVICE CALLS	20	40	0	60	4
HVR180	EPA CERTIFICATION PREPARATION	20	40	0	60	4
TOTALS		320	640	0	960	64

**MEDICAL ASSISTING**

Length: 780 Clock 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 support 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 healthcare 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 another 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**

Graduates are eligible to take the National Health Career 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.

LECTURE PLAN OF STUDY	LAB Hrs	EXTERN Hrs	TOTAL Hrs	TOTAL CLOCK Hrs	CREDIT Hrs
AHP101 INTRODUCTION TO HEALTH PROFESSIONS	20	40	0	60	4
AHP105 MEDICAL TERMINOLOGY	20	40	0	60	4
AHP106 MEDICAL ANATOMY & PHYSIOLOGY	20	40	0	60	4
MAS110 CLINICAL PROCEDURES AND TECHNIQUES	20	40	0	60	4
MAS115 LABORATORY PROCEDURES AND TECHNIQUES	20	40	0	60	4
MAS125 INVASIVE CLINICAL PROCEDURES	20	40	0	60	4
MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT	20	40	0	60	4
MAS190 EXTERNSHIP	0	0	180	180	5
MOA110 MEDICAL OFFICE PROCEDURES	20	40	0	60	4
MOA115 MEDICAL RECORDS AND INSURANCE	20	40	0	60	4
MOA120 ELECTRONIC HEALTH RECORDS	20	40	0	60	4
TOTAL:	200	400	180	780	46



## MEDICAL BILLING AND CODING

Length: 1020 Clock Hours; 48 Instructional Weeks

Program Quarter Credits: 62

Credential Awarded: Diploma

Mode of Delivery: Residential

### OBJECTIVE

The medical billing and coding profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity. Increasing complexities in coding, changes in coding standards and the current trend in the healthcare industry have all contributed to a growing need for well-trained individuals to enter the medical billing and coding profession. The objective of the diploma program in Medical Billing and Coding is to prepare students with a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

### DESCRIPTION

The Medical Billing and Coding diploma program prepare students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include the use of the CMS 1500 form, ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects.

### 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

Graduates are eligible to take the National Health career Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

### CAREER OPPORTUNITIES

Upon successful completion of the program, graduates are prepared to seek entry-level employment in health care facilities, such as physician's offices, hospitals, clinics, rehabilitation centers, nursing homes, home health agencies or insurance offices.

PLAN OF STUDY		LECTURE Hrs	LAB Hrs	EXTERN Hrs	TOTAL CLOCK Hrs	TOTAL CREDIT Hrs
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	20	40	0	60	4
AHP105	MEDICAL TERMINOLOGY	20	40	0	60	4
AHP106	MEDICAL ANATOMY & PHYSIOLOGY	20	40	0	60	4
MAS120	HUMAN DISEASES AND PHARMACOLOGY	20	40	0	60	4
MBC110	PROCEDURAL AND DIAGNOSTIC CODING	20	40	0	60	4
MBC115	HOSPITAL, SURGICAL, AND MEDICAL CODING	20	40	0	60	4
MBC120	PHYSICIAN CODING	20	40	0	60	4
MBC125	REIMBURSEMENT METHODS AND PROCEDURES	20	40	0	60	4
MBC130	CAPSTONE AND CAREER DEVELOPMENT	20	40	0	60	4
MBC190	EXTERNSHIP	0	0	180	180	6
MOA110	MEDICAL OFFICE PROCEDURES	20	40	0	60	4
MOA115	MEDICAL RECORDS AND INSURANCE	20	40	0	60	4
MOA120	ELECTRONIC HEALTH RECORDS	20	40	0	60	4
MOA125	MEDICAL INSURANCE BILLING	20	40	0	60	4
MOA130	BOOKKEEPING IN THE MEDICAL OFFICE	20	40	0	60	4
TOTAL		280	560	180	1020	62

## STERILE PROCESSING TECHNICIAN

Length: 780 Clock Hours; 36 Instructional Weeks

Program Quarter Credits: 46

Credential Awarded: Diploma

Mode of Delivery: Residential

### OBJECTIVE

The role of the sterile processing technician is to perform all aspects of sterile processing functions with basic surgical instruments in the healthcare workplace. The objective of the Sterile Processing program is to prepare students with the knowledge and skills needed to seek entry-level positions as sterile processing technicians in hospitals, medical centers, and other centralized medical facilities.

### DESCRIPTION

The Sterile Processing Technician ensures that instruments and equipment used by medical personnel are contaminant-free. In the Sterile Processing Technician program, students are instructed on proper techniques to clean and sterilize medical instruments and to use infection control methods. Students will learn the proper names and categories of medical instruments, equipment, and supplies and how to properly handle, transfer, store, inventory, and distribute these items. The program includes classroom study, practice in lab environments and hands-on, real-world experience.

### 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.

### ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration 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

Medical Technology Program students are required to participate in the credentialing exam as part of their graduation requirements. Graduates of the program are eligible to sit for the provisional certification exam offered by the International Association of Healthcare Central Service Material Management (IAHCSCMM) for the Certified Registered Central Service Technician (CRCST) credential.

### CAREER OPPORTUNITIES

Graduates of the Sterile Processing Technology program are prepared to seek entry-level employment in outpatient surgery centers or in physicians' offices or dentists' offices where outpatient surgery is performed.

PLAN OF STUDY		LECTURE Hrs	LAB Hrs	EXTERN Hrs	TOTAL CLOCK Hrs	TOTAL CREDIT Hrs
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	20	40	0	60	4
AHP105	MEDICAL TERMINOLOGY	20	40	0	60	4
AHP106	MEDICAL ANATOMY & PHYSIOLOGY	20	40	0	60	4
SGT101	INTRODUCTION TO SURGICAL TECHNOLOGY	20	40	0	60	4
SGT110	INSTRUMENTATION AND SURGICAL APPLICATIONS	20	40	0	60	4
SPT110	INTRODUCTION TO STERILE PROCESSING	20	40	0	60	4
SPT115	DECONTAMINATION AND DISINFECTION	20	40	0	60	4
SPT120	STERILIZATION PROCEDURES	20	40	0	60	4
SPT125	COMPLEX PROCESSING AND INVENTORY MANAGEMENT	20	40	0	60	4
SPT130	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	20	40	0	60	4
SPT190	EXTERNSHIP	0	0	180	180	6
TOTAL		200	400	80	780	46

## SURGICAL TECHNOLOGY

Length: 1550 Clock Hours; 72 Instructional Weeks

Program Quarter Credits: 89

Credential Awarded: Diploma

Mode of Delivery: Residential

### OBJECTIVE

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 performance of invasive and minimally invasive surgical procedures, ensuring that the operative room environment has equipment that 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.

### DESCRIPTION

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

### 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.

### 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

Medical Technology Program students are required to participate in the credentialing exam as part of their graduation requirements. Graduates of Surgical Technology program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or by the Accrediting Bureau of Health Education Schools (ABHES) are eligible to sit for the Certified Surgical Technologist (CST) certification exam administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

### CAREER OPPORTUNITIES

Graduates of the Surgical Technology program are prepared to seek 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	LECTURE Hrs	LAB Hrs	EXTERN Hrs	TOTAL CLOCK Hrs	TOTAL CREDIT Hrs
AHP200 COMMUNICATIONS FOR HEALTH PROFESSIONALS	60	0	0	60	4
BIO205 MICROBIOLOGY	20	40	0	60	4
MED110 ANATOMY AND PHYSIOLOGY I	20	40	0	60	4
MED115 ANATOMY AND PHYSIOLOGY II	20	40	0	60	4
SGT101 INTRODUCTION TO SURGICAL TECHNOLOGY	20	40	0	60	4
SGT105 ASEPSIS AND STERILE TECHNIQUE	20	40	0	60	4
SGT110 INSTRUMENTATION AND SURGICAL APPLICATIONS	20	40	0	60	4
SGT115 SURGICAL CASE MANAGEMENT	20	40	0	60	4
SGT120 DIAGNOSTIC, GENERAL, OBSTETRIC, AND GYNECOLOGICAL SURGERY	20	40	0	60	4
SGT125 OPHTHALMIC, OTORHINOLARYNGOLOGY, MAXILLOFACIAL AND PEDIATRIC SURGERY	20	40	0	60	4
SGT130 PLASTIC, GENITOURINARY, AND ORTHOPEDIC SURGERY	20	40	0	60	4
SGT135 CARDIOTHORACIC, VASCULAR, AND NEUROLOGY SURGERY	20	40	0	60	4
SGT205 PHARMACOLOGY AND ANESTHESIA	20	40	0	60	4
SGT210 SIMULATION: DIAGNOSTIC, ENDOSCOPY,					

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	GENERAL, GENITOURINARY, OBSTETRIC AND GYNECOLOGICAL PROCEDURES	20	40	0	60	4
SGT215	SIMULATION: OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL, MAXILLOFACIAL AND PLASTIC SURGERY	20	40	0	60	4
SGT220	SIMULATION: ORTHOPEDIC, CARDIOTHORACIC, VASCULAR AND NEUROSURGERY	20	40	0	60	4
SGT225	ST CAPSTONE AND CERTIFICATION REVIEW	40	0	0	40	4
SGT230	ST CAPSTONE AND CAREER DEVELOPMENT	40	0	0	40	4
SGT280	OR EXTERNSHIP ROTATION	0	0	270	270	9
SGT290	OR EXTERNSHIP ROTATION	0	0	240	240	8
	TOTAL	400	640	510	1550	89

## ACADEMIC POLICIES & SERVICES

### ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work are 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 or below	0.0
P	Proficient in the course	N/A

Other letter grades used by the Institute include:

AU	Audit
I	Incomplete
L	Leave of Absence
W	Withdrawn
WF	Withdrawn Failing
TR	Transfer Credit

**\*Medical Technology Programs:** A minimum grade of "C+" (78%) is required to pass all concentration courses in the following Medical Technology programs: Sterile Processing Technician (SPT) and Surgical Technology (ST). If a student earns any grade below "C+" (78%) in these courses, the student has failed the course and is required to retake the course.

Often in order for graduating students to be eligible to sit for the state licensing or national examinations, in some programs or in some courses within programs, the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or 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 a "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 in the campus showcase.

#### 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 in the campus showcase.

#### 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. Fortis 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.



**CLINICAL EVALUATION**

Clinical and laboratory activities will be graded as Pass/Fail using approved grading rubrics that identify critical elements that must be judged satisfactory for passage. Any Pass/Fail element in the syllabus grading rubric will be considered necessary to achieve a passing grade in the course. Failure of clinical or lab will result in failure of the entire course. All elements of a course must be repeated when a course is repeated.

The instructor will provide feedback to the student regarding his or her progress. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

It is the student's responsibility to complete all coursework within the prescribed timeframes. Students may request a grade of "I" or "Incomplete" 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 or her from completing the required coursework by the last scheduled day of class. Students must request an "Incomplete" grade by filling out an Incomplete Grade Request form. The student's instructor will co-sign the form with the student. The instructor is responsible for turning the form into the Registrar.

All incomplete work must be completed and turned in for grading no later than 14 calendar days after the commencement of the next grading period. 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 (I) grade is received will not count as either credit attempted or Minimum Cumulative Credits Completed at the Institute. They receive no quality points and are not included in CGPA.

**INCOMPLETE GRADE POLICY**

It is the student's responsibility to complete all coursework within the prescribed timeframes. Students may request a grade of "I" or "Incomplete" 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 or her from completing the required coursework by the last scheduled day of class. Students must request an "Incomplete" grade by filling out an Incomplete Grade Request form. The student's instructor will co-sign the form with the student. The instructor is responsible for turning the form into the Registrar.

All incomplete work must be completed and turned in for grading no later than 14 calendar days after the commencement of the next grading period. 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 (I) grade is received will not count as either credit attempted or Minimum Cumulative Credits Completed at the Institute. They receive no quality points and are not included in CGPA.

In accordance with the Institute's Tuition Refund Policy, a student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "Incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional

tuition for that portion of the course or program. All returning students must sign a new Enrollment Agreement.

**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 subsequently 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.

**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 Director of Education. Because of 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 clinical 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; however, he or she will need to purchase the appropriate textbook(s) associated with the class.

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 (12 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 Director of Education to determine the 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 at least 24 hours in advance. The institution reserves the right to withhold an official transcript if the student's financial obligations to the College 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 diploma or degree that they have earned.

To be eligible for graduation, students must have

- Accumulated, with passing grades, the required number of credit hours within the student's program of study
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- Completed the program within 1.5 times the program's length as published in the Standards of Academic Progress policy in this catalog
- Verified satisfactory completion of all program criteria for graduation with the Director of Education, Registrar, Financial Aid, and Career Services
- Returned any school property, including books and equipment
- Must currently be in good financial standing
- The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

### **Additional Graduation Requirements for Medical Technology Programs**

- Surgical Technology students must take the Certified Surgical Technologist (CST) exam as a condition for graduation.
- Sterile Processing students must take the Certified Registered Sterile Processing Technician (CRCST) 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 the 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.

### **Surgical Technology Program**

The Certified Surgical Technologist (CST) examination will be administered on-campus to each eligible candidate on a pre-scheduled date established by the program director, National Board of Surgical Technology and Surgical Assisting (NBSTSA), and Applied

Measurement Professionals (AMP) as close to the cohort's graduation date as possible.

Approved candidates must have graduated from an accredited surgical technology program as recognized by the NBSTSA. Recognized surgical technology programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), [www.caahep.org](http://www.caahep.org), or the Accrediting Bureau of Health Education Schools (ABHES), [www.abhes.org](http://www.abhes.org).

Candidates who are ineligible to sit for the examination on the pre-determined date due to academic, attendance, financial, or another conflict will be required to schedule an examination appointment off campus. The following procedure will be followed:

- Once the candidate has received an Authorization to Test letter, the candidate may schedule an examination appointment online at any time by using AMP's online scheduling service at [www.goAMP.com](http://www.goAMP.com).

The National Board of Surgical Technology and Surgical Assisting (NBSTSA) retain the sole authority to establish eligibility requirements and make all final decisions regarding eligibility. Before testing, individuals must first establish eligibility by submitting the appropriate examination application form, along with the correct fees. The testing fee is paid one time by the school.

NBSTSA does not refund processing fees for ineligible candidates. Once approved, NBSTSA provides candidates with an Authorization to Test number, and both the phone number and web address to contact the testing agency to schedule the test.

### **COUNSELING/ADVISEMENT**

Academic advising is available throughout the student's enrollment at Fortis 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 Fortis 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 Fortis Institute's 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 Fortis 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 Director 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 Director 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. 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 Director of Education at the campus. 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 the review of the decision.

The Director 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 Director of Student Services. This meeting will be held within ~~seven~~ fourteen calendar days of the Director 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 a violation of the attendance policy, the student will remain withdrawn from the school until the appeal is successful.

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 a class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardiness, and class cuts will be recorded in quarter-hour increments. A period of fewer 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.

### Diploma Programs

A student in a diploma program will be dismissed from the program and the school when the student's absences exceed 20% of the total course time in the entire program excluding make-up time. No more than 5% of the total course time hours for the program can be made

up. A student in a diploma program will be dismissed from the program and the school when the student has been absent for more than ten consecutive school days or more than 14 consecutive days excluding holidays and school breaks, whichever occurs first.

### Degree Programs

A student in a degree program will be placed on Attendance Probation at the end of the term if his or her absences exceed 20% of the total scheduled course time for the term. A term is defined as the period in which one or more courses are scheduled. For most programs, a term is a six-week period. For Nursing and Radiologic Technology programs, a term is a twelve-week period. Total scheduled course time for the term is defined as the combined total of scheduled hours for all courses in which a student is enrolled during the term.

If a student in a degree program has absences that exceed 20% of the total scheduled course time for the term excluding make-up time while on Attendance Probation, the student will be dismissed from the program and the school. In addition, a student in a degree program will be dismissed from the program and the school when his or her absences exceed 20% of the total course time in the entire program excluding make-up time. No more than 5% of the total course time hours for the program may be made up. A student in a degree program will be dismissed from the program and the school when the student has been absent for more than ten consecutive school days or more than 14 consecutive days excluding holidays and school breaks, whichever occurs first.

### Make-up Hours

Make-up hours are not to exceed 5% of the overall program hours. Make-up work will be supervised by a qualified instructor and completed within two weeks of the end of the course in which the absence occurred. A student completing make-up work must demonstrate the same level of knowledge and competency expected of a student who attended the scheduled class. At a minimum, make-up work documentation shall include date, time and duration of each session, the name of supervising instructor, and the dated signature of student acknowledging the session.

All students must complete 100% of 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, and the Director 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 Fortis Institute's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, the 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.

### 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 the 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 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 the 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 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.
- 5) Any approved SPN means that the Institute 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

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 traditional Leave of Absence. As such, the School has an 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) 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) 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.

## 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 Director of Education 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.

#### **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 date on the written notification or the date it was received if there is no date on the notification.

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 Fortis Institute**

Students who have been dismissed from Institute may not be eligible for reinstatement unless the dismissal was due to failure to meet the Institute's 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 continuously 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. There is no online or distance education instruction at Fortis Institute.

#### **CLOCK HOUR OF INSTRUCTION**

Clock hours of instruction consisting 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 with the exception of 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 the 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

### Surgical Technology, Allied Health, and Trades Programs

50:1 Lecture

32:1 Computer

20:1 Clinical Lab (Allied Health)

10:1 Clinical Lab (Surgical Technology)

## 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 medical 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 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.

## CLINICAL 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, the 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 a 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 on site.

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 is 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 acknowledgment 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 which the Institute has an existing relationship. Should the student want to introduce a new site to the Institute, the Institute 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 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. STP/SPT 0700-1530 hours (7:00 AM-3:30 PM) for days; 1500-2330 hours (3:00PM – 11:30 PM) for evenings. ST and SPT students must be present and ready in the department no later than 0645 (6:45 AM). 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, the maximum length of day
      - i. In the interests of safety and of the 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 the 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 an 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 Fortis 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 twice 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 the 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 educational 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 externship 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 is a wide array of site-specific requirements, the most common of which is fingerprinting 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 a 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 externship 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 assist 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 databases, 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 databases 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 databases 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.

### Policies

- Use of Learning Resource Center resources is available to authorized users only.
- For statistical purposes, all users must sign in (if a people counter is not available).
- All users are expected to respect the privacy of other users.
- "Productive," quiet talking is allowed (i.e. group projects, study groups, or helping behavior). Loud noise that will disrupt other LRC users is not permitted.
- Cell phones are required to be turned off or on vibrate while in the Learning Resource Center. To avoid disturbing other library users, please take cell phone conversations into the hallway.
- Food and drink are prohibited.
- Violation of any of the above may result in the following disciplinary action:
  - Verbal warning
  - Written warning
  - Dismissal from the LRC
  - Ban from the LRC

## 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 the development of interviewing skills, and identifying job lead appropriately 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 employed 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 & FEES**

	TOTAL TUITION	ENROLLMENT FEE	BOOK CHARGES	UNIFORM	KIT	IMMUNIZATION	DRUG SCREEN	BACKGROUND CHECK	CREDENTIAL EXAMINATION	TOTAL COST
DENTAL ASSISTING	\$18,050	\$100	\$607	\$64	\$354	\$0	\$00	\$00	\$325	\$19,500
Healthcare Management	\$15,606	\$100	\$1,319	\$0	\$0	\$0	\$0	\$0	\$0	\$17,025
HVAC-R	\$17,460	\$100	\$534	\$68	\$667	\$0	\$0	\$0	\$25	\$18,854
MEDICAL ASSISTING	\$14,811	\$100	\$770	\$48	\$30	\$0	\$00	\$00	\$130	\$15,889
MEDICAL BILLING AND CODING	\$17,460	\$100	\$1,264	\$64	\$00	\$0	\$00	\$00	\$112	\$19,000
STERILE PROCESSING TECHNICIAN	\$15,720	\$100	\$623	\$48	\$00	\$0	\$38	\$43	\$125	\$16,697
SURGICAL TECHNOLOGY	\$30,082	\$100	\$816	\$96	\$88	\$0	\$38	\$43	\$247	\$31,510

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**

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 Institute cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

If an applicant/student cancels or withdraws or is terminated by Fortis Institute for any reason, refunds will be made according to the Institute's Tuition 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 based on the scheduled clock hours of class attendance through the student's last day of class attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled 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 Fortis Institute, but in no case will the determination of withdrawal be made by Fortis Institute more than the lesser of ten scheduled class days or fourteen calendar days after the student's last day of attendance. The date of determination is defined as the last day that student had any academically related activity, which includes recorded class attendance, projects submitted, clinical or externship experiences, or examinations completed. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion point in the quarter and requests in writing a grade at the time of withdrawal, shall be given a grade of "incomplete" and permitted to re-enroll in the course or courses during

the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or courses. Note: Not all courses are offered each quarter; however, every attempt will be made to accommodate the student and in no instance will a student with an "I" grade requested after the 75 percent of completion be required to pay any additional tuition to complete that portion of the course or program. 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.

### **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 by the student and a representative of the Institute. 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, address, and signature, and delivering or mailing it to Fortis Institute 450 N. Sam Houston Pkwy E. Suite 200 Houston, TX 77060. If the applicant for admission cancels his or her enrollment as noted above more than five 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 a \$100 Enrollment Fee.

### **CANCELLATION/REJECTION POLICY**

Fortis Institute will refund all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that the Institute cancels, or who cancels within five calendar days of signing the enrollment agreement and after receiving a tour of the facilities and equipment, but before starting class, or if the student's enrollment was



procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by representatives of the school. An applicant who cancels more than five calendar days of signing the enrollment agreement or within the student's first three scheduled class days will be charged not more than \$100 in any administrative fees as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 0611 and TAC Chapter 807, Subchapter N.

### OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test.

A \$100.00 fee will be charged each time a student changes his or her program. A student must see the Registrar's Office and Financial Aid to discuss any program changes

### TUITION REFUND POLICY

A student wishing to officially withdraw should inform Fortis Institute at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. 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 Term or Module 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

A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program. All returning students must sign a new Enrollment Agreement.

**Books, Tools, and Other Educational Supplies:** Books, tools, and other supplies will be provided and charged at such time when these materials are required. A student may return any item within seven calendar days of receipt provided that the item is in its original condition and packaging and has no markings. Refunds for such items are to be handled separately from the refund of tuition and other academic fees. Students may elect to purchase equivalent items on the open market.

***In all cases, refunds will meet or exceed the requirements of Texas Education Code, §§132.061 and 0611.***

### REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

(a) A student of Fortis Institute who withdraws from Fortis Institute as a result of being called to active duty in a military service of

the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled: If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

- (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed 90% of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

## **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 an 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 [studentaid.ed.gov](http://studentaid.ed.gov) 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 online at [www.FAFSA.ed.gov](http://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 an 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 another 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.

### **VETERAN'S 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.

### **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 Financial Aid, 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](http://www.FinAid.org).

• Workforce Solutions, Houston-Galveston Area Council, P.O. Box 22777, Houston, TX 77227, 1-800-469-5627.  
<http://www.wrksolutions.com/>

• Texas Department of Assistive and Rehabilitative Services, 400 N. Lamar Blvd., Austin, TX 78714, 1-800-628-5115  
<http://www.dars.state.tx.us/drs/vr.shtml>

• Sallie Mae Smart Option Loan, P.O. Box 9532, Wilkes-Barre, PA 18773, 1-866-439-0993.  
<https://www.salliemae.com/studentloans/smart-option-student-loan>

## 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 Institute's 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.

Credit Hour Programs:

No. of Days Completed in the Payment Period through Withdraw Date  
 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 number 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 term (quarter). The Institute will provide an academic grade report to each student at the end of each term (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 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 withdrawal ("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 below.)

### Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The Institute measures qualitative progress on the basis on 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 below.)

### 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 Director of Education or his or 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 term (quarter) to correct the deficiency and meet the minimum requirements at the end of his or her next term (quarter). The Academic/Financial Aid Warning period shall be one term (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. 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 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

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. An 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, Director of Education, and Financial Aid Director or their designees.

The Financial Aid Committee may grant one additional term (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 term (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 term (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 term (quarter) or the period of the 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 an 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 canceled for failure to meet satisfactory academic progress after either an SAP Academic/Financial Aid Warning period or an 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 Institute.

#### **Re-Establishment of Satisfactory Academic Progress at the Institute 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 eligibility 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 Director 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.

#### **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 satisfactory academic progress, 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 timeframe.

# 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 the 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 another 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 complementary 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 Institute 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 Institute 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 an Institute 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

### 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 Director 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 another 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's 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 a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to educational 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 on 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 an 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 with 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 Institute of Education or his/her designee immediately.

## 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 sports length or shorter. For laboratory classes in Surgical Technology, Sterile Processing Technician 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.
- Mustaches 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 eyeshadow.

Students dressed inappropriately or who do not follow the dress code 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.

#### 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 the program.
- Religious head covers must be the solid color of the student's particular uniform or white.

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

Students have issued a minimum of two uniform scrub sets for allied health and surgical and sterile processing technician 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 the warm-up jacket. T-shirts, sweatpants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops for all students will be tucked inside 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 the 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 who violate the dress code policy may be prohibited from attending school or campus-related activities. Those who disregard the dress code will be warned. If the problem persists, students may be dismissed from Fortis Institute.

#### 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 an 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 Institute 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 a 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 Institute 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 to the Institute Navigator website. Information, as it appears on the Institute Navigator website, is based on the 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.

## VIOLENCE AGAINST WOMEN ACT

Fortis Institute is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Title IX offenses are a violation of trust and respect, are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX offenses include 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. Fortis Institute will provide students with educational materials on sexual violence so that students can be informed of risks and take steps to ensure they do not become a victim or a perpetrator of a Title IX offense.

If a student is a victim of sexual violence, the student is urged to seek immediate medical assistance and to report the incident to the police. 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 Campus President. Victim support and community resources are available even if the victim does not report to the police or make a complaint to the Campus President. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to 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 the 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 Director 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 a 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, telephone number, birth date, program undertaken, 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 at the time of enrollment. 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.

### **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 healthcare 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 healthcare 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 Director 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 extend 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 student services department 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.

## **GRIEVANCE PROCEDURES**

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 another 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 nonacademic 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 disabling condition that impacted his or her ability to study or participate in the program. The specific requirements for the 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 Director of Education.
2. If the dispute cannot be resolved by addressing the Director of Education, 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 the 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 the 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 on record with acknowledgment 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 the 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 on record with acknowledgment 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 on record with acknowledgment 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, or the Institute'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 are:

Texas Workforce Commission, Career Schools, and Institutes  
Room 104-T, 101 East 15<sup>th</sup> Street,  
Austin, TX 78778,  
(512) 936-3100

The title and address of the institutional accrediting commission is:

Accrediting Commission of Career Schools and Colleges (ACCSC)  
2 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201  
(703) 247-4212 (703) 247-4533

Accreditation Review Council on Education In Surgical Technology And  
Surgical Assisting (ARC/STSA)  
6 West Dry Creek Circle, Suite 110, Littleton, CO 80120, [www.arcstsa.org](http://www.arcstsa.org)

Texas Higher Education Coordinating Board, 1200 E. Anderson Lane, Austin,  
TX 78752, (512) 427-6101, [www.thecb.state.tx.us/studentcomplaints](http://www.thecb.state.tx.us/studentcomplaints)

Other grievance procedures: This provision is in addition to any grievance procedure specifically provided for by statute or rule to the extent that the claims are within the scope of such statute or rule.

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**

Pursuant to a student's Enrollment Agreement, any disputes, claims, or controversies between a student and Fortis Institute no matter how described, pleaded or styled, arising out of or relating to his or her Enrollment Agreement, their recruitment, enrollment, or attendance at Fortis Institute, the education provided by Fortis Institute, Fortis Institute's billing, financial aid, disbursement of funds, career service assistance, or any other claim relating in any manner to the student's relationship with Fortis Institute that is not resolved in accordance with the Grievance Procedures for student complaints published in this catalog, shall be resolved by binding arbitration under the Federal Arbitration Act. A student should refer to his or her Enrollment Agreement for further information. If a student cannot find his or her Enrollment Agreement, he or she should ask the Campus President for a copy.

## **COURSE DESCRIPTIONS**

### **EXPLANATION OF COURSE NUMBERING SYSTEM**

The first three letters identify the academic discipline. For example, DAS represents courses in the subject of dental assisting.

AHP.....	Allied Health Professions
BIO.....	Biology
BUS.....	Business
COM.....	Communications
DAS.....	Dental Assisting
ENG.....	English
HCM.....	Health Care Management
HVR.....	Heating, Ventilation, Air Conditioning and Refrigeration
MAS.....	Medical Assisting
MAT.....	Mathematics
MBC.....	Medical Billing and Coding
MED.....	Medical Technology Professions
MOA.....	Medical Office Administration
PSY.....	Psychology
SCI.....	Science
SGT.....	Surgical Technology
SOC.....	Sociology
SPT.....	Sterile Processing Technician

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)

Prerequisite(s): None

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 Institute environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

#### **AHP105 Medical Terminology**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will introduce students to the terminology associated with medical language. To function effectively in the 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.

#### **AHP106 Medical Anatomy and Physiology**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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.

#### **AHP200 Communications for Health Professionals**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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.

#### **BIO205 Microbiology**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

The microbial world is composed of an incredibly diverse group of microorganisms. Many are distinguished by their remarkable ability to cause human disease. This course is a study of microorganisms and the manner in which they affect health; characteristics, growth requirements, methods of transfer and reactions of the body toward invading organisms; principles underlying immunity; food, water, industrial and ecological microbiology. Therefore, this course will also include host defense mechanisms that interact with microorganisms. At the end of this course, you will understand what types of diseases viral, fungal and bacterial pathogens can cause. Furthermore, you will know the general mechanisms of how they cause disease.

#### **BUS101 Fundamentals of Business Management**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

Fundamentals of Business Management explores relevant concepts of business such as marketing, ethics, finance, communication, and accounting. Students will be engaged through economic case studies, finance videos, and discussions on product pricing while collaborating on assignments that delve deeper into the important role business plays in today's economy. Upon completion of this course, students will have expanded their knowledge of business terminology and be acquainted with new opportunities and fundamental topics in business.

**BUS201 Human Resource Management**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): BUS101

Human Resource Management presents strategies for effectively managing and developing employees. Students will be introduced to human resource management through company case studies and research projects focused on laws and employment, recruiting, hiring, employee benefits, performance appraisals, and compensation programs. Upon completion of this course, students will be equipped with the tools and practices of human resource management and understand how the trends and opportunities of this expanding field impact the success of an organization.

**COM205 Effective Communication**

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

This course introduces the students to communicate 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.

**DAS110 Fundamentals of Dental Assisting**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy. Students will be introduced to dental office communication and business operating systems.

**DAS115 Preventive Dentistry and Nutrition**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry, including regulatory agency guidelines. Also presented is the foundation of oral disease prevention including patient education guidelines in oral self-care practices and nutrition.

**DAS120 Dental Procedures and Techniques**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

**DAS125 Dental Materials and Lab Techniques**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of the dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cement, and impression materials. Labs will cover applications and uses of dental materials.

**DAS130 Dental Restorative Procedures**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

The goal of this course is to introduce students to the practices in dentistry. The student should be able to describe dental procedures including general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

**DAS135 Dental Radiology**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS110

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extraoral radiographs on a variety of patient types.

**DAS140 Dental Office Procedures and Billing**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of the dental office management systems: computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to DENTRIX, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through DENTRIX's menus and windows, students learn to input patient information, schedule appointments, and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental health care system, are reviewed.

**DAS145 Dental Specialties and Expanded Functions**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS135

In this course, students will explore expanded dental assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented along with advanced instruction on radiography.



### DAS150 Capstone and Career Development

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): DAS135

This course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are also given an opportunity to review clinical skills acquired throughout the program. Students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extraoral radiographs on a variety of patient types. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.

### DAS190 Externship I

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

Prerequisite(s): \*\* All preceding program courses as prerequisites

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.

### DAS195 Externship II

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

Prerequisite(s): \*\* All preceding program courses as prerequisites

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.

### ENG101 English Composition

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

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.

### HCM210 Medical Office Management

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course is designed to provide students and practitioners with practical information and managerial tools that are requisite in the successful management of medical practices. Leadership roles in human resources, finances, and business are discussed, along with related ethical and legal issues. Students will review aspects of administrative duties and explore the manager's role in risk management especially related to billing, insurance fraud, and insurance abuse.

### HCM215 Financial Aspects of Healthcare

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

A course for non-financial managers who will be involved in the financial aspects of healthcare and need basic knowledge of financial management and healthcare finance. It includes an overall explanation of healthcare financial management, payor/provider payment mechanisms, financial accounting terminology and how it works, review of financial reports (e.g., income statements, balance sheets, budgets, subsidiary ledgers, and cost reports), and the managerial component that is necessary for everyday management in a healthcare setting.

### HCM220 Risk Management in Healthcare Settings

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course provides the student with an overview of the risk management process for healthcare. Components of the risk management process covered are responsibilities, laws, and regulations, surveying bodies, elements of a risk management plan, loss exposure, and prevention, patient issues, patient safety, ethical considerations, emergency management, documentation, claims, and information system needs 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.

### HVR105 Thermodynamics

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

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.

### HVR110 Practical Applications of Electricity

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

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.

### HVR115 HVACR Controls

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

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,

electromechanical, 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.

#### **HVR120 Controls, Motors and Motor Controls**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: None

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.

#### **HVR125 Refrigerants**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

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.

#### **HVR130 Residential Air Conditioning**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

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 the use of manual J to apply a proper selection of equipment and installation and use of major air conditioning components.

#### **HVR135 Commercial Air Conditioning**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

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 airflow system will be covered. Upon completion of this course, students will be able to recognize components and types of commercial air conditioning systems.

#### **HVR140 Commercial Refrigeration Concepts**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

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.

#### **HVR145 Industrial Refrigeration**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR125

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.

#### **HVR150 Electric Heat and Heat Pumps**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

Students are introduced to the principles and theory of electric heat and heat pump systems. The 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 the completion of this course, the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, and perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

#### **HVR155 Gas Heating Systems**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

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 the installation of gas heating systems.

#### **HVR160 Oil Heating Systems**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

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.

#### **HVR165 HVAC System Performance**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory);

Prerequisite: None

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.

#### **HVR170 Water-Based Heating Systems**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

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.

#### **HVR175 HVAC Troubleshooting and Service Calls**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

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.

#### **HVR180 EPA Certification Preparation**

Quarter Credit Hours: 4.0

Total Contact Hours: 60 (20 for Lecture & 40 for Laboratory)

Prerequisite: HVR105

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 placed 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.

#### **MAS110 Clinical Procedures and Techniques**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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.

#### **MAS115 Laboratory Procedures and Techniques**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MAS110

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.

#### **MAS120 Human Diseases and Pharmacology**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.

#### **MAS125 Invasive Clinical Procedures**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MAS110

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.

#### **MAS135 Certification Review and Career Development**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MAS110

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 Certified Medical Assistant examination. 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.

#### **MAS190 Externship**

6.0 Credits

180 Clock Hours (180 Externship Hours)

Prerequisite(s): All program courses

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 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.

#### **MAT101 College Mathematics**

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None.

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.

#### **MBC110 Procedural and Diagnostic Coding**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-9-CM and ICD-10-CM, CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines for ICD-9-CM, Volumes I, II, and III and ICD-10-CM, Volumes I and II. It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for Anesthesia, Evaluation and Management services, surgical procedures, Pathology, Laboratory, Radiology, and Medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

#### **MBC115 Hospital, Surgical, and Medical Coding**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MBC110

This course provides the student with practical applications of Diagnostic and Procedural Coding Systems for facilities. Students will expand their knowledge of coding by abstracting the appropriate information from hospital records, surgical/operative reports, and medical case studies to accurately assign diagnoses and procedure codes to be used on the hospital CMS-1450 insurance claim form and for electronic claims. Students will also acquire a working knowledge of MS-DRGs (Medicare Severity Diagnosis Related Groups) assignment.

#### **MBC120 Physician Coding**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MBC110

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from provider's progress notes and treatment plans in private clinics and other outpatient entities provided by physician's and mid-level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

#### **MBC125 Reimbursement Methods and Procedures**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include a review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource-Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.

#### **MBC130 Capstone and Career Development**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MBC110

This course provides a complete overview of all information and skills acquired during prior Medical Coding and Billing courses. Through a comprehensive review, the student will prepare to sit for one of the National Certified Coding Examinations. Utilizing course exercises, the students will engage in all phases of professional development relative to employment.

#### **MBC190 Externship**

6.0 Credits

180 Clock Hours (180 Externship Hours)

Prerequisite(s): All program courses

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 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.

#### **MED110 Anatomy and Physiology I**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None.

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. Virtual laboratory experiences are included in the course.

#### **MED115 Anatomy and Physiology II**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MED110

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.

**MOA110 Medical Office Procedures**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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.

**MOA115 Medical Records and Insurance**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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.

**MOA120 Electronic Health Records**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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 Spring Charts 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.

**MOA125 Medical Insurance and Billing**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

**MOA130 Bookkeeping in the Medical Office**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): MOA115

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting,

banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethical issues will be examined.

**PSY101 General Psychology**

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

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 oneself and others.

**SCI210 Environmental Science**

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

Applying the scientific principles of biology, chemistry, and physics, students of environmental science focus on the study of our natural resources and the impact of human activities on the environment. They learn to discuss sustainability and its links to ecosystems and natural resources, their capital, and the degradation of the environment. Issues of human population dynamics, pollution, energy resources, food resources, and environmental toxins will be considered. Solutions to global as well as local environmental issues will be explored, including how to make a personal positive impact on the environment.

**SGT101 Introduction to Surgical Technology**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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, healthcare 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.

**SGT105 Asepsis and Sterile Technique**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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 the 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.

**SGT110 Instrumentation and Surgical Applications**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

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.

### **SGT115 Surgical Case Management**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT101, SGT105

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.

### **SGT120 Diagnostic, General, Obstetric and Gynecological Surgery**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

Students will learn several diagnostic procedures as well as the benefits and challenges of endoscopic surgery to include robotic-assisted surgery. The students will learn the concepts that are integral to both general obstetrics 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.

### **SGT125 Ophthalmic, Otorhinolaryngology, Maxillofacial and Pediatric Surgery**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

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.

### **SGT130 Plastic, Genitourinary and Orthopedic Surgery**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

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.

### **SGT135 Cardiothoracic, Vascular and Neurology Surgery**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105, SGT110

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, the scheme of the procedures, and steps necessary to properly assist the surgeon in performing the most common procedures in these specialties.

### **SGT205 Pharmacology and Anesthesia**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT105

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 intraoperative and postoperative, 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.

### **SGT210 Simulation: Diagnostic, Endoscopy, General, Genitourinary, Obstetric and Gynecological Procedures**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT115

This course places the student in 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.

### **SGT215 Simulation: Ophthalmic, Otorhinolaryngology, Oral, Maxillofacial and Plastic Surgery**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT115

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.

### **SGT220 Simulation: Orthopedic, Cardiothoracic, Vascular and Neurosurgery**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SGT115

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.

**SGT225 ST Capstone and Certification Review**

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Prerequisite(s): SGT220

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 a final exam for the course.

**SGT230 ST Capstone and Career Development**

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Prerequisite(s): SGT220

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.

**SGT280 OR Externship Rotation**

9.0 Credits

270 Clock Hours (270 Externship Hours)

Prerequisite(s): SGT220

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.

**SGT290 OR Externship Rotation**

8.0 Credits

240 Clock Hours (240 Externship Hours)

Prerequisite(s): All program courses

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.

**SOC101 Sociology**

4.0 Credits

40 Clock Hours (40 Lecture)

Prerequisite(s): None

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 historical, 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.

**SPT110 Introduction to Sterile Processing**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): None

This course will introduce the student to the sterile processing career path. Students will learn the duties and responsibilities of the Central Service Technician and the role of the Central Service Department as a part of the healthcare facility. The basic concepts of microbiology and how the role that the Central Services department takes in stopping the spread of infection and protecting the patient and employees from harmful microorganisms is covered. Students will learn the specific safety protocols within the Central Service department and how to recognize and address certain hazards.

**SPT115 Decontamination and Disinfection**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course will introduce the student to the processes of decontamination and disinfection within the Central Sterile Department. The tools required to clean, decontaminate, and disinfect items that are the responsibility of the Central Services Department are introduced. The decontamination processes are covered and students will learn the basic cleaning protocol of contaminated items and how to properly prepare those items for sterilization, disinfection and the correct application of chemical disinfectants and how it relates to infection prevention and control.

**SPT120 Sterilization Procedures**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course will introduce the student to the sterilization procedures they will encounter within the Central Service Department. The students will gain an understanding of sterilization packaging selection and applications as well as handling and storage requirements. The application of processes and procedures for high-temperature sterilization and low-temperature sterilization are introduced throughout the course.

**SPT125 Complex Processing and Inventory Management**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course will introduce the student to the more complex instrumentation and processes as well as to inventory management within the Central Service department. Basic complex instrumentation, inventory management concepts, acquisition, storage, management, and distribution of supplies throughout the healthcare facility will prepare the student to work with common patient care equipment. Students will learn ways that Central Service departments track instruments, equipment, and supplies.

**SPT130 Certification Review and Career Development**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Prerequisite(s): SPT110

This course provides an opportunity to review and reinforce fundamental knowledge of sterile processing theory as it applies to clinical practice. Students will review practices and procedures, present case summaries of experiences gained in the clinical setting. In addition, the students will learn the necessary skills required to create a resume as well as practice interview skills.

**SPT190 Externship**

6.0 Credits

180 Clock Hours (180 Externship Hours)

Prerequisite(s): All program courses

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.

# STAFF & FACULTY

## ADMINISTRATIVE STAFF

President & Houston Area Manager	Dr. Arturo Cervantes
Human Resources Associate/ Business Office Manager	Maria Quinteros
Registrar	Flor Ralda
Receptionist	Xiomara Avelar
Receptionist	Nora Galvan

## ADMISSIONS

Director of Admissions	John Heckman
Admissions Representatives	Teresa Zabala
	Amelia Pren
	Janet Havens
	Claudia Tew
	Sheila Ammons

## CAREER SERVICES

Director of Career Services	Glenda Pineda
Career Services Representative	John Heckman, Jr.

## FINANCIAL AID

Director of Financial Aid	Mariana Canas
Financial Aid Officer	Harry Means
Financial Aid Officer	Maria Sanchez

## LIBRARY

Learning Resource Center Assistant	Melissa Cervantes
Student Success Coordinator	Cristina Ruiz

## ACADEMIC LEADERSHIP

DIRECTOR OF EDUCATION  
Dr. Imran Ayub M.B., B.S.,  
Bachelor of Medicine, University of Peshawar, Peshawar, Pakistan  
Bachelor in Surgery, University of Peshawar, Peshawar, Pakistan

ASSOCIATE DIRECTOR OF EDUCATION  
Sheila Sims, NRCCS, NRCMA  
Bachelor of Science, Interdisciplinary Studies University of Houston,  
Houston, Texas

## FACULTY

### DENTAL ASSISTING

DENTAL ASSISTING PROGRAM DIRECTOR  
Sheima Caraballo, DDS  
Doctorate of Dental Science, University Gran Mariscal de Ayacucho,  
Barcelona, Venezuela  
Bachelor of Science, Colegio Nuestra de la Consolación, Barcelona,  
Venezuela

DENTAL ASSISTING INSTRUCTOR  
Ernesto Rodríguez, DDS  
Doctorate of Dental Science, University Gran Mariscal de Ayacucho,  
Barcelona, Venezuela  
Bachelor of Science, Colegio Nuestra de la Consolación, Barcelona,  
Venezuela

Jairo Estrada, DDS  
Doctorate of Dental Science Universidad Latira de Costa Rica, San  
Jose, Costa Rica

Certified Dental Assistant University of Texas Health Science Center,  
San Antonio, Texas

### HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION

HVAC-R PROGRAM DIRECTOR  
Carl Roy, HVAC-R Certified, Ferris State University, Big Rapids,  
Michigan  
HVAC-R Certificate Program, Lake Charles, Louisiana

HVAC-R Instructors  
Michael B. Jones, HVAC-R & Electrical Certification, Houston, TX  
U.S. Navy-Electrical Control and Devices Training, Norfolk, VA

Neale Townsend, HVAC-R Certified, Associate Degree, Marketing  
North Harris County Community College, Houston, Texas

### ALLIED HEALTH

ALLIED HEALTH PROGRAM DIRECTOR  
Mark McDonald, ASCP, NHA, CMA  
Bachelor of Science Management, University of Phoenix, Houston, TX

### Medical Assisting

MEDICAL ASSISTING INSTRUCTOR  
Gillian Elliot, DC  
Doctorate of Chiropractic, Life University, Atlanta, GA  
Bachelors of Arts, Biology, Hampton University, Hampton, VA

Hanan Ali, MD  
Medical Doctor and Surgery Bachelor's Baghdad University, Bagdad,  
Iraq  
Master Degree Epidemiology, Baghdad University, Bagdad, Iraq  
Master Degree Microbiology Baghdad University, Bagdad, Iraq

Mohammed A Ahmed, MD  
Bachelor of Medicine, Kharkiv National Medical University, Kharkiv, Ukraine

### MEDICAL BILLING AND CODING

MEDICAL BILLING AND CODING LEAD INSTRUCTOR  
Sheila Sims, NRCCS, NRCMA  
Bachelor of Science, Interdisciplinary Studies University of Houston,  
Houston, Texas

Oralia Leal  
Medical Administrative Assistant Diploma, Everest College, Houston,  
TX  
Medical Billing and Coding Specialist Diploma, Fortis Institute,  
Houston, TX

### HEALTHCARE MANAGEMENT

Amica-Onyemeh-Sea  
Ph.D., Social and Community Services,  
Capella University, Minneapolis, Minnesota  
Masters of Art in Health Education,  
Sam Houston State University, Huntsville, Texas  
Bachelor of Science in Health Education,  
Sam Houston State University, Huntsville, Texas

GENERAL EDUCATION INSTRUCTOR

Dr. Mohammed Alkhulaifawi,  
Bachelor of Medicine, Kharkiv National Medical University,  
Kharkov, Ukraine

Patricia Reeder  
Master of Education School Administration, Lamar University,  
Beaumont, Texas  
Bachelor Science, Lamar University, Beaumont, Texas

Nadine Al-Azzawi  
Master of Linguistics, Florida Atlantic University, Boca Raton, Florida  
Bachelor of Arts, English Language Literature, University of Baghdad,  
Baghdad Iraq

Ekemini Akpabio  
Bachelor of Arts, Communication, Texas Southern University,  
Houston, Texas

Amica Onyemed-Sea  
Ph.D., Social and Community Services,  
Capella University, Minneapolis, Minnesota  
Masters of Art in Health Education,  
Sam Houston State University, Huntsville, Texas  
Bachelor of Science in Health Education,  
Sam Houston State University, Huntsville, Texas

Ricky Moore  
Master of Arts, History, Texas Southern University, Houston, TX  
Master of Arts, Education Counseling, Prairie View University, Prairie  
View, TX  
Bachelor of Arts, Psychology, University of Texas Odessa, Odessa,  
TX

SURGICAL TECHNOLOGY AND STERILE PROCESSING TECHNICIAN

PROGRAM DIRECTOR  
Olalekan Olakanmi,  
Masters of Business Administration, Health Care Management, St.  
Joseph's College, Brooklyn, NY  
Bachelor of Science, Health Services Administration, New York City  
College of Technology, Brooklyn, NY  
Associates in Applied Science, Surgical Technology, Kingsborough  
Community College, Brooklyn, NY

SURGICAL TECHNOLOGY INSTRUCTOR

Teresa Hudgins, CST  
Surgical Technology Diploma, Sandford Brown College, Houston, TX

Elizabeth Everts, CST  
Associates of Applied Science, Surgical Technology, Houston  
Community College, Houston, TX

STERILE PROCESSING TECHNICIAN

SURGICAL SERVICES CLINICAL COORDINATOR  
Desiree Jack, CST  
Associates of Applied Science, Lonestar College Cy-Fair, Cypress,  
Texas  
Certificate in Surgical Technology, Sanford Brown, Houston, TX

LaShone Smith, CSPT, CSIS  
Bachelor of Science, Management, University of Phoenix, Phoenix,  
AZ

Andetria Lewis, CST  
Surgical Technology Diploma, Sandford Brown, Houston, TX

Cynthia Scott, CSPT  
Sterile Processing Certificate, LBJ Hospital, Houston, TX

Anna Castillo-Gutierrez, CSPT  
Sterile Processing Technician Diploma, Fortis Institute, Houston, TX  
Associates of Art, Interdisciplinary Studies, Houston Community  
College, Houston, TX

Externship Coordinator

Nabila Mason  
Masters in Science in Psychology, University of Phoenix, Tempe AZ  
Bachelor of Arts, Psychology Beirut Arab University, Beirut,  
Lebanon



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# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019-2020 Catalog, 1/3/2019 Volume 1, Version 2

Effective date: 5/14/2019

*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 the language presented in the catalog.*

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### STAFF & FACULTY, PAGE 53

#### **Faculty**

##### Assistant Director of Education

Sheila Sims, NRCCS, NRCMA  
Bachelor of Science, Interdisciplinary Studies University of Houston, Houston, Texas

##### MEDICAL ASSISTING PROGRAM DIRECTOR

Mark McDonald, BSM, CNPR  
Bachelors of Science in Management, University of Phoenix, Houston, TX  
Certified Phlebotomy Technician (CPT)  
U.S. Navy Marine Force Hospital Corpsman

##### MEDICAL ASSISTING FACULTY

Mohammed Alkulaifawi, M.D.  
Bachelor of Science in Medicine, Kharkhov National Medical University, Kharkov, Ukraine  
USMLE, Kaplan Center, Houston TX

Elaine Jolivet  
North Harris Community College

Stephanie Williams  
Registered Medical Assistant (RMA), National Education Center, Houston, TX  
American Medical Technologist (AMT), National Education Center, Houston, TX

##### EXTERNSHIP COORDINATOR – MEDICAL BILLING & CODING

Estella Lopez  
Master of Business Administration, Our Lady of the Lake University, San Antonio, TX  
Bachelor of Science, Environmental Biology, Lubbock, TX

Jairo Estrada, D.D.S  
Doctorate Dental Dentistry, Universidad Latina de Costa Rica  
Registered Dental Assistant (RDA), Texas State Board of Dental Examiners (TBDE)

##### HVACR FACULTY

Marcus Nobles  
Universal HVACR Technician - Certified, Louisiana Technical School, Mansfield, LA

STERILE PROCESSING TECHONOLGIST/SURGICAL TECHNOLOGY FACULTY

SheiRayle George

Surgical Technology Certificate, MedVance Institute, Houston, TX

Certified Surgical Technologist (CST), National Board of Surgical Technologist and Surgical Assisting (NBSTSA)

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019 Volume 1, Version 3

Effective date: 5/10/2019

*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 the language presented in the catalog.*

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### ACADEMIC POLICIES & SERVICES, PAGE 22

#### ACADEMIC LEAVE OF ABSENCE

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 the 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**

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 an 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 an 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 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 the 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 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, an 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.

## **TUITION & FEES, PAGE 28**

### **RIGHT TO CANCEL**

Fortis Institute will refund all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that the Institute cancels, or who cancels within five calendar days of signing the enrollment agreement and after receiving a tour of the facilities and equipment, but before starting class, or if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by representatives of the school. An applicant who cancels more than five calendar days of signing the enrollment agreement or within the student's first three scheduled class days will be charged not more than \$100 in any administrative fees as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019-2020 Catalog, 1/3/2019 Volume 1, Version 4

Effective date: 5/15/2019

*Fortis College 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.*

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### ACADEMIC POLICIES & SERVICES, PAGE 19

#### Counseling/Advisement

Academic advising is available throughout the student's enrollment at Fortis College 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 Fortis College 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 Fortis College's 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 Fortis College does not provide counseling services, it maintains a community resource list and a subscription for each student through WellConnect\* for personal, family, and financial counseling-related needs. Students who need assistance in these areas should request the community resources list.

*\*If a student has a problem that cannot be addressed by the Fortis College team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by Fortis College to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24 hours service is prepaid for by Fortis and there is no cost to the student. All members of campus have 24/7 access to licensed WellConnect counselors at 866.640.4777.*

### GRIEVANCE PROCEDURES, PAGE 40

#### 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](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Dr. Arturo Cervantes, Campus President, or online at [www.accsc.org](http://www.accsc.org).

# FORTIS INSTITUTE CATALOG ADDENDUM

Addendum to Catalog: 2019 Catalog, 1/3/2019 Volume 1, Version 5  
Effective Date: 7/1/2019

*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 28

*The following information applies to all students who enroll for start dates 7/1/2019 and later*

PROGRAM	TUITION	ENROLLMENT FEE	SCRUBS / UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	IMMUNIZATIONS	BACKGROUND CHECK	DRUG SCREEN	TEXTBOOKS	TOTAL COST
DIPLOMA PROGRAMS										
DENTAL ASSISTING	\$18,230	\$100	\$72	\$375	\$327	\$0	\$0	\$0	\$413	<b>\$19,517</b>
HVAC	\$17,636	\$100	\$72	\$686	\$25	\$0	\$0	\$0	\$477	<b>\$18,996</b>
MEDICAL ASSISTING	\$14,958	\$100	\$54	\$30	\$134	\$0	\$0	\$0	\$536	<b>\$15,812</b>
MEDICAL BILLING AND CODING SPECIALIST	\$17,636	\$100	\$72	\$0	\$116	\$0	\$0	\$0	\$888	<b>\$18,812</b>
STERILE PROCESSING TECHNICIAN	\$15,876	\$100	\$54	\$0	\$127	\$0	\$43	\$38	\$466	<b>\$16,704</b>
SURGICAL TECHNOLOGY	\$30,349	\$100	\$108	\$88	\$247	\$0	\$43	\$38	\$720	<b>\$31,693</b>
DEGREE PROGRAMS										
HEALTHCARE MANAGEMENT	\$15,762	\$100	\$0	\$0	\$0	\$0	\$0	\$0	\$1,320	<b>\$17,182</b>

## TUITION, BOOKS, AND OTHER COSTS, PAGE 29

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** be charged to the student.

A \$100.00 fee will be charged each time a student changes his or her program. A student must see the Registrar's Office and Financial Aid to discuss any program changes.

## **CURRICULUM, CLASS SCHEDULES & CHANGES, PAGE 25**

The four quarter, full-time day class schedule for general education courses and the lecture & didactic portions of the Dental Assisting, Medical Billing and Coding, and Heating, Ventilation, Air Conditioning, and Refrigeration Diploma Programs; The three quarter, full-time day class schedule for general education courses and the lecture & didactic portions of the Medical Assisting, Sterile Processing Technician Diploma and Associates Degree of Applied Science in Healthcare Management Programs; The six quarter, full-time day class schedule for general education courses and the lecture & didactic portions of the Surgical Technology Program has classes scheduled between 8:00 am and 10:30 pm, Monday through Thursday; and 8:00 am and 5:00 pm on Friday; and 9:00 am and 5:00 pm on Saturday. The scheduling of clinical hours for some classes may be at times other than normal Institute hours, including late evenings, early mornings, and weekends. Class schedules may change each quarter.

## **ARBITRATION, PAGE 51**

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

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/15/2019 Volume 1, Version 6

Effective date: 10/15/2019

*Fortis Institute add campus name here] 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 PROGRAMS, PAGE 15

#### SURGICAL TECHNOLOGY

Length: 1550 Clock Hours; 72 Instructional Weeks

Program Quarter Credits: 91

Credential Awarded: Diploma

Mode of Delivery: Residential

#### Plan of Study

PLAN OF STUDY		LECTURE Hrs	LAB Hrs	EXTERN Hrs	TOTAL CLOCK Hrs	TOTAL CREDIT Hrs
AHP200 COMMUNICATIONS FOR HEALTH PROFESSIONALS		60	0	0	60	4
BIO205 MICROBIOLOGY		20	40	0	60	4
MED110 ANATOMY AND PHYSIOLOGY I		20	40	0	60	4
MED115 ANATOMY AND PHYSIOLOGY II		20	40	0	60	4
SGT101 INTRODUCTION TO SURGICAL TECHNOLOGY		20	40	0	60	4
SGT105 ASEPSIS AND STERILE TECHNIQUE		20	40	0	60	4
SGT110 INSTRUMENTATION AND SURGICAL APPLICATIONS		20	40	0	60	4
SGT115 SURGICAL CASE MANAGEMENT		20	40	0	60	4
SGT120 DIAGNOSTIC, GENERAL, OBSTETRIC, AND GYNECOLOGICAL SURGERY		20	40	0	60	4
SGT125 OPHTHALMIC, OTORHINOLARYNGOLOGY, MAXILLOFACIAL AND PEDIATRIC SURGERY		20	40	0	60	4
SGT130 PLASTIC, GENITOURINARY, AND ORTHOPEDIC SURGERY		20	40	0	60	4
SGT135 CARDIOTHORACIC, VASCULAR, AND NEUROLOGY SURGERY		20	40	0	60	4
SGT205 PHARMACOLOGY AND ANESTHESIA		20	40	0	60	4
SGT210 SIMULATION: DIAGNOSTIC, ENDOSCOPY, GENERAL, GENITOURINARY, OBSTETRIC AND GYNECOLOGICAL PROCEDURES		20	40	0	60	4
SGT215 SIMULATION: OPHTHALMIC, OTORHINOLARYNGOLOGY, ORAL, MAXILLOFACIAL AND PLASTIC SURGERY		20	40	0	60	4
SGT220 SIMULATION: ORTHOPEDIC, CARDIOTHORACIC, VASCULAR AND NEUROSURGERY		20	40	0	60	4
SGT225 ST CAPSTONE AND CERTIFICATION REVIEW		40	0	0	40	4
SGT230 ST CAPSTONE AND CAREER DEVELOPMENT		40	0	0	40	4
SGT280 OR EXTERNSHIP ROTATION		0	0	270	270	10
SGT290 OR EXTERNSHIP ROTATION		0	0	240	240	9
TOTAL		400	640	510	1550	91



# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/15/2019 Volume 1, Version 7

Effective date: 1/14/2020

*Fortis Institute add campus name here] 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 CALENDAR, PAGE 1

#### HOLIDAY & BREAKS CALENDAR

01.01.2020	NEW YEAR'S DAY
01.20.2020	MARTIN LUTHER KING DAY
05.25.2020	MEMORIAL DAY
6.29.2020 – 7.05.2020	SUMMER BREAK
9.07.2020	LABOR DAY
11.26.2020 - 11.27.2020	THANKSGIVING HOLIDAY
12.21.2020 – 12.27.2020	WINTER BREAK

### FIRST DAY OF CLASS-PROGRAM 2020, PAGE 9

#### Dental Assisting

<u>START DATE</u>	<u>END DATE</u>
January 27, 2020	January 10, 2021
March 09, 2020	February 21, 2021
April 20, 2020	April 04, 2021
June 01, 2020	May 16, 2021
July 20, 2020	June 27, 2021
August 31, 2020	August 15, 2021
October 12, 2020	September 26, 2021
November 23, 2020	November 07, 2021

#### HVAC-R

<u>START DATE</u>	<u>END DATE</u>
January 27, 2020	January 10, 2021
March 09, 2020	February 21, 2021
April 20, 2020	April 04, 2021
June 01, 2020	May 16, 2021
July 20, 2020	June 27, 2021
August 31, 2020	August 15, 2021
October 12, 2020	September 26, 2021
November 23, 2020	November 07, 2021

**Medical Assisting**

<u>START DATE</u>	<u>END DATE</u>
January 27, 2020	October 11, 2020
March 09, 2020	November 22, 2020
April 20, 2020	January 10, 2021
June 01, 2020	February 21, 2021
July 20, 2020	April 04, 2021
August 31, 2020	May 16, 2021
October 12, 2020	June 27, 2021
November 23, 2020	August 15, 2021

**Medical Billing and Coding**

<u>Start Date</u>	<u>End Date</u>
January 27, 2020	January 10, 2021
March 09, 2020	February 21, 2021
April 20, 2020	April 04, 2021
June 01, 2020	May 16, 2021
July 20, 2020	June 27, 2021
August 31, 2020	August 15, 2021
October 12, 2020	September 26, 2021
November 23, 2020	November 07, 2021

**Sterile Processing Technician**

<u>Start Date</u>	<u>End Date</u>
January 27, 2020	October 11, 2020
March 09, 2020	November 22, 2020
April 20, 2020	January 10, 2021
June 01, 2020	February 21, 2021
July 20, 2020	April 04, 2021
August 31, 2020	May 16, 2021
October 12, 2020	June 27, 2021
November 23, 2020	August 15, 2021

**Surgical Technology**

<u>START DATE</u>	<u>END DATE</u>
June 01, 2020	November 07, 2021
November 23, 2020	May 01, 2022

**Health Information Technology**

<u>Start Date</u>	<u>End Date</u>
January 27, 2020	September 26, 2021
March 09, 2020	November 07, 2021
April 20, 2020	December 19, 2021
June 01, 2020	February 06, 2022
July 20, 2020	March 20, 2022
August 31, 2020	May 01, 2022
October 12, 2020	June 12, 2022
November 23, 2020	July 31, 2022

**Healthcare Management**

<u>Start Date</u>	<u>End Date</u>
January 27, 2020	October 11, 2020
March 09, 2020	November 22, 2020
April 20, 2020	January 10, 2021
June 01, 2020	February 21, 2021
July 20, 2020	April 04, 2021
August 31, 2020	May 16, 2021
October 12, 2020	June 27, 2021
November 23, 2020	August 15, 2021

Dental Assisting Faculty

Hope Seigel DA, RDA, Bachelor of Science in Health Science, Kaplan University

Medical Assisting Faculty

Jason Kirkpatrick, MA, RMA, U.S. Army-Medical Specialist, San Antonio, Texas, Associate Degree in Health Care Management, Sanford Brown, Houston, TX

HVACR Faculty

Lee Jackson, HVAC-R Certified

Sterile Processing Technician Faculty

Victoria Creeks, CRCST, CHW, Bachelor of Science in Human Services, Springfield College, Springfield, MA

Surgical Technology Faculty

Kanisha Johnson, CST

Nandi Bailey, CST, Surgical Technologist, Concorde Career College, Memphis, TN, Surgical Assistant, Meridian Institute, Nashville, TN

Alice Smith, CST, Bachelor of Science in Psychology, William Carey University, Hattiesburg, MS, Associate of Applied Sciences, Cuyahoga Community College, Cleveland, OH

General Education Faculty

Dr. Tammica Traylor, GenEds – Doctorate, University of Houston, Houston, TX, Master in Sociology and Education, Prairie View A&M, Prairie View, TX, Bachelors in Criminal Justice, Sam Houston State University, Huntsville, TX

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019-2020 Catalog 1/3/2019, Volume 1 Version 8

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.*

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***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 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 Academic Dean of Education or the Academic Dean of Nursing (for students enrolled in nursing courses), or the Select: Executive Director or 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 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.***

## 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: 2019 Catalog 1/3/2019, Volume 1, Version 9

Effective Date: 7/24/2020

*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.*

	Total Tuition	Enrollment Fee	Book Charges	Uniform	Kit	Immunization	Drug Screen	Background Check	Credential Examination	Total Cost
<b>Diploma Programs</b>										
Dental Assisting	18,412	100	482	72	387	-	-	43	377	19,873
HVAC-R	17,812	100	507	72	686	-	-	-	25	19,202
Medical Assisting	15,108	100	540	54	31	-	-	-	134	15,967
Medical Billing and Coding	17,812	100	992	72	-	-	-	-	116	19,092
Sterile Processing Technician	16,035	100	466	54	-	-	38	43	127	16,863
Surgical Technology	31,304	100	712	108	88	-	38	43	299	32,692
<b>Degree Programs</b>										
Healthcare Management	15,918	100	1,323	-	-	-	-	-	-	17,341

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019 Volume 1, Version 10

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.*

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### **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

### **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 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 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 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: 2019 Catalog 1/3/2019, Volume 1 Version 11

Effective date: 9/25/2020

*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.*

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### ADMISSION INFORMATION, PAGE 4

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE STERILE PROCESSING AND SURGICAL TECHNOLOGY PROGRAMS**

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Sterile Processing and Surgical Technology programs.

1. In addition to the General Admissions Requirements, the following are additional admissions requirements for the group of programs referred to as Medical Technology (Med Tech): Sterile Processing Technician (SPT), and Surgical Technology (SGT).
2. A prospective student will be interviewed by admissions and may be interviewed by an appropriate program director when necessary. .
3. The applicant must submit 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. The applicant must submit to and pass a 10-panel drug screening. Inconclusive testing such as a diluted or insufficient sample will require the test to be repeated. The applicant is responsible for the cost of the additional testing. 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
5. Applicants must submit to and pass a healthcare student criminal background check prior to starting the program. Results must be in the applicant's admissions 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/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
6. Students enrolling in the Sterile Processing Technician (SPT) or Surgical Technology (SGT) programs must read and sign a technical functions statement of understanding.
7. All Med Tech programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.
8. Once the above admissions requirements have been completed, letters of acceptance or denial are mailed to the applicants. An applicant who is not accepted for the start of a class may re-apply for a future class.

#### **ADDITIONAL REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS AFTER PROGRAM ACCEPTANCE**

The requirements listed below are not considered during the admission process but must be completed prior to the completion of the first term of enrollment in a Med Tech program:

- Applicants must sign the physical or technical statement specific to the chosen program.
- 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.
- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- 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.
- Since some externship sites may be farther than 50 miles from the campus; applicants must sign a statement of understanding of the travel requirements.

## **MEDICAL TECHNOLOGY PROGRAMS HEALTH AND IMMUNIZATION REQUIREMENTS**

The healthcare industry and the College's programs of study require healthcare professionals to be in good physical and mental health. Students with physical and/or mental health issues may be asked to obtain a physician's statement, at the student's cost, **verifying** that the condition will not be aggravated by or endanger clients associated with the student in required coursework.

Students enrolled in the Surgical Technology and Sterile Processing Technician (SPT) programs must complete the following immunizations prior to clinical/externship:

- Hepatitis B (first two in the series of three shots or positive titer).

Students enrolled in the Surgical Technology (SGT) programs must complete the following prior to starting clinical/externship:

- Submit documentation of the following immunizations:
- Hepatitis B (first two in the series of three shots or positive titer);
- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)

## **STAFF & FACULTY, PAGE 53**

### **ADMINISTRATIVE STAFF**

President	Jeffrey D. Fowler
Human Resources Associate/ Business Office Manager	Maria Quinteros
Registrar	Flor Ralda
Receptionist	TBD
Receptionist	TBD

### **ADMISSIONS**

Director of Admissions	John Heckman
Admissions Representatives	Teresa Zabala
	Amelia Pren
	Sheila Ammons

### **CAREER SERVICES**

Director of Career Services	Laura Lopez De Hernandez
Career Services Representative	Nora Galvin

## **FINANCIAL AID**

Director of Financial Aid	Mariana Canas
Financial Aid Officer	Bianca Daniels
Financial Aid Officer	Maria Sanchez

## **LIBRARY**

Learning Resource Center Assistant	TBD
Student Success Coordinator	TBD

## **ACADEMIC LEADERSHIP, PAGE 53**

### **DIRECTOR OF EDUCATION**

Dr. Natasha Williams, Ed.D

Doctorate of Education in Educational Leadership, University of Phoenix, Phoenix, AZ.

Master of Arts in Cross Cultural Communication with an Emphasis in Sports Administration, Grambling State University, Grambling, LA

Bachelor of Arts in Mass Communication with a Concentration in Broadcasting, Grambling State University, Grambling, LA

## **FACULTY**

### **DENTAL ASSISTING**

#### **DENTAL ASSISTING PROGRAM DIRECTOR**

Sheima Caraballo, DDS

Doctorate of Dental Science, University Gran Mariscal de Ayacucho, Barcelona, Venezuela

Bachelor of Science, Colegio Nuestra de la Consolación, Barcelona, Venezuela

#### **DENTAL ASSISTING INSTRUCTORS**

Ernesto Rodríguez, DDS

Doctorate of Dental Science, University Gran Mariscal de Ayacucho, Barcelona, Venezuela

Bachelor of Science, Colegio Nuestra de la Consolación, Barcelona, Venezuela

Jairo Estrada, DDS

Doctorate of Dental Science, Universidad Latira de Costa Rica, San Jose, Costa Rica

Certified Dental Assistant University of Texas Health Science Center, San Antonio, Texas

Hope Siegle

Bachelor of Science in Health Sciences, Kaplan University, Chicago, IL

Associate of Art in Interdisciplinary Action Kaplan University, Chicago, IL

Certified Dental Assistant, Erwin Technical Center, Tampa, FL

## **HEATING, VENTILATION, AIR-CONDITIONING, AND REFRIGERATION**

### **HVAC-R PROGRAM DIRECTOR**

Carl Roy

HVAC-R Certified, Ferris State University, Big Rapids, Michigan

HVAC-R Certificate Program, Lake Charles, Louisiana

#### **HVAC-R INSTRUCTORS**

Jennings Jackson

HVAC-R Certified

EPA Certified

NATE Certified

Marcus Nobles

Type and Type 2 Technical PCI Training Institute, Shreveport, LA

Universal EPA Certificate PCI Training Institute, Shreveport, LA

HVAC-R Diploma,

Commercial AC/ Refrigeration Technician Diploma

Michael B. Jones  
HVAC-R & Electrical Certification, Houston, TX  
U.S. Navy-Electrical Control and Devices Training, Norfolk, VA

#### MEDICAL ASSISTING

MEDICAL ASSISTING PROGRAM DIRECTOR  
Mark McDonald, ASCP, NHA, CMA  
Bachelor of Science Management, University of Phoenix, Houston, TX

#### MEDICAL ASSISTING INSTRUCTORS

Hanan Ali, MD  
Medical Doctor and Surgery Bachelor's Baghdad University, Bagdad, Iraq  
Master Degree Epidemiology, Baghdad University, Bagdad, Iraq  
Master Degree Microbiology Baghdad University, Bagdad, Iraq

Dr. Mohammed Alkhulaifawi,  
Bachelor of Medicine, Kharkiv National Medical University,  
Kharkov, Ukraine

Tiffany Jones  
Medical Assisting Diploma, Remington College, Houston, TX  
RMA Certified  
NRCMA and NRCPT Certified

Jason Kirkpatrick  
United States Army Medical Certification – Medical Specialist  
RMA Certified

Amiya Onyemeh-Sea  
Doctorate of Philosophy in Social and Community Services, Capella University, Minneapolis, Minnesota  
Masters of Art in Health Education,  
Sam Houston State University, Huntsville, Texas  
Bachelor of Science in Health Education,  
Sam Houston State University, Huntsville, Texas

Stephanie Williams  
NRCMA Certified  
NAHP Medical Assistant Certified  
Medical Assisting Diploma, National Education Center Houston, TX

#### MEDICAL BILLING AND CODING

MEDICAL BILLING AND CODING PROGRAM DIRECTOR  
Sheila Sims, NRCCS, NRCMA  
Bachelor of Science, Interdisciplinary Studies University of Houston, Houston, Texas

#### MEDICAL BILLING AND CODING INSTRUCTORS

Zulma Castaneda  
Medical Billing and Coding Diploma, Fortis Institute, Houston, TX  
Associate of Applied Science in Healthcare Management, Fortis Institute, Houston, TX

Oralia Leal  
Medical Administrative Assistant Diploma, Everest College, Houston, TX  
Medical Billing and Coding Specialist Diploma, Fortis Institute, Houston, TX

Estella Lopez

Master of Art in Business Administration, Our Lady of the Lake University, San Antonio, TX  
Bachelor of Science in Biology, Texas Tech University, Lubbock, TX

Lisa Welch - Austin  
National Certified Insurance and Coding Specialist, NCCT

#### HEALTHCARE MANAGEMENT

HEALTHCARE MANAGEMENT LEAD INSTRUCTOR

Estella Lopez

Master of Art in Business Administration, Our Lady of the Lake University, San Antonio, TX  
Bachelor of Science in Biology, Texas Tech University, Lubbock, TX

#### GENERAL EDUCATION INSTRUCTORS

Dr. Mohammed Alkhulaifawi,  
Bachelor of Medicine, Kharkiv National Medical University, Kharkov, Ukraine

Amica Onyemed-Sea

Doctorate of Philosophy in Social and Community Services, Capella University, Minneapolis, Minnesota  
Masters of Art in Health Education,  
Sam Houston State University, Huntsville, Texas  
Bachelor of Science in Health Education,  
Sam Houston State University, Huntsville, Texas

George Oti

Master of Art in Communication and Leadership, Gonzaga University, Spokane, WA  
Master of Arts in Literature, University of Houston –Clear Lake, Houston, TX  
ESL Certification, Oxford Seminar, Los Angeles, CA  
Bachelor of Art, University of Port Harcourt, Rivers States, Nigeria, West Africa

#### SURGICAL TECHNOLOGY AND STERILE PROCESSING TECHNICIAN

PROGRAM DIRECTOR

SURGICAL TECHNOLOGY INSTRUCTORS

Lead Instructor

Olalekan Olakanmi

Masters of Business Administration, Health Care Management, St. Joseph's College, Brooklyn, NY  
Bachelor of Science, Health Services Administration, New York City College of Technology, Brooklyn, NY  
Associates in Applied Science, Surgical Technology, Kingsborough Community College, Brooklyn, NY

Kanisha Johnson - Provost

Surgical Technology Diploma, Sanford Brown, Houston, TX  
Certified Surgical Technician, National Board of Surgical Technologists and Surgical Assisting

Teresa Hudgins, CST

Surgical Technology Diploma, Sanford Brown College, Houston, TX

#### STERILE PROCESSING TECHNICIAN

SURGICAL SERVICES CLINICAL COORDINATOR

Victoria Creeks

Bachelor of Science in Human Services, Springfield College, Springfield, MA  
Certified Registered Central Sterile Processing Technician - IAHCSCMM  
Chemical Dependency and Counselor, Certification, Texas Department of Health and Human Services

STERILE PROCESSING TECHNICIAN INSTRUCTORS

LaShone Smith, CSPT, CSIS

Bachelor of Science, Management, University of Phoenix, Phoenix, AZ



Cynthia Scott, CSPT  
Sterile Processing Certificate, LBJ Hospital, Houston, TX

Externship Coordinator

Nabila Mason

Masters in Science in Psychology, University of Phoenix, Tempe AZ

Bachelor of Arts, Psychology Beirut Arab University, Beirut, Lebanon

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019, Volume 1, Version 12

Effective date: 11/6/2020

*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.*

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### **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 A L O A 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: 2019 Catalog, 1/3/2019 Volume 1, Version 13

Effective date: January 11, 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.*

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*Information below is effective as of January 1, 2021.*

### **ACCREDITATION, LICENSES, AND APPROVALS, PAGE 2**

#### **Surgical Technology Program**

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCSTSA.org) and is on Probationary Status Effective November 20, 2020 9355 - 113th St. N, #7709, Seminole, FL 33775, P:727-210-2350, F:727-210-2354, E: [mail@caahep.org](mailto:mail@caahep.org)

### **GRIEVANCE PROCEDURES, PAGE 41**

The title and address of the programmatic accrediting commission is:

Commission on Accreditation of Allied Health Education Programs  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
P:727-210-2350  
F:727-210-2354  
E: [mail@caahep.org](mailto:mail@caahep.org)

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog 1/3/2019 Volume 1 Version 14

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.*

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*The following information applies to all students who enroll for start dates January 31, 2021 and later.*

### **ADMISSIONS INFORMATION, PAGE 4 - 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: 2019 Catalog, 1/3/2019 Volume 1 Version 15

Effective date: 3/5/2021

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### ADMISSIONS INFORMATION, PAGE 4

2. The applicant meeting criteria under the Consolidated Appropriations Act, 2012 to the Title IV eligibility of students who are not high school graduates from the United States Department of Education Office of Postsecondary Education will be eligible. The applicant must provide proof of passing an independently administered, Department of Education approved ATB test (the minimum passing score for the Math is 210 and the Verbal is 200).

The determination of the applicant's ability to benefit from the training from the school offered must be confirmed by documentation of the applicant's achievement of an approved score on a test or tests that have been reviewed by a qualified, independent third party for appropriateness of the instrument and specific score levels required for admission.

The acceptable score ensures that students will benefit from the training provided and that a substantial number of students will complete the training and be employed in the field for which training was provided.

### FIRST DAY OF CLASS, PROGRAMS 2021, PAGE 9

#### Dental Assisting

<u>START DATE</u>	<u>END DATE</u>
January 11, 2021	December 19, 2021
February 22, 2021	February 06, 2022
April 05, 2021	March 20, 2022
May 17, 2021	May 01, 2022
June 28, 2021	June 12, 2022
August 16, 2021	July 31, 2022
September 27, 2021	September 11, 2022
November 08, 2021	October 23, 2022
December 20, 2021	December 04, 2022

#### Heating, Ventilation, Air Conditioning & Refrigeration

<u>START DATE</u>	<u>END DATE</u>
January 11, 2021	December 19, 2021
February 22, 2021	February 06, 2022
April 05, 2021	March 20, 2022
May 17, 2021	May 01, 2022
June 28, 2021	June 12, 2022
August 16, 2021	July 31, 2022
September 27, 2021	September 11, 2022

November 08, 2021	October 23, 2022
December 20, 2021	December 04, 2022

### Medical Assisting

<u>START DATE</u>	<u>END DATE</u>
January 11, 2021	September 26, 2021
February 22, 2021	November 07, 2021
April 05, 2021	December 19, 2021
May 17, 2021	February 06, 2022
June 28, 2021	March 20, 2022
August 16, 2021	May 01, 2022
September 27, 2021	June 12, 2022
November 08, 2021	July 31, 2022
December 20, 2021	September 11, 2022

### Medical Billing and Coding

<u>Start Date</u>	<u>End Date</u>
January 11, 2021	December 19, 2021
February 22, 2021	February 06, 2022
April 05, 2021	March 20, 2022
May 17, 2021	May 01, 2022
June 28, 2021	June 12, 2022
August 16, 2021	July 31, 2022
September 27, 2021	September 11, 2022
November 08, 2021	October 23, 2022
December 20, 2021	December 04, 2022

### Sterile Processing Technician

<u>Start Date</u>	<u>End Date</u>
January 11, 2021	September 26, 2021
February 22, 2021	November 07, 2021
April 05, 2021	December 19, 2021
May 17, 2021	February 06, 2022
June 28, 2021	March 20, 2022
August 16, 2021	May 01, 2022
September 27, 2021	June 12, 2022
November 08, 2021	July 31, 2022
December 20, 2021	September 11, 2022

### Surgical Technology

<u>START DATE</u>	<u>END DATE</u>
June 28, 2021	December 4, 2022

### Healthcare Management

<u>Start Date</u>	<u>End Date</u>
January 11, 2021	September 26, 2021
February 22, 2021	November 07, 2021
April 05, 2021	December 19, 2021
May 17, 2021	February 06, 2022
June 28, 2021	March 20, 2022
August 16, 2021	May 01, 2022
September 27, 2021	June 12, 2022
November 08, 2021	July 31, 2022
December 20, 2021	September 11, 2022

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog (S3153): 2019 Catalog, 1/3/2019, Volume 1 Version 16

Effective Date: 8/1/2021

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### FIRST DAY OF CLASS 2022, PAGE 9

#### Dental Assisting

<u>START DATE</u>	<u>END DATE</u>
February 07, 2022	January 22, 2023
March 21, 2022	March 05, 2023
May 02, 2022	April 16, 2023
June 13, 2022	May 28, 2023
August 01, 2022	July 09, 2023
September 12, 2022	August 20, 2023
October 24, 2022	October 01, 2023
December 05, 2022	November 12, 2023

#### HVAC-R

<u>START DATE</u>	<u>END DATE</u>
February 07, 2022	January 22, 2023
March 21, 2022	March 05, 2023
May 02, 2022	April 16, 2023
June 13, 2022	May 28, 2023
August 01, 2022	July 09, 2023
September 12, 2022	August 20, 2023
October 24, 2022	October 01, 2023
December 05, 2022	November 12, 2023

#### Medical Assisting

<u>START DATE</u>	<u>END DATE</u>
February 07, 2022	October 23, 2022
March 21, 2022	December 04, 2022
May 02, 2022	January 22, 2023
June 13, 2022	March 05, 2023
August 01, 2022	April 16, 2023
September 12, 2022	May 28, 2023
October 24, 2022	July 09, 2023
December 05, 2022	August 20, 2023

#### Medical Billing and Coding

<u>Start Date</u>	<u>End Date</u>
February 07, 2022	January 22, 2023
March 21, 2022	March 05, 2023

May 02, 2022	April 16, 2023
June 13, 2022	May 28, 2023
August 01, 2022	July 09, 2023
September 12, 2022	August 20, 2023
October 24, 2022	October 01, 2023
December 05, 2022	November 12, 2023

### Surgical Technology

<u>START DATE</u>	<u>END DATE</u>
December 20, 2021	May 28, 2023
May 02, 2022	October 01, 2023

### Healthcare Management

<u>Start Date</u>	<u>End Date</u>
February 07, 2022	October 23, 2022
March 21, 2022	December 04, 2022
May 02, 2022	January 22, 2023
June 13, 2022	March 05, 2023
August 01, 2022	April 16, 2023
September 12, 2022	May 28, 2023
October 24, 2022	July 09, 2023
December 05, 2022	August 20, 2023

### TUITION AND FEES, PAGE 28 *Effective as of 8/1/2021*

	Total Tuition	Enrollment Fee	Book Charges	Uniform	Kit	Immunization	Drug Screen	Background Check	Credential Examination	Total Cost
<b>Dental Assisting</b>	18,596	100	502	73	410	-	-	43	378	20,102
<b>Healthcare Management</b>	16,077	100	1,344	-	-	-	-	-	-	17,521
<b>HVAC-R</b>	17,990	100	432	73	754	-	-	-	25	19,374
<b>Medical Assisting</b>	15,258	100	547	55	34	-	-	-	135	16,129
<b>Medical Billing and Coding</b>	17,990	100	959	73	-	-	-	-	117	19,239
<b>Sterile Processing Technician</b>	16,194	100	486	55	-	-	38	43	128	17,044
<b>Surgical Technology</b>	31,577	100	748	110	77	-	38	43	300	32,993

**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: 2019 Catalog, 1/3/2019 Volume 1 Version 17

Effective date: 9/14/2021

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### INTRODUCTION AND OVERVIEW, PAGE 3

#### 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/>

### STUDENT POLICIES, PAGE 38 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 37 and the Termination or Expulsion Policy can be found at Page 38 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

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019 Volume 1 Version 17

Effective date: 9/14/2021

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***This is effective July 1, 2021 until further notice.***

***This addendum replaces all prior published COVID-19 addenda.***

### **ADMISSIONS INFORMATION, PAGE 69 - 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 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 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 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 Fortis 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, Fortis Institute may choose to grant an ALOA on behalf of a student without having received prior written request as long as Fortis 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 Fortis Institute. Fortis 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 Fortis 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 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 may withdraw from all of their courses, and therefore from Fortis Institute by notifying Fortis Institute in writing.

Should students be considering withdrawing from a course or from Fortis Institute, they should meet with the Dean of Education or the Campus President in order to gain an appreciation for what Fortis 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 Fortis 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 Fortis 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
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## **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 \$320.00. 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: 2019 Catalog, 1/3/2019 Volume 1 Version 18

Effective 11/1/2021

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### **TUITION & FEES, PAGE 28**

*Effective December 20, 2021*

<i>Tuition &amp; Fees, Page 28 Effective December 20, 2021</i>	Total Tuition	Enrollment Fee	Book Charges	Uniform	Kit	Immunization	Drug Screen	Background Check	Credential Examination	Total Cost
<b>Dental Assisting</b>	\$ 18,968	100	502	73	410	-	-	43	378	\$ 20,474
<b>Healthcare Management</b>	\$ 16,398	100	1,344	-	-	-	-	-	-	\$ 17,842
<b>HVAC-R</b>	\$ 18,350	100	432	73	754	-	-	-	25	\$ 19,734
<b>Medical Assisting</b>	\$ 15,564	100	547	55	34	-	-	-	135	\$ 16,435
<b>Medical Billing and Coding</b>	\$ 18,350	100	959	73	-	-	-	-	117	\$ 19,599
<b>Sterile Processing Technician</b>	\$ 16,518	100	486	55	-	-	38	43	128	\$ 17,368
<b>Surgical Technology</b>	\$ 32,214	100	748	110	77	-	38	43	300	\$ 33,630

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019 Volume 1 Version 19

Effective date: 1/1/2021

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### HOLIDAY & BREAKS CALENDAR

<b>01.01.2021</b>	<b>NEW YEAR'S DAY</b>
<b>1.18.2021</b>	<b>MARTIN LUTHER KING DAY</b>
<b>05.31.2021</b>	<b>MEMORIAL DAY</b>
<b>07.04.2021-07.11.2021</b>	<b>SUMMER BREAK</b>
<b>09.06.2021</b>	<b>LABOR DAY</b>
<b>11.25.2021-11.26.2021</b>	<b>THANKSGIVING HOLIDAY</b>
<b>12.24.2021- 01.02.2022</b>	<b>WINTER BREAK</b>



# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019 Volume 1, Version 20

Effective date: 1/13/2022

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### CALENDAR, PAGE 1

HOLIDAY & BREAKS CALENDAR	
01.03.2022	NEW YEAR'S DAY
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 HOLIDAY
12.25.2022-01.02.2023	WINTER BREAK

### ADMISSIONS INFORMATION, PAGE 4

- 
2. The applicant meeting criteria under the Consolidated Appropriations Act, 2012 to the Title IV eligibility of students who are not high school graduates from the United States Department of Education Office of Postsecondary Education will be eligible. The applicant must provide proof of passing an independently administered, Department of Education approved ATB test, known as the Wonderlic Basic Skills test, with a minimum passing score for the Math is 210 and the Verbal is 200.

The determination of the applicant's ability to benefit from the training from the school offered must be confirmed by documentation of the applicant's achievement of an approved score on a test or tests that have been reviewed by a qualified, independent third party for appropriateness of the instrument and specific score levels required for admission.

The acceptable score ensures that students will benefit from the training provided and that a substantial number of students will complete the training and be employed in the field for which training was provided.

## DIPLOMA PROGRAMS, PAGE 11

### STERILE PROCESSING TECHNICIAN

Length: 780 Clock Hours; 36 Instructional Weeks Program Quarter

Credits: 46

Credential Awarded: Diploma

Mode of Delivery: Residential

#### OBJECTIVE

The role of the sterile processing technician is to perform all aspects of sterile processing functions with basic surgical instruments in the healthcare workplace. The objective of the Sterile Processing program is to prepare students with the knowledge and skills needed to seek entry-level positions as sterile processing technicians in hospitals, medical centers, and other centralized medical facilities.

#### DESCRIPTION

The Sterile Processing Technician ensures that instruments and equipment used by medical personnel are contaminant-free. In the Sterile Processing Technician program, students are instructed on proper techniques to clean and sterilize medical instruments and to use infection control methods. Students will learn the proper names and categories of medical instruments, equipment, and supplies and how to properly handle, transfer, store, inventory, and distribute these items. The program includes classroom study, practice in lab environments and hands-on, real-world experience.

#### 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.

#### ACADEMIC PROGRESSION

In addition to meeting the standards set in the Satisfactory Academic Progress policy, students must complete all concentration 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

Medical Technology Program students are required to participate in the credentialing exam as part of their graduation requirements. Graduates of the program are eligible to sit for the provisional certification exam offered by the International Association of Healthcare Central Service Material Management (IAHCSCMM) for the Certified Registered Central Service Technician (CRCST) credential.

#### CAREER OPPORTUNITIES

Graduates of the Sterile Processing Technology program are prepared to seek entry-level employment in outpatient surgery centers or in physicians' offices or dentists' offices where outpatient surgery is performed.

PLAN OF STUDY	LECTURE Hrs	LAB Hrs	EXTERN Hrs	TOTAL CLOCK Hrs	TOTAL CREDIT Hrs
AHP101 INTRODUCTION TO HEALTH PROFESSIONS	20	40	0	60	4
AHP105 MEDICAL TERMINOLOGY	20	40	0	60	4
AHP106 MEDICAL ANATOMY & PHYSIOLOGY	20	40	0	60	4
SGT101 INTRODUCTION TO SURGICAL TECHNOLOGY	20	40	0	60	4
SGT110 INSTRUMENTATION AND SURGICAL APPLICATIONS	20	40	0	60	4
SPT110 INTRODUCTION TO STERILE PROCESSING	20	40	0	60	4

SPT115	DECONTAMINATION AND DISINFECTION	20	40	0	60	4
SPT120	STERILIZATION PROCEDURES	20	40	0	60	4
SPT125	COMPLEX PROCESSING AND INVENTORY MANAGEMENT	20	40	0	60	4
SPT130	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	20	40	0	60	4
SPT190	EXTERNSHIP	0	0	180	180	6
TOTAL		200	400	180	780	46

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019 Volume 1 Version 21

Effective date: 2/1/2022

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### ACADEMIC PROGRAMS, Page 10

#### **ASSOCIATE DEGREE PROGRAMS**

##### **HEALTHCARE MANAGEMENT**

Length: 600 Clock Hours; a minimum of 46 quarter credits transferred; 36 Instructional Weeks Program Quarter Credits: 48 (for the completion portion); 94.0 (for completion plus transfer credit) Credential Awarded: Associate Degree of Applied Science in Healthcare Management  
Mode of Delivery: Residential

##### **OBJECTIVE**

The healthcare industry continues to expand and diversify, requiring employees to help ensure smooth business operations. The objective of this associate degree completion program is to help students understand what healthcare management entails today and prepare them with the knowledge and skills needed to further their education and prepare for continued progression in the healthcare industry.

##### **DESCRIPTION**

The Healthcare Management program consists of courses in business and healthcare management and general education courses. Business courses offer instruction in management, accounting, finance, organizational behavior, and human resource management, and general education courses help develop and enhance oral and written communication skills, critical thinking and problem-solving skills, and students' self-awareness and social awareness and strategies for managing self in a social, work environment.

##### **COMPLETION PROGRAM**

As a degree completion program, Healthcare Management is intended for people who have completed a diploma program in a healthcare field such as Medical Assisting, Dental Assisting, Medical Billing and Coding, Medical Office Administration, and Medical Office Basic X-Ray Technician accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA). Successful completion of allied health diploma programs that are at least the equivalencies of 46 quarter credits is required for admission.

##### **CAREER OPPORTUNITIES**

Graduates of the Associate degree completion program are prepared to seek employment in a wide variety of health-related businesses such as Medical Health Services, Administrative Services, Social and Community Services, Medical Office or Clinic, Healthcare Marketing, and Healthcare Sales.

**PLAN OF STUDY**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CLOCK HOURS</b>	<b>CREDIT HOURS</b>
AHP200	Communication for Health Professionals	60	4.0
BUS101	Fundamentals of Business Management	60	4.0
BUS201	Human Resource Management	60	4.0
HCM210	Medical Office Management	60	4.0
HCM215	Financial Aspects of Healthcare	60	4.0
HCM220	Risk Management in Healthcare Settings	60	4.0
ENG101	English Composition*	40	4.0
COM205	Effective Communication*	40	4.0
MAT101	College Mathematics*	40	4.0
SCI210	Environmental Science*	40	4.0
PSY101	General Psychology*	40	4.0
SOC101	Sociology*	40	4.0
*INDICATES A GENERAL EDUCATION COURSE			
TOTAL		600	48

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019, 1/3/2019, Volume 1, Version 22

Effective date: 4/1/2022

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### TUITION AND FEES, PAGE 28

PROGRAM	TUITION	ADMIN. & TECH. FEE	SCRUBS / UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	TEXTBOOKS	LAPTOP	TOTAL COST
DIPLOMA PROGRAMS										
DENTAL ASSISTING	\$18,968	\$203	\$72	\$410	\$375	\$43	\$0	\$502	\$0	\$20,573
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	\$18,350	\$100	\$72	\$754	\$25	\$0	\$0	\$432	\$320	\$20,053
MEDICAL ASSISTING	\$15,564	\$178	\$54	\$34	\$132	\$0	\$0	\$547	\$0	\$16,509
MEDICAL BILLING & CODING SPECIALIST	\$18,350	\$203	\$72	\$0	\$114	\$0	\$0	\$959	\$0	\$19,698
STERILE PROCESSING TECHNICIAN	\$16,518	\$178	\$54	\$0	\$125	\$43	\$38	\$486	\$0	\$17,442
SURGICAL TECHNOLOGY	\$32,214	\$253	\$108	\$77	\$297	\$43	\$38	\$748	\$0	\$33,778
DEGREE PROGRAMS										
HEALTHCARE MANAGEMENT	\$16,398	\$178	\$0	\$0	\$0	\$0	\$0	\$1,344	\$0	\$17,920

*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 29**

BOOKS AND EQUIPMENT RETURN POLICY: The College 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.

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2021 – 2022 Catalog, 3/2/2021 Volume 1 Version 23

Effective date: 5/9/2022

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### ADMISSIONS INFORMATION, PAGE 4

#### **ADDITIONAL REQUIREMENTS FOR MEDICAL TECHNOLOGY PROGRAMS AFTER ENROLLMENT**

The requirements listed below are not considered during the admission process but must be completed prior to the completion of the first term of enrollment in a Med Tech program:

- Applicants must sign the physical or technical statement specific to the chosen program.
- 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.
- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- 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.
- Since some externship sites may be farther than 50 miles from the campus; applicants must sign a statement of understanding of the travel requirements.
- Students enrolling in the Sterile Processing Technician (SPT) or Surgical Technology (SGT) programs must read and sign a technical functions statement of understanding.

#### **MEDICAL TECHNOLOGY PROGRAMS HEALTH AND IMMUNIZATION REQUIREMENTS AFTER ENROLLMENT**

The healthcare industry and the College's programs of study require healthcare professionals to be in good physical and mental health. Students with physical and/or mental health issues may be asked to obtain a physician's statement, at the student's cost, **verifying** that the condition will not be aggravated by or endanger clients associated with the student in required coursework.

Students enrolled in the Surgical Technology (SGT) and Sterile Processing Technician (SPT) programs must complete the following prior to starting clinical/externship:

- Submit documentation of the following immunizations:
- Hepatitis B (first two in the series of three shots or positive titer);
- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)



## ACADEMIC PROGRAMS, PAGE 10

### SURGICAL TECHNOLOGY

#### 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). Texas requires the graduate to be certified to work in the state of Texas. The granting of the diploma is not contingent upon the passing of any external certification examination.

## GRIEVANCE PROCEDURE, PAGE 41

### 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](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

# Fortis Institute

## CATALOG ADDENDUM

Addendum to catalog: 2019 Catalog, 1/3/2019, Volume 1, Version 24

Effective date: 6/23/2022

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### TUITION AND FEES, PAGE 28

<b>Tuition &amp; Fees, Page 28 Effective July 1, 2022</b>	<b>Total Tuition</b>	<b>Enrollment Fee</b>	<b>Book Charges</b>	<b>Uniform</b>	<b>Kit</b>	<b>Immunization</b>	<b>Drug Screen</b>	<b>Laptop</b>	<b>Background Check</b>	<b>Credential Examination</b>	<b>Total Cost</b>
<b>Dental Assisting</b>	\$19,444	203	497	84	455	-	-	-	43	540	\$21,266
<b>Healthcare Management</b>	\$16,809	178	1,341	-	-	-	-	-	-	-	\$18,328
<b>HVAC-R</b>	\$19,452	100	432	84	754	-	-	385	-	25	\$21,232
<b>Medical Assisting</b>	\$ 15,954	178	493	63	38	-	-	-	-	132	\$16,858
<b>Medical Billing and Coding</b>	\$ 18,808	203	888	84	-	-	-	-	-	114	\$20,097
<b>Sterile Processing Technician</b>	\$16,932	178	477	63	-	-	38	-	43	125	\$17,856
<b>Surgical Technology</b>	\$ 33,033	253	735	126	78	-	38	-	43	297	\$34,603

*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.*



A background image of two graduates, a man and a woman, wearing black caps and gowns. They are both smiling and looking towards the camera. The image has a blue tint.

**YOUR LIFE**  
POWERED BY LEARNING

A stylized yellow flame icon.

***FORTIS***  
*Your Life. Powered By Learning*