2013-2014 Catalog
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FORTIS College
4351 Garden City Drive, Landover, MD 20785
Phone: 301-459-3650 / Fax: 301-459-3640
For consumer info visit www.fortis.edu
INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis College in Landover, MD 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. Education Affiliates’ 53 schools and colleges are located in 17 states: Alabama, Arizona, Colorado, Florida, Georgia, Indiana, Louisiana, Maryland, New Jersey, New York, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Utah, and Virginia. Duncan Anderson is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

In June 2005, Education Affiliates, Inc. purchased the stock of the Medix School which had been operating in Towson, Maryland since 1969. Education Affiliates, Inc. opened Medix School- West on the western side of Baltimore in 2006 and opened Medix School -South in Landover, Maryland, near Washington, DC, in 2007. Medix School-South became a degree-granting institution in 2009 and has been known as Fortis College since. Fortis College in Landover, Maryland is a branch campus of Fortis Institute in Erie, Pennsylvania.

CONSUMER INFORMATION

This Catalog is published in order to inform students and others of Fortis College’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 College and any individuals. The information provided is current and accurate as of the date of publication.

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

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

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 4351 Garden City Drive, Landover, MD 20785.

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college’s accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College’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 College has accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) to award certificates in Expanded Function Dental Assistant, Medical Assisting, Medical Billing and Coding, and Pharmacy Technician, as well as Associate of Science degrees in Dental Hygiene and Medical Laboratory Technology. ACICS is listed as a nationally recognized accrediting agency by the U.S. Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street, NE, Suite 980, Washington, DC 20002, (202)336-6780/www.acics.org.

Fortis College is approved with the Maryland Higher Education Commission (MHEC). MHEC can be contacted at 6N. Liberty Street, Baltimore, MD 21201, (410) 767-3300.

The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval with reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is www.ada.org/117.aspx

College accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the College’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.

Students and prospective students may obtain from the Maryland Higher Education Commission (www.mhec.state.md.us) information regarding the performance of each approved program. This includes, but is not limited to, information regarding each program’s enrollment, completion rate, placement rate, and pass rate of graduates on any licensure examination.

MISSION AND PURPOSES

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

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

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

CRITICAL STRENGTHS OF FORTIS COLLEGE

Career-oriented programs: The College’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 College.

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 College accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

Dean of Education and/or Program Directors: 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 financial aid

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

PROGRAM AND POLICY CHANGES

Fortis College 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 College occupies a 37,000 square-foot facility and is located at 4351 Garden City Drive, Landover, MD 20785. This is within easy commuting distance from any area in Maryland, the District of Columbia, and Northern Virginia. The telephone number is 301-459-3650. The facility consists of a Dental Hygiene clinic, medical, science and computer laboratories as well as lecture classrooms. The facility includes 15 lecture classrooms, two computer labs and two medical wet labs. A Learning Resource Center and a student lounge are available for student use.

Administrative offices include: admissions, student services, career development, and financial aid. All lecture classrooms are equipped with Internet access. Audio-visual aids are used as an important part of the regular classroom sessions. Digital media carts with computer projectors are available in classrooms for enhancement of student learning. Computer labs include a digital projection device, scanners, printers, and other accessories as well as a terminal with Internet access for each student. The Student Resource Center is also equipped with computers with Internet access.

Externship facilities for Medical Assisting and Medical Billing and Coding students are located in area doctor's offices, hospitals, nursing facilities, and other medical facilities. Externship and clinical sites for Expanded Function Dental Assistant students are located in dentist offices and/or dental universities. All externship/internship sites are generally within a 30-mile driving radius of the school, professionally staffed, and equipped. A comprehensive list of externship/internship sites is available for viewing upon request to the Campus President.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis College 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 Paul Bao, Vice President of Education, at pbao@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 College does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to College 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 College receives all required documentation. All records received become the property of Fortis College.

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 college in the form of a valid high school diploma or higher earned degree, transcript, or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service.

2. The applicant must be seventeen (17) years of age or older at the time he or she starts his or her program of study.

3. The applicant must complete an applicant information form.

4. The applicant must interview with an admissions representative and/or other administrative staff.

5. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE “passing score” requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills. 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 is applying for re-admission, and previously achieved a passing score on the SLE, the passing test score may be used for re-admission, provided the SLE test was administered and passed within 18 months of the date of re-admission. A different version of the SLE will be used each time the applicant takes the exam.

The SLE minimum entrance requirements by program are as follows:

- Dental Hygiene 16
- Expanded Function Dental Assistant 13
- Medical Assisting 13
- Medical Billing and Coding 13
- Medical Lab Technology 17
- Pharmacy Technician 13

**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.

6. Applicants must pay the enrollment fee and complete all tuition payment requirements.

7. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM

In addition to the General Admissions Requirements, the following are additional admissions requirements for Dental Hygiene programs.

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 in the form of an official high school transcript with grades, or other acceptable documentation which confirms the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the United States of America. An applicant’s score in the ranking process will be affected if he/she presents a diploma without a transcript. All documents submitted must be translated into English.

2. The applicant must be seventeen (17) years of age or older at the time he/she starts the Dental Hygiene program.

3. The applicant must complete a personal information form.

4. The applicant must interview with an admissions representative and/or other administrative staff. During the interview, the applicant is made aware of specific criteria and procedures for admission, goal of the program, content of the curriculum, course transferability, and the scope of practice and employment opportunities for dental hygienists.

5. At the conclusion of the interview with an admissions representative, applicants who otherwise meet the requirements to pursue a selected program of study will be given the opportunity to take the Wonderlic Scholastic Level Entrance Test Evaluation (SLE). A minimum score of 17 is required for the applicant to be able to continue in the application process for Dental Hygiene. A minimum of one week is required before an applicant may retake the Wonderlic SLE exam. Under no circumstances will an applicant applying to the Dental Hygiene program be permitted to take the...
6. The applicant will be given the opportunity to take the HESI Evolve Reach Admission Assessment Exam (A2). The applicant will be instructed to select a date and time (maximum time for A2 Exam: 4.5 hrs). The test candidate must take the exam alone, unaccompanied by children or other persons who need supervision. The proctored examination, given at a computer terminal, in a quiet area, must be monitored by a trained staff person who does not report within the admission department. The proctor presents the results of the exam to the Director of Admissions. 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.

7. Applicants will also complete the Personality Profile and Learning Style components of the A2 Exam.

8. Prior to taking the A2, students will be encouraged to purchase the HESI Review Workbook to prepare for the assessment, HESI Evolve Reach Admission Assessment Exam Review. Students are strongly encouraged to complete the review study guide before taking the exam.

9. If the applicant is unsatisfied with the scores after his/her first exam remediation attempt, he/she is directed to complete the HESI online remediation session, before being allowed to take the A2 the second time. The re-examination can be administered during one of the regularly scheduled examination sessions on campus. The score selected for ranking purposes will be the higher of the two scores. Students are allowed two attempts at taking the A2 exam within a twelve-month period.

10. The applicant must complete an essay detailing (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Program in Dental Hygiene. This essay must be submitted to the Dental Hygiene Program Director or his/her designee no less than one week prior to the interview with the Director or his/her designee. The essay may be submitted in a paper or electronic format. The Program Director or designee grades the essay and returns it with the Essay Rubric to the Admissions Department.

11. The applicant must schedule and complete an interview with the Dental Hygiene Program Director and/or his/her designee.

12. Once the above admission requirements are successfully fulfilled, the applicant must agree to and sign the school's Enrollment Agreement and pay the enrollment fee.

13. The applicant must complete all tuition payment requirements.

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

15. The applicant must submit a copy of his/her current American Heart Association (BLS Healthcare Provider Course) CPR card. The applicant's current CPR card must not expire prior to the last day of the current school year.

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

17. The applicant must submit to and pass drug, alcohol and criminal background screenings.

18. All required Immunizations are to be completed within the first week of enrollment into the dental hygiene program. Students must complete the initial doses of Hepatitis B immunizations by the first week of pre-clinical coursework. The entire series must be completed as outlined in the clinical requirements policy.

19. When all the above is completed as noted for the Associate Degree in Dental Hygiene program requirements, the Applicant Rating Form and Rubric and the application file is submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Program Admissions Committee consists of the Dental Hygiene Program Director or his/her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s) and the College President or his/her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Associate Degree in Dental Hygiene program.

20. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Associate Degree in Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will break the tie.

21. After the Dental Hygiene Program Admission Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants.

22. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene Program for a future class. If desired by the applicant and within the appropriate time frame, he/she will have the opportunity to retake the SLE and/or A2 examinations. His/her revised admission rank will be measured according to the current applicant pool.

23. A waiting list for future classes will not be generated with applicants who have not been accepted. However, at the discretion of the Dental Hygiene Admissions Committee, vacancies in a class that occur before the start of clinic courses could be filled with these applicants.

Ranking for Student Admission into the Dental Hygiene Program

Students will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Chair, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, (5) score on the Admission Assessment Exam (A2), (6) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.
Interview by the Dental Hygiene Program Chair. The interview will assess a variety of the applicant’s characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.

Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.

High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or college GPA, or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for students who have a cumulative 3.0 GPA in high school or college science courses. Total possible score in this category is 70.

Wonderlic Scholastic Level Exam (SLE) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 17 required.

Admission Assessment Exam (A2) Score. Points will be assigned according to the score on the exam ranging from 0 to 60.

Work Experience in an Allied Health Field or US Military Service. Points will be assigned according the amount of time the applicant has worked in the allied field or US Military Service ranging from 0 to 30.

How the Scores are Assigned
The following methodologies are explained below regarding how each admission criterion is scored. The scores of each criterion are summed to obtain a total score.

Student Interview with the Dental Hygiene Program Director Score range 1-5 points.

Student Essay Score Range 5-25 points.

Wonderlic SLE: The scores on the test are assigned the following points.

<table>
<thead>
<tr>
<th>Test Score Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or below</td>
<td>0</td>
</tr>
<tr>
<td>17 – 20</td>
<td>5</td>
</tr>
<tr>
<td>21 – 29</td>
<td>10</td>
</tr>
<tr>
<td>30 – 39</td>
<td>20</td>
</tr>
<tr>
<td>40 – 50</td>
<td>30</td>
</tr>
</tbody>
</table>

Admission Assessment Exam (A2) The composite score of the tests is assigned the following points.

<table>
<thead>
<tr>
<th>Test Score Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>74% or below</td>
<td>0</td>
</tr>
<tr>
<td>75% – 79%</td>
<td>20</td>
</tr>
<tr>
<td>80% – 85%</td>
<td>40</td>
</tr>
<tr>
<td>86% – 89%</td>
<td>50</td>
</tr>
<tr>
<td>90% – 95%</td>
<td>55</td>
</tr>
<tr>
<td>96%+</td>
<td>60</td>
</tr>
</tbody>
</table>

High School or College GPA or GED: The GPA/GED range is assigned the following points.

<table>
<thead>
<tr>
<th>HS/College GPA/GED Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below 2.0</td>
<td>0</td>
</tr>
<tr>
<td>2.0 – 2.5 or GED</td>
<td>10</td>
</tr>
<tr>
<td>2.6 – 2.99</td>
<td>25</td>
</tr>
<tr>
<td>3.0 – 3.5</td>
<td>50</td>
</tr>
<tr>
<td>3.6+</td>
<td>60</td>
</tr>
</tbody>
</table>

Add 10 points for a cumulative GPA of 3.0 or higher in science course(s) at the High School or College level.

An applicant who does not present a transcript will receive 0 points in this category.

Allied Health Care Work or Military Experience: The numbers of years of experience are assigned the following points.

<table>
<thead>
<tr>
<th>Years of Experience</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;1</td>
<td>0</td>
</tr>
<tr>
<td>1 – 2.9</td>
<td>10</td>
</tr>
<tr>
<td>3 – 5.9</td>
<td>20</td>
</tr>
<tr>
<td>6+</td>
<td>30</td>
</tr>
</tbody>
</table>

Essential Skills and Functional Abilities for Dental Hygiene Students

Motor Abilities
Physical abilities and mobility sufficient to execute gross motor skills, and physical endurance to provide patient care.

Manual Dexterity
Ability of the student to demonstrate fine motor skills sufficient for applying

Perceptual/Auditory Ability
Sensory and perceptual ability to assess patients for providing dental hygiene care

Behavioral/Interpersonal/Emotional
- Demonstrates interpersonal abilities sufficient for interaction with individuals, families and groups from various social, intellectual and cultural backgrounds.
- Demonstrates the ability to work constructively and independently with the ability to modify behavior in response to constructive criticism.
- Demonstrates ethical behavior, which includes adherence to the professional standards and student honor codes.
- Ability to effectively and accurately operate equipment and utilize instruments safely in laboratory and clinical environments.

Additional Admissions Requirements for the Medical Laboratory Technology Program

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Medical Laboratory Technology program.
1. Must successfully achieving a Wonderlic score of 17 or higher, the applicant must complete the following requirements

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 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 Medical Laboratory 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.

**Additional Requirements for Medical Laboratory Technology Program after Program Acceptance**

The following items are not required for admission into the Medical Laboratory Technology program but must be completed prior to starting class:

1. The applicant must observe video/videos specific to the chosen careers that have been approved by the program director.

2. The applicant must complete an essay detailing (a) why the applicant wants to enter into the specific allied health profession and (b) why he or she should be admitted to the degree program. This essay must be handwritten on-site and submitted to the Program Director and/or his/her designee. The essay must be no more than 300 words. The Program Director or designee rates the essay using the proper rubric.

3. The applicant must accept and sign a statement specific to the chosen program:
   - Medical Laboratory Technology program (Essential Functions for MLT)

4. The applicant must submit a copy of his/her current (American Heart Association BLS Healthcare Provider Course) CPR card. This current CPR card must not expire prior to the last day of the current school year and must remain valid throughout the program. CPR certification and renewal are at the applicant’s expense. If the applicant does not have a CPR card, opportunities will be provided within the first term for this to be completed.

5. Since some 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/she is responsible for the costs of all medical services he/she requires.

6. Since some sites may require immunizations, seasonal influenza, and TB Test, the applicant must submit to these within the first week of the first term of attendance.

7. Since some sites may be further than 50-miles from the school, applicants must sign a statement of understanding

**Availability of GED Testing**

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

**Readmission**

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

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

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for re-admission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA), and can increase his or her credits earned to credits attempted ratio to comply with the College’s SAP policy. If approved for re-admission, the student will re-enter College in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter. A student who fails to meet SAP after the first quarter will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

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

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

**Orientation**

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

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

**Health and Immunization Requirements**

The allied health industry and the College’s programs of study require allied health 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, that the condition will not be aggravated by or endanger others associated with the student in required coursework.

Students enrolled in allied health programs are required to have at least the first two Hepatitis B series of vaccinations (of a three vaccine series), as well as a negative PPD (Tuberculosis test) prior to starting their externship/clinical portion of training. In the event of a positive PPD the student is required to complete a chest x-ray to show the absence of active Tuberculosis. Students may, after consultation with their physician, decline the Hepatitis B series of injections with written notification of the declination provided to the Registrar. Declining the Hepatitis shots may adversely affect the student’s ability to be placed into an externship site.

**Dental Hygiene Program Health and Clinical Requirements**

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

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

1. **Cleared Background Check**

The applicant must submit to and pass a criminal background check and be cleared per Fortis College policy and appropriate federal, state, and certifying or licensing agency rules and regulations. Students must maintain a clear criminal background while enrolled in the Dental Hygiene program. Students must report to the Dental Hygiene program director, 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 Dental Hygiene program.

2. **Negative Drug Screen**

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

3. Current BLS CPR Card

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

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

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

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

5. Immunizations

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

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

<table>
<thead>
<tr>
<th>Vaccination/ Screening</th>
<th>Requirements in Brief</th>
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<tbody>
<tr>
<td>Hepatitis B</td>
<td>- Serologic proof of immunity is required.</td>
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<td>- Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</td>
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<td>- Obtain serologic testing 2 months after dose #3.</td>
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<tr>
<td>MMR</td>
<td>- Serologic evidence of immunity or laboratory confirmation of disease is required.</td>
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<td>- If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.</td>
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<tr>
<td>Varicella</td>
<td>- Serologic proof of immunity or laboratory confirmation of disease is required.</td>
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<td>- If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.</td>
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<tr>
<td>Tetanus, Diphtheria, Pertussis</td>
<td>- One-time dose of Tdap is required.</td>
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<td>- Td boosters every 10 years thereafter.</td>
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<tr>
<td>Influenza</td>
<td>- Required annually.</td>
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<tr>
<td>Tuberculin Skin Test (TST)</td>
<td>- For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</td>
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<td></td>
<td>- For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.</td>
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<tr>
<td></td>
<td>- For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.</td>
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</table>

6. Serological Evidence of Immunity

Hepatitis B Vaccine

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

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

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

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

Measles, Mumps, and Rubella (MMR)

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

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

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

Varicella (Chicken Pox)

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

Tetanus, Diphtheria, Pertussis (Td/Tdap)

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

Seasonal Influenza

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

Tuberculosis/Tuberculin Skin Test (TST)

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

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

Initial Two-Step TB Skin Test:

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

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

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

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

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

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

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

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

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

7. Additional Immunizations

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Contracted clinical agencies where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. The College 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 Dental Hygiene program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student’s expense.

8. Student Health Requirements

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

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

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

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

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

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

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the Dental Hygiene program. Risk assessment is at the discretion of the Dental Hygiene program director.

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

TRANSFER OF CREDIT

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis College 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, an exception may 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 College 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.

Any courses for which applicants would like to request transfer credit must have been completed within the previous 60 months. Limited exceptions may be requested by the applicants of credits earned more than 60 months ago. Except for mathematics and prerequisite science courses in nursing and medical technology programs, which must have been taken within the past seven (7) years, General Education (GE) courses have no particular time limit and are evaluated by discipline. For example, courses in Psychology and Sociology fulfill the General Education requirement for the Social Science discipline; other Social Science courses, like Philosophy, Anthropology or Ethics, may also fulfill the requirement. To receive credit, students must have earned a grade of “C” or
higher, and the course competencies of the prior institution must be comparable to those at this College.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student’s Fortis College program. The student must provide official documentation in order to be considered for possible award of course credit. Only scores equivalent to a grade of "C" or higher will be considered. The College 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 (25% for Dental Hygiene).

Fortis College will accept credit earned in a similarly titled program from another Fortis College or Institute or MedVance Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program provided those credits have been earned within the last 60 months and the grade was a "C" or higher.

- REQUIREMENTS FOR STUDENTS ENROLLED IN THE DENTAL HYGIENE PROGRAM. The maximum allowable transfer credit that can be awarded is 25% of the total program credits.

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

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

A Veterans Administration (VA) funded student enrolling in any of the College’s programs with prior credit from another school 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. Fortis College 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 College 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

EXPANDED FUNCTION DENTAL ASSISTANT, MEDICAL ASSISTING, MEDICAL BILLING AND CODING, AND PHARMACY TECHNOLOGY PROGRAMS

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DENTAL HYGIENE AND MEDICAL LABORATORY TECHNOLOGY PROGRAMS

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<td>07.22.2013</td>
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Each term is six (6) weeks in length. Each quarter is twelve (12) weeks in length. Not all allied health programs have a start each Module/Term. Module and Term start dates are subject to change.
CERTIFICATE PROGRAMS

EXPANDED FUNCTION DENTAL ASSISTANT

Length: 1044 clock hours/ 48 Instructional Weeks
Program Quarter Credits: 52 Credits
Credential Awarded: Certificate
Mode of Delivery: Residential

PROGRAM DESCRIPTION

The objective of the Expanded Function Dental Assistant program is to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include assisting at chair side using four-handed dentistry, charting, appointment scheduling, keeping patient records and sterilizing instruments. Under the direct supervision of a dentist, the assistant may perform expanded functions such as intraoral procedures in restorative dentistry and oral surgery. The assistant qualified in radiology may also take and expose radiographs. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills, as well as front office skills and general education subjects.

Upon successful completion of this program, graduates are eligible to take the Maryland Radiation Health and Safety Examination (RHS) administered by the Dental Assisting National Board (DANB) to become certified as a Dental Radiographer Technician (DRT) in Maryland. The graduate is eligible to take the Infection Control Examination (ICE) and the Maryland Expanded Functions Examination administered by DANB to become a nationally Certified Dental Assistant (CDA) Pathway II. Graduates are also eligible to take the Maryland Orthodontic Assisting Expanded Functions (MOA) exam and the DANB Certified Orthodontic Assistant (COA) exam. Both exams are administered by DANB. See www.DANB.org for current information about the exam eligibility, locations, and dates.

Please note that Maryland applicants must then apply to the State of Maryland Board of Dental Examiners for a Dental Radiation Technician (DRT) credential and the Maryland Qualified Dental Assistant (QDA) credential. A criminal record may affect the candidate’s qualifications for obtaining certifications. See the Maryland State Board of Dental Examiners web site for current information: http://dhmh.state.md.us/dental/.

ACADEMIC PROGRAMS

MEDICAL ASSISTING

Length: 760 clock hours/36 Instructional Weeks
Program Quarter Credits: 54.5 Credits
Credential Awarded: Certificate
Mode of Delivery: Residential

PROGRAM DESCRIPTION

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, and optometrists running smoothly. Medical assistants held about 329,000 jobs in 2000. Sixty percent were employed in physicians’ office and about 15% were employed in hospitals, including inpatient and outpatient facilities. All others were employed at nursing homes, offices of other health practitioners, or health care facilities.

According to the U. S. Department of Labor Occupational Handbook, employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2012 as the health services industry expands as a result of technological advances in medicine, and a growing and aging population. Medical assisting is one of the fastest growing occupations.

Employment opportunities 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 would report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

Medical assistants perform many administrative duties. They answer telephones, greet patients, update/file patient medical records, complete insurance forms/referrals forms, handle correspondence, schedule appointments, arrange for hospital admissions and laboratory services, handle medical prescriptions, coordinate meetings with medical representatives, and handle billing & bookkeeping.

Clinical duties include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises. They must dispose of contaminated supplies and sterilize medical instruments. They instruct patients about medications and special diets. They prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings. Medical assistants may also arrange examining room instruments and equipment. They inventory, purchase, and maintain supplies and equipment. They must keep waiting and examining rooms neat and clean.

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<thead>
<tr>
<th>PLAN OF STUDY</th>
<th>CREDIT HOURS</th>
<th>CLOCK HOURS</th>
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<tr>
<td>AHP103 INTRODUCTION TO DENTAL ASSISTING</td>
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<td>AHP104 BASIC LIFE SUPPORT</td>
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<td>DAS121 DENTAL OFFICE PROCEDURES</td>
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<tr>
<td>DAS230 DENTAL ASSISTING SEMINAR</td>
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<td>DAS231 DENTAL CLINICAL I</td>
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<td>DAS232 DENTAL CLINICAL II</td>
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<tr>
<td>PDC200 CAREER DEVELOPMENT</td>
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</table>
The objective of the Medical Assisting program is to train students to acquire satisfactory skills and demonstrate competency in a variety of medical office procedures and laboratory techniques under the direct supervision of a physician. The medical procedures and lab techniques include injections, EKG’s, vital signs, urinalysis, phlebotomy, and assisting in minor surgery and emergency situations. Front office skills include patient data collection, scheduling patients, answering phone inquiries, insurance claims processing, bookkeeping, billing/collection, keyboarding, transcription, and word processing. These skills are evaluated utilizing error control and speed building reviews. This skill and knowledge enhancement will enable the graduate, upon completion of required course work, to further develop his or her career as a medical assistant through a 160 hour externship in a clinic, laboratory, physician's office, or hospital.

Upon satisfactory completion of the training, students will be qualified to assume entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above. They will understand the use of universal precautions, OSHA regulations, HIPPA requirements, confidentiality, and the legal aspects of the Allied Health environment.

Graduates of the program will receive a certificate upon completion and are eligible to sit for the Registered Medical Assistant Exam (RMA) offered by the American Medical Technologists (AMT).

### PLAN OF STUDY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
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<tbody>
<tr>
<td>COM105</td>
<td>COMPUTER SOFTWARE APPLICATIONS</td>
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<tr>
<td>HCT105</td>
<td>ESSENTIALS OF HUMAN ANATOMY</td>
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<td>FUNDAMENTALS OF PATIENT CARE</td>
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<td>MED122</td>
<td>SELECTED TOPICS IN CLINICAL PROCEDURES</td>
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<td>MA160</td>
<td>EXTERNSHIP</td>
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</table>

### MEDICAL BILLING AND CODING

**Length:** 760 Clock Hours/ 36 Instructional Weeks  
**Program Quarter Credits:** 54.5 Credits  
**Credential Awarded:** Certificate  
**Mode of Delivery:** Residential

### PROGRAM DESCRIPTION

The objective of the Medical Billing and Coding program is to train students for entry-level employment in skills such as: data collection, documentation, diagnostic and procedural coding, insurance claim completion and submission, bookkeeping, updating insurance rules & regulations, and following-up on claims.

Career opportunity sites include: doctor's offices, chiropractors' offices, physical therapist's offices, anesthesiologists offices, outpatient clinics, laboratories, radiology centers, long-term care facilities, acute care hospitals, insurance companies, managed care organizations, billing services, consulting firms, schools, organizations, and self-employment. According to the U.S. Department of Labor Occupational Handbook, employment of Medical Billing and Coding personnel is expected to grow much faster than the average for all occupations through the year 2012 as the health services industry expands because of technological advances in medicine, and a growing and aging population. Medical Billing and Coding is one of the fastest growing occupations.

Medical Billing and Coding workers need to be logical, practical, creative problem solvers, curious, inquisitive, organized, meticulous, and neat. They must also have good reading abilities and critical thinking skills. Their characteristics should include: honesty, conscientiousness, loyalty, trustworthiness, enthusiasm, and reliability. Medical Billing and Coding personnel need to be self-motivated and have the ability to work independently.

This program focuses on training students for Medical Billing and Coding through hands-on exercises, lectures, demonstrations, and group and individual projects. Students become familiar with the daily operations of the medical office environment, medical terminology, current billing procedures, implementing procedures diagnostic codes, basic bookkeeping, and the legal aspects surrounding the medical office. Students will also demonstrate keyboarding skills at a minimum speed of 35wpm with accuracy, use their basic knowledge of computer/medical software, and interpret insurance rules and regulations. They will access information via the Internet, understand billing methods and the billing cycle, generate insurance claims accurately, have a clear understanding of administrative operations, and understand the importance of obtaining, locating, and documenting proper patient information. Students will focus on the financial components necessary to submit a clean claim and be reimbursed within a reasonable amount of time. Students will be up-to-date on the various insurance types/coverages and insurance terminology. Students will study the billing process in both manual and electronic form.

This skill and knowledge enhancement will enable the graduate, upon completion of required course work, to further develop his or her career as a Medical Billing and Coding worker through a 160 hour externship in a clinic, laboratory, physician's office, hospital, or other setting that employs Medical Billing and Coding personnel.

Graduates will be qualified to enter employment as Medical Billing and Coding workers and be eligible to sit for the Certified Professional Coder Apprentice Exam (CPC-Apprentice) offered through the American Academy of Professional Coders (AAPC). The CPC-Apprentice is required to submit the annual 18 CEUs while completing his or her medical field experience requirement, and will receive a certificate from AAPC for CPC Apprentice. When the required medical field experience is met, the student may submit documentation and receive his or her official AAPC CPC/CPC-H certificate. Graduates from this program are also encouraged to sit for the Microsoft Office Specialist Certification Exam (MOS).
PHARMACY TECHNICIAN

Length: 760 clock hours/ 36 Instructional Weeks
Program Quarter Credits: 53 Credits
Credential Awarded: Certificate
Mode of Delivery: Residential

PROGRAM DESCRIPTION

Pharmacy technicians help licensed pharmacists provide medication and other healthcare products to patients. Technicians usually perform routine tasks to help prepare prescribed medication for patients, such as counting tablets and labeling bottles. Technicians refer any questions regarding prescriptions, drug information, or health matters to a pharmacist.

Pharmacy aides work closely with pharmacy technicians. They are often clerks or cashiers who primarily answer telephones, handle money, stock shelves, and perform other clerical duties. Pharmacy technicians usually perform more complex tasks than do pharmacy aides, although, in some states, their duties and jobs overlap.

Pharmacy technicians who work in retail or mail-order pharmacies have varying responsibilities, depending on state rules and regulations. Technicians receive written prescriptions or requests for prescription refills from patients. They also may receive prescriptions sent electronically from the doctor’s office. They must verify that the information on the prescription is complete and accurate. To prepare the prescription, technicians must retrieve, count, pour, weigh, measure and sometimes mix the medication. Then, they prepare the prescription labels, select the type of prescription container, and affix the prescription and auxiliary labels to the container. Once the prescription is filled, technicians price and file the prescription, which must be checked by a pharmacist before it is given to a patient. Technicians may establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

In hospitals, nursing homes and assisted-living facilities, technicians have added responsibilities. They read patient charts and prepare and deliver the medicine to patients. The pharmacist must check the order before it is delivered to the patient. The technician then copies the information about the prescribed medication to the patient’s profile. Technicians also may assemble a 24-hour supply of medicine for every patient. The package and label each dose separately. The package is then placed in the medicine cabinet of each patient until the supervising pharmacist checks it for accuracy. It is then given to the patient.

Employment of pharmacy technicians is expected to grow faster than average for all occupations through 2012 due to the increased pharmaceutical needs of a larger and older population, and to the greater use of medication. The increased number of middle-aged and elderly people – who, on average, use more prescription drugs than do younger people – will spur demand for technicians in all practice settings. With advances in science, more medications are becoming available to treat more conditions.

Cost-conscious insurers, pharmacies, and health systems will continue to emphasize the role of technicians. As a result, pharmacy technicians will assume responsibility for more routine tasks previously performed by pharmacists. Pharmacy technicians will also need to learn and master new containers; technicians must oversee the machines, stock the bins, and label the containers. Thus, while automation is increasingly incorporated into the job, it will not necessarily reduce the need for technicians.

This skill and knowledge enhancement will enable the graduate, upon completion of required coursework to further develop his or her career as a Pharmacy Technician through a 160 externship in a pharmacy, hospital, nursing home, assisted-living facility, or other setting that employs Pharmacy Technicians.

Upon satisfactory completion of the training, students will be qualified to assume entry-level positions in hospitals, clinics, retail pharmacies, wholesale pharmacies, and pharmaceutical companies as a Pharmacy Aide or a Pharmacy Technician. The graduate will also be eligible to sit for the certification exam for Pharmacy Technicians through the Pharmacy Technician Certification Board.

<table>
<thead>
<tr>
<th>PLAN OF STUDY</th>
<th>CREDIT HOURS</th>
<th>CLOCK HOURS</th>
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<tbody>
<tr>
<td>COM105 COMPUTER SOFTWARE APPLICATIONS</td>
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<tr>
<td>MED105 MICROBIOLOGY</td>
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<tr>
<td>MED170 FOUNDATIONS OF CLINICAL PHARMACOLOGY</td>
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<td>MED172 PHARMACOLOGY CALCULATIONS</td>
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<tr>
<td>MED174 DRUG PREPARATION</td>
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<td>MED175 DRUG CLASSIFICATION</td>
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<tr>
<td>MED176 DRUG THERAPY AND ADMINISTRATION OF MEDICATIONS</td>
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<td>MED177 IV SOLUTION PREPARATION</td>
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<td>MED178 BODY SYSTEMS</td>
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<tr>
<td>PT160 PHARMACY TECHNICIAN EXTERNSHIP</td>
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ASSOCIATE DEGREE PROGRAMS

DENTAL HYGIENE

Length: 2514 Clock Hours/108 Instructional Weeks
Program Quarter Credits: 105 Credits
Credential Awarded: Associate of Science
Mode of Delivery: Residential

PROGRAM DESCRIPTION

This program prepares the individual to pursue a career as a dental hygienist. A dental hygienist is a licensed oral health professional who provides educational, preventive, and clinical therapeutic services to the public. A thorough educational background in general education courses, basic science courses, dental and dental hygiene sciences prepares the student for supervised pre-clinical and clinical practice and entry into the field. According to the US Bureau of Labor Statistics, Dental Hygiene is ranked among the fastest growing professions and is expected to grow 30 percent through 2016. Employment in the field is expected to remain excellent, a result of the increasing demand for dental care. Possible entry-level employment opportunities include a variety of clinical settings, educational institutions, and public health settings. Graduates of this CODA accredited program are eligible to take the National Board Dental Hygiene Examination by the Joint Commission on National Dental Examinations, which allows the graduate to take regional and state licensing exams to become a Registered Dental Hygienist (R.D.H.).

PLAN OF STUDY

<table>
<thead>
<tr>
<th>Course</th>
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<th>Clock Hours</th>
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EN101    | 5.0          | 60          |
MAT101   | 5.0          | 60          |
PDC100   | 0.0          | 60          |
PDC200   | 0.0          | 60          |
PSY101   | 5.0          | 60          |
SCI118   | 5.0          | 60          |
SCI119   | 5.0          | 60          |
SOC101   | 5.0          | 60          |

MEDICAL LABORATORY TECHNOLOGY

Length: 2084 Clock Hours/84 Instructional Weeks
Program Quarter Credits: 105.0 Credits
Credential Awarded: Associate of Science
Mode of Delivery: Residential

PROGRAM DESCRIPTION

The Medical Laboratory Technology program provides students with a quality education in clinical laboratory science. The program meets the educational standards set forth by the Clinical Laboratory Improvement Act (CLIA) for Medical Laboratory Technicians. The objective of this program is to prepare the graduate for a career in the medical laboratories of hospitals, reference laboratories, and physician offices and in other related medical laboratories. Students develop the knowledge and skills for clinical laboratory tests that are needed to assist physicians in the diagnosis and treatment of patients.

Graduates will be eligible to sit for the National Registry examinations, including Clinical laboratory Technician, and Medical Laboratory Technician. Individuals with a criminal conviction may be eligible to take the credentialing examination required for employment in this occupation (see admissions policies and procedures).

PLAN OF STUDY

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>PDC100</td>
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<td>AHP101</td>
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<tr>
<td>MLT115</td>
<td>12.0</td>
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</table>
ACADEMIC ACHIEVEMENT/GRADING

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

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentages</th>
<th>Quality Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>95 to 100</td>
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<tr>
<td>A-</td>
<td>90 to 94</td>
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</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
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<tr>
<td>B-</td>
<td>80 to 82</td>
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<tr>
<td>C+</td>
<td>78 to 79</td>
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<tr>
<td>C</td>
<td>73* to 77</td>
<td>2.0</td>
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<tr>
<td>C-</td>
<td>70 to 72</td>
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<tr>
<td>D+</td>
<td>67 to 69</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>60 to 66</td>
<td>1.0</td>
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<tr>
<td>F</td>
<td>59 or below</td>
<td>0.0</td>
</tr>
<tr>
<td>P</td>
<td>Proficient in the course</td>
<td>N/A</td>
</tr>
</tbody>
</table>

* Dental Hygiene Students. The minimum passing grade for Dental Hygiene core courses is 73% (C).

Students must have a 2.0 or better in core courses to graduate from the Medical Laboratory Technician program.

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, the designated minimum passing grade may be higher. Students who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the College. 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.

ACADEMIC HONORS

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

Dean's List

Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List. Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

President's List

Students who earn a 4.0 grade point average for an academic term will be placed on the President's List. Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

Valedictorian

The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The College'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.

**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 filing 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 grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the College. They receive no quality points and are not included in CGPA.

**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 recorded with an asterisk.

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

**COURSE AUDIT**

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student’s required course schedule. Arrangements to audit a class must be made with the Dean of Education. 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 clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned; 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 (6 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 College may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

**TRANSCRIPT OF GRADES**

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost $5.00. All requests for student transcripts must be made in writing to the Registrar’s Office.

**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
- Achieve an overall attendance rate of at least 80%.
- 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 Dean of Education, Registrar, Financial Aid, and Career Services
- Returned any school property, including books and equipment
- Must currently be in good financial standing

**LICENSURE, CERTIFICATION, AND REGISTRATION**

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

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

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

**STUDENT HANDBOOKS**

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

**COUNSELING/ADVICE**

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

**TUTORING**

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

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

**ACADEMIC APPEALS**

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

Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education 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 review of the decision.

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

If the student is appealing termination due to violation of the attendance policy, the student will remain withdrawn from the school until the appeal is successful. See SAP Appeals & Financial Aid Probation of the Satisfactory Academic Progress section of this catalog for more information if the student is appealing termination due to failure to maintain satisfactory academic progress.

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

**ATTENDANCE**

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

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

Students must attend a minimum of 80% of the program in which they are enrolled in order to graduate.

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

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

Students are responsible for making-up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.
Attendance is reviewed by instructors, program directors, and the Dean of Education on a weekly basis with a focus on those who have been absent for 15% of the scheduled course. Students will be notified by phone, e-mail, or online in the student portal if their attendance is in danger of violating attendance requirements.

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

MAKE-UP WORK

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

TARDINESS/EARLY DEPARTURE

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

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

With the exception of scheduled holiday breaks, the College’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 (modules) in her/his program study and not take any classes in one module. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN) which would allow a student to request and be approved to retain his/her status as a otherwise active and enrolled in the College during these brief periods which may never exceed forty-five (45) days.

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

- The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- In order to qualify for the SPN enrollment status, the student must otherwise be in good academic and financial standing with the Institute and sign a Student Status Change Request Form (SSCR) wherein the student affirms that he/she will attend the next module which shall be a period of time of non-attendance of no longer than a maximum of 45 calendar days.
- The Dean of Education must approve the SPN request.
- The Financial Aid Director must also approve the SPN request.
- Any approved SPN means that the College will not charge the tuition, books or fees for the module and instruction which will not be delivered during the SPN.

LEAVE OF ABSENCE

Students who need to interrupt their program of study because of a medical condition, for a Family Medical Leave Act (FMLA) circumstance, active military service, jury duty obligation, or other severe or unanticipated personal circumstance, may make an application for a Leave of Absence. Students experiencing these types of circumstances should meet with the Dean of Education or the Campus President to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA).

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

- The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave Request Form.
- The applicant for a LOA must be able to resume his or her training at the same point where the training was interrupted.
- The applicant for the LOA 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.
- The leave period requested should be no more than 90 days. If the student requires an extension of the original leave period requested, the student must apply for an extension and document the need. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. In any 12 month period, the cumulative leave period(s) may be no longer than 180 days.
- The applicant for a leave must confirm that the applicant 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 and that his or her federal student loan(s) will have entered his or her federal loan “Grace Period” as of the applicant’s actual last day of class attendance. Further, repayment of the student’s loans will begin six months after his or her last day of class attendance.
- For students enrolled in a credit hour program, an LOA should be requested prior to the first scheduled class day of a term or module; however, in certain documented, unforeseen and severe circumstances, a student may find it essential to request an LOA 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 LOA request, the student will be considered as not having started the term or module, and all tuition and fees charges for the term or module will be removed for the term or module, and all tuition and fees payments specifically designated for the term or module will be refunded to the source of the payment. The only exception to this requirement would be a book, uniform or similar item where the item had been provided and used by the student and the item(s) cannot be accepted as a return for full credit.
- A student, who is granted an LOA in a credit hour program, may only return in at the beginning of a term or module.
The applicant for a Leave of Absence will be notified by the Dean of Education or the Campus President if his or her application for a Leave of Absence has been approved. If the leave is approved, the student will also be notified of the approved return date and any other conditions required of the student.

**Withdrawal**

In order to remain in “Active” status at the College, 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 College 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 College, by notifying the College in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Dean of Education or the Campus President in order to gain an appreciation for what the College 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 College 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 College 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 the College**

Students who have been dismissed from the College are not eligible for re-installment, unless the dismissal was due to failure to meet the College’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 module or quarter 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/module 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 on-line or distance education instruction at Fortis College.

**Clock Hour of Instruction**

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

**Clock to Credit Hour Conversion Formula**

**Definition of a Credit Hour**

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

One quarter credit hour is defined as:

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

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

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

Types of Out-of-Class Work

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

Assignment of Out-of-Class Work

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

MAXIMUM CLASS SIZE

<table>
<thead>
<tr>
<th>Dental Hygiene</th>
<th>All Other Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:25 Lecture</td>
<td>35:1 Lecture</td>
</tr>
<tr>
<td>1:10 Lab</td>
<td>24:1 Computer</td>
</tr>
<tr>
<td>1:5 Clinic</td>
<td>16:1 Clinical/Wet Lab</td>
</tr>
</tbody>
</table>

COURSE PROGRAMMING

Fortis College 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 8:00 a.m. and 11:00 p.m., Monday through Thursday.

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

COLLEGE CLOSURES

The College reserves the right to close the College 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 College’s telephone number.

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

COURSE ADD/DROP

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

CLINICALS, INTERNSHIPS, AND EXTERNSHIPS

1. Nature of policies in this section of the Catalog
   a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term “externship” is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.

2. Nature of CIE - educational purpose, status of students
   a. Most programs at this College are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student’s future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student’s status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.

3. Requirements that must be met prior to release to externship
   a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
   b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
   c. There are a wide range of program and site specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.

4. Agreements
   a. The College maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the
responsibilities of the institution, and the responsibilities of the student.

5. Site availability, assignment to a site
   a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally students are not required to find their own sites, rather they will be assigned to a site with whom the College has an existing relationship. Should the student want to introduce a new site to the College, the College 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. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.
      ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.
   c. Length of day, maximum length of day
      i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.

7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence
   a. The student must complete 100% of the hours specified in the program outline for externship.
   b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.
   c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.
   d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the College’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 College 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 College'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 College's staff will visit that site at least twice during the time the student is assigned 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 College. It is the student’s
responsibility to get the supervisor's signature on his or her timecard.

9. Safety, confidentiality, professionalism
   a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.

10. Dress code, behavior, conduct, and rights and responsibilities
    a. At all times the College'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 College'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 College'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'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 in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The College 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 College is required to conduct a federal and/or state background check on the student. As part of that background check, the College will request records about any prior criminal or drug related offenses. For some programs, the student’s driving record may also be checked. See program specific requirements.

    c. There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information
    a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
    b. Additional information can also be obtained from the program director or the program’s 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 College’s Academic Improvement Plan.

FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the College 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 College, and to support the professional development and research needs of faculty and students. Accessibility of current, relevant resources for users is the guiding mission in establishing all policies and procedures, in budgeting, and in decision-making.

OBJECTIVES

The Learning Resource Center (LRC) seeks to enrich the educational experience of all users by providing users accessibility to a wide range of current and relevant materials and information services that promote education and cultivate life-long learning. The LRC seeks to fulfill the unique informational needs of the library community by providing access to electronic data bases, web-based resources, print journals, media titles, and reference books. The LRC seeks to enrich faculty instructional strategy and delivery by providing access to internet technology and virtual access to data bases and web-based resources in classrooms, laboratories, offices, and other learning spaces.
DEFINITION
The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the College. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of data bases and web-based resources that are accessible on computers in the LRC or at any location in the College. The LRC provides a quiet environment for study or research. The LRC is managed by a professional Librarian with a Master of Library Science (or equivalent) from an American Library Association accredited program.

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 College 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 College's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

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

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

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

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

Recent graduates who have not yet obtained employed in the field of their program should notify the College'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 College reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the College may disclose personal information to the employer for the sole purpose of employment verification.

While placement assistance will be provided, the College cannot promise or guarantee employment or a specific salary.
**TUITION & FEES**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TUITION</th>
<th>REGISTRATION FEE</th>
<th>BOOKS</th>
<th>UNIFORM FEE</th>
<th>BACKGROUND CHECK FEE</th>
<th>INSTRUCTIONAL MATERIALS &amp; TOOLS</th>
<th>DRUG TEST</th>
<th>TESTING FEE</th>
<th>GRADUATION FEE</th>
<th>TOTAL COST</th>
</tr>
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<tr>
<td>DEGREE PROGRAMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Dental Hygiene</td>
<td>$43,170</td>
<td>$150</td>
<td>$2,340</td>
<td>$200</td>
<td>$43</td>
<td>$4,106</td>
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<td>$0</td>
<td>$70</td>
<td>$70</td>
<td>$32,025</td>
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<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>TUITION</th>
<th>REGISTRATION FEE</th>
<th>BOOKS</th>
<th>UNIFORM FEE</th>
<th>BACKGROUND CHECK FEE</th>
<th>INSTRUCTIONAL MATERIALS &amp; TOOLS</th>
<th>CERTIFICATION</th>
<th>GRADUATION FEE</th>
<th>IMMUNIZATIONS</th>
<th>TOTAL COST</th>
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<tr>
<td>CERTIFICATE PROGRAMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Medical Assistant</td>
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<td>$150</td>
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<td>$1,050</td>
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<td>$43</td>
<td>$0</td>
<td>$105</td>
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<td>$0</td>
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<tr>
<td>Expanded Function Dental Assistant</td>
<td>$19,256</td>
<td>$150</td>
<td>$800</td>
<td>$100</td>
<td>$43</td>
<td>$0</td>
<td>$195</td>
<td>$70</td>
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<td>$20,879</td>
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<tr>
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<td>$500</td>
<td>$100</td>
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<td>$0</td>
<td>$130</td>
<td>$70</td>
<td>$0</td>
<td>$15,363</td>
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</table>

The Enrollment Agreement obligates the student and the College 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 College 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.

**ADDITIONAL OR OPTIONAL FEES**

The cost of transportation to and from school and all meals and housing are the expense of the student.

There is an additional charge for all certification, licensure, and registration exams for those students who are required or desire to become certified, licensed, or registered. This charge is not part of the total program cost listed above. Certification, licensure, and registration exams may or may not be offered at the school.

Students will be provided with uniforms (2 sets of scrubs & 1 lab coat. These are covered under the book and uniform fee listed above for each program. Students can purchase additional uniforms at their own cost, provided colors and styles are the same. Textbooks are included as part of the book and uniform fee listed above for each program.

Medical Assisting students are advised to have at least the first Heptravoc shot as well as a negative PPD (Tuberculosis test) prior to the start of MED121 and MED122 and are advised to have all Heptravoc vaccinations prior to their Externship Module. Three Heptravoc vaccinations are recommended in the series. Other costs include:

- Hepatitis B Vaccination Series - $80 per shot
- PPD - $15

Expanded Function Dental Assistant students are advised to have all Heptravoc vaccinations as well as a negative PPD (Tuberculosis Test) prior to their Clinical Module. Three Heptravoc vaccinations are recommended in the series.

**OCCUPATIONAL CERTIFICATIONS**

Certification for the AAPC Billing and Coding Exam is $300. Registered Medical Assistant Exam fees are $90 (NCCT) Billing and
Coding Specialist Exam is $90 (NCCT). All these fees are the responsibility of the student as they are not included in the tuition.

After successful completion of the Expanded Function Dental Assistant program, graduates are eligible to sit for the following certification examinations:
- Radiation Health and Safety Examination (RHS): Maryland candidates $170.00 *
- Infection Control Examination (ICE): $150.00
- Maryland General Dental Assisting examination (MDG): $200.00 **

These examinations are administered through the Dental Assistant National Board, Inc. (DANB) ***. DANB can be contacted at 444 N. Michigan Ave. Suite 900, Chicago, IL 60611, 1-800-367-3262/www.danb.org.

The RHS and ICE examinations are offered by computer at participating Sylvan/Prometric Centers and by written examination three (3) times annually. The MDG exam is offered in written format only and administered three (3) times annually.

*Maryland candidates must apply to the Maryland Board of Dental Examiners for a Dental Radiation Technologist (DRT) credential. This credential is renewable every 2 years in the odd year and is the responsibility of the candidate.

**Maryland candidates must apply to the Maryland Board of Dental Examiners for the MDG credential one time only.

***DANB Candidate Guides are available through the Dental Assisting Department.

Exam fees are subject to change.

Students are advised that many health care facilities are requiring criminal record checks for externship and employment and this additional expense, if required, is assumed by the student.

Students with a health or physical problem may be asked to obtain a physician’s statement, at the student’s cost, that the condition will not be aggravated by or endanger clients/patients associated with the student in required coursework.

Dental Hygiene

Dental Hygiene students will be responsible for fees associated with obtaining their Dental Hygiene license, such as the National Board Examination fee and the Regional Board examination fee.

REFUND AND CANCELLATION POLICIES

CANCELLATION/REJECTION POLICY

CANCELLATION after Starting Class

A. Tuition is charged and payable by the Quarter. Each Quarter is 12 weeks in length.

B. If a student withdraws or is terminated after the first instructional day in the Quarter, the student’s refund will be based on the formula below:

Proportion of Total Quarter Taught | Tuition Refund
----------------------------------|------------------
Less than 10%                     | 90%
10% up to but not including 20%   | 80%
20% up to but not including 30%   | 60%
30% up to but not including 40%   | 40%
40% up to 50%                     | 20%
More than 50%                     | No refund

C. The enrollment fee shall not be refunded (unless the student withdraws or is terminated within seven (7) calendar days of signing the enrollment agreement, whether or not classes have begun).

D. All refunds will be made within 30 days of the College’s determination of the student’s last day of attendance and in no event later than 60 days after the student’s last day of attendance, except in the case of a failure of a student to return from an approved leave of absence, in which case the refund will be made within 30 days of the scheduled date of return.

E. All refunds are calculated from the student’s last day of attendance.

F. If the College closes, cancels or discontinues a program, the student shall receive a full refund within 30 days.

RIGHT TO CANCEL

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid, by mailing a written notice to Fortis College, postmarked no later than midnight on the fifth calendar day after the date the applicant’s Enrollment Agreement with the College was signed. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis College, 4351 Garden City Drive, Landover, MD 20785. If the applicant for admissions cancels his or her enrollment as noted above more than five calendar days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus a $100 Enrollment Fee to be paid within 30 days.
Fortis College cancels, or who cancels within five calendar days of signing the enrollment agreement.

**Other Charges**

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

Fortis College 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 federal grants and federal loans, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This important document may be obtained from the College’s Financial Aid Office or online at http://studentaid.ed.gov/students and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the College’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, or in paper form from high school counselors, at public libraries and the College’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 College’s Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Fortis College makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the College’s Financial Aid Officer for the College-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 during the time the student is in attendance 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 College’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 College’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 on and 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 College’s Financial Aid Office, based on the student’s financial need and academic progress. Questions regarding the FWSP should be directed to the College’s Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWSP 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 FWSP program, his or she is notified.

VETERANS BENEFITS

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

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

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

Workforce Investment Act

Workforce Investment Act, WIA, is designed to assist students who have been affected by the downturn in the economy to re-
enter the workforce in a career where they can excel and benefit the employer at the same time. This is a state funded program that has regional offices in most parishes that award funding for that specific parish. The funding is awarded based on need, availability, and several other factors. Students must meet with a counselor in their area prior to entering an education program.

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 College 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 College’s Consumer Information Guide or contact the Financial Aid Office.

Return of Title IV Funds Policy

If a student withdraws from the College 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 College 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:

<table>
<thead>
<tr>
<th>No. of Days Completed in the Payment Period through Withdraw Date</th>
<th>Total Number of Days in the Payment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

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:

- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Pell Grants

Return of Unearned FSA Funds

The College must return the lesser of the following:

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

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

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

If a student earned more aid than was disbursed, the College 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 College 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 College of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The College 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 College’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 College’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 College for continued enrollment.

SAP Evaluation Periods

The College’s SAP standards measure a student’s satisfactory academic progress at the end of each quarter or term. The College will provide an academic grade report to each student at the end of each quarter or term, 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 College measures qualitative progress on the basis of a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student’s CGPA, except that of a withdrawal (“W”) or incomplete (“I”) will not be included in determining a student’s cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student’s GPA. (See CGPA requirements at each Evaluation Level in the charts 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 Registrar stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional quarter or term to correct the deficiency and meet the minimum requirements at the end of his or her next quarter or term. The Academic/Financial Aid Warning period shall be one quarter or term. 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 College 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 Less Than One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 12</td>
<td>60%</td>
<td>1.85</td>
</tr>
<tr>
<td>2</td>
<td>12.1 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
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</table>

Programs of Study of One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
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</thead>
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<td>1 to 25</td>
<td>60%</td>
<td>1.75</td>
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<tr>
<td>2</td>
<td>25.1 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
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</table>

Programs of Study of More than One Academic Year

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
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<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 32</td>
<td>50%</td>
<td>1.50</td>
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<tr>
<td>2</td>
<td>32.1 to 48</td>
<td>50%</td>
<td>1.75</td>
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<tr>
<td>3</td>
<td>48.1 to 64</td>
<td>60%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>64.1 &amp; higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Dental Hygiene Program

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 13</td>
<td>50%</td>
<td>1.75</td>
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<td>2</td>
<td>13.1 to 48</td>
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<td>3</td>
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<tr>
<td>4</td>
<td>64.1 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
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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 College if the student can demonstrate in his or her written appeal that mitigating circumstances were the contributing factors to the student’s failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student’s letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Dean of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional term (quarter or semester) 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 or semester) as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the College’s satisfactory academic progress standards by the end of that term (quarter or semester). 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 warrants. 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 College. 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 semester) or the period of the Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the College may permit the student to continue his or her enrollment while the appeal is pending; however, the student would be responsible for the full payment of his or her tuition and fees if his or her appeal is not successful. The SAP appeal decision of the Financial Aid Committee is final, and the Committee’s decision will be provided to the student in writing within 30 days of the appeal filing.

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

Cancellation of Aid

If a student’s financial assistance is cancelled for failure to meet satisfactory academic progress after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the College as well as the requirements for the submission of an appeal and the requirements for re-admission to the College.

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

Students who have been terminated from the College for failure to achieve satisfactory academic progress may qualify for readmission to the College for the purposes of reestablishing their satisfactory academic progress. However, during this period, students will not be eligible to receive any form of federal financial aid. Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary course(s) at the College at students’ own expense or through transferring credits into the College.

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

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the College from another postsecondary institution, the transfer credits that were accepted by the College 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 College, 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 College’s academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the College, 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.

Incomplete Grades

The “I” grade is a temporary grade and will be changed to a letter grade which will then be calculated in the cumulative GPA for SAP.
Neither credits attempted nor grades achieved in required remedial or non-credit courses will have any effect on the calculation of SAP.

Termination

The College reserves the right to terminate a student’s enrollment if, during the student’s program of study, the College determines that the student has failed to maintain satisfactory academic progress, comply with the College’s rules and regulations as published in the College’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 College for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant’s academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.
STUDENT POLICIES

STUDENT RIGHTS

Students accepted into an academic program of study at the College 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 College of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
- 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 College’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 College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

Standards of Student Professional Conduct – Academic Integrity

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

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

Standards of Student Professional Conduct – General Conduct

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

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

- Knowingly furnishing false information to the College
- Theft of the College’s property; theft, damage, forgery, alteration, misuse or mutilation of the College’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 College 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
• Intentional or unauthorized interference with a right of access to College 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 College’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 College property or at a College function (Please refer to the Drug Free Policy established by the College 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 College 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 College, for the purpose of initiation or admission into an affiliation with any organization recognized by the College.

Hazing includes, without limitation, the following as determined by the College: 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 College’s Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the College.

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 College’s Consumer Information Guide, available online at http://www.fortisedu.info/

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

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

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

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

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

Abuse of the Internet access provided by the College 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 College 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 College, without explicit permission from the Campus President of the College.
• 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 College employees, students, or anyone associated with the College, without that person’s permission.
• Attempting to break into the computer system of another organization or person
• Performing operations against another organization’s computers or networks intended to identify security vulnerabilities or disrupt service
• Refusing to cooperate with security investigation
• Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
• Using the Internet for political causes or activities, religious activities, or any sort of gambling
• Jeopardizing the security of the organization’s electronic communications systems
• Sending or posting messages that disparage another organization’s products or services or the passing of personal views as representing those of the organization
• Sending anonymous e-mail messages
• Engaging in any other inappropriate or illegal activities

SOCIAL MEDIA

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The College 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 College also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

• Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
• Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
• When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college community.
• The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the college 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 College is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The College encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student’s educational experience, opportunities or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Dean of Education or his/her designee immediately.

DRESS CODE

Each program of study at Fortis College has a dress code. Students must comply with the College’s dress code while attending classes, including any externship or clinical course. Compliance with the College’s dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the College 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
Hair must always be clean and conservatively styled. Students must take daily preventive measures to maintain the following personal hygiene standards apply for all programs:

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

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

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

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

The following standards apply to allied health programs:

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

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

Students 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, the student may be dismissed from Fortis College.

Drug and Alcohol Policy

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

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

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

Additional information is included in the College's Consumer Information Guide, available online at http://www.fortis.edu/info/

Non-Smoking/Non-Tobacco Policy

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

Disciplinary Action

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

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

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

**DISMISSAL** means that the student has been expelled from the College.

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 College.

The College 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 College, 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 College

Time on suspension will be counted as an absence from the College 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 College 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 College 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 College 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 Statistics’s College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

Appendix A of the Consumer Information Guide (http://www.fortisedu.info/) contains College-specific links for the College Navigator website. Information as it appears on the College Navigator website is based on Integrated Postsecondary Education Data System (IPEDS) data that are deemed final and closed, based on prior year statistical submissions.

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

**PERSONAL PROPERTY**

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

**VISITOR POLICY**

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

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

All students attending this post-secondary College 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 College 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 College 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 College 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 College may disclose educational records without consent to any of the following:

- Parents of a student who is a dependent for tax purposes
- School officials with legitimate educational interest
- Other schools to which a student is transferring
• Specified officials for the purposes of audit or evaluation
• Appropriate parties in connection with financial aid to a student
• Organizations conducting certain studies for or on behalf of the College’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 College 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 College 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 College 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 College recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in College sponsored activities.

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

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

**HIPAA Requirement**

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

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

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

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

**Student Activities**

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

**Field Trips**

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

**Housing Assistance**

Although the College 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 other campus employee. Students should initially discuss the grievance with their instructor or program director immediately.

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

A student has the right to appeal all matters with respect to
- Disciplinary action taken for a violation of student conduct standards
- Admissions decisions
- Tuition and fees matters
- Financial awards or policies, including satisfactory academic progress
- Educational policies, procedures, and grading concerns

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

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

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education.

2. If the dispute cannot be resolved through addressing the Dean 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 dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

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

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

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

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President’s decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student’s mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority or the College’s accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

   The title and address of the state licensing authority is:
   Maryland Higher Education Commission
   6N, Liberty Street 10th Floor
   Baltimore, MD 21201
   (410) 767-3300

   The title and address of the accrediting commission is:
   Accrediting Council for Independent Colleges and Schools
   750 First Street NE, Suite 980
   Washington, DC 20002
   (202) 336-6780
   www.acics.org

   The title and address of the programmatic accrediting commission is:
   The Commission on Dental Accreditation
   211 East Chicago Avenue
   Chicago, IL 60611
   (312) 440-4653
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 College 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 College, the education provided by Fortis College, Fortis College’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 College 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 subject area. For example, PT represents courses in the Pharmacy Technician subject area.

AHPT.................................Allied Health
BIO.................................Biology
COM.................................Communication
DAS.................................Dental Assisting
DHG.................................Dental Hygiene
ENG.................................English
HCT.................................Health Care Terminology
MA.................................Medical Assisting
MAT.................................Math
MBC.................................Medical Billing and Coding
MED.................................Medical
MLT.................................Medical Laboratory Technology
PDC.................................Professional Development
PT.................................Pharmacy Technician
PSY.................................Psychology Technician
SCI.................................Science
SOC.................................Sociology

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

AHPT101 EHTICS AND JURISPRUDENCE
1.0 Credits
This course will prepare the allied health student to manage the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice will be presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for the development of critical thinking skills and a foundation for appropriate decision-making models.

Prerequisite: none

AHPT103 INTRODUCTION TO DENTAL ASSISTING
4.0 Credits
This course will introduce the students to facial, oral and dental anatomy and terminology, the process of tooth numbering, morphology and occlusion. Also included is a description of the care process and the basic operation of a dental office. Students will be introduced to the concepts of asepsis including blood-borne pathogens and hazard communication. An overview of pharmacology and prescription writing will also be covered.

Prerequisite: none

AHPT104 BASIC LIFE SUPPORT
4.0 Credits
Upon completion of this course, students will be eligible for certification in American Heart Association CPR for the Healthcare Provider, American Heart Association Heartsaver First Aid, and American Heart Association Proper Blood Pressure Technique. Students will also learn to perform the following vital signs: pulse, respiration, temperature, and height and weight measurements.

Prerequisite: none

AHPT115 OFFICE COMMUNICATIONS
4.0 Credits
This course addresses workplace and interpersonal communication skills. The fundamentals of business writing including word selection, clear written communication, and writing for effect will be explored. The writing process and the basic patterns of business messages are explained and applied. The fundamentals of writing short reports and proposals are introduced. Additionally, grammar usage, punctuation, capitalization, spelling, number rules, word division and parts of a sentence are explored. Additional forms of business communication including informal oral communication, public speaking and oral reporting are described and demonstrated. Cross-cultural communication, correctness, and technology-enabled communication are defined and analyzed.

Prerequisite: none

AHPT116 HUMAN ANATOMY & PHYSIOLOGY I
3.0 Credits
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, is the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Virtual laboratory experiences are included in the course.

Prerequisite: none

AHPT117 HUMAN ANATOMY & PHYSIOLOGY II
3.0 Credits
This course is a continuation of AHPT116 and continues the study of the anatomy and function of the human body. Presented is information on the anatomy and physiology of the components of blood. Also presented, is an introduction to the cardiovascular, lymphatic, and immune systems. An overview of the respiratory, digestive, and reproductive systems is included. Virtual laboratory experiences are included in the course.

Prerequisite: AHPT116

BHPT100 BIOLOGY
4.0 Credits
This course will introduce the students to the major concepts of cell biology, molecular biology, genetics and evolution.

Prerequisite: none

AHPT101 COMMUNICATION
5.0 Credits
This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one’s daily life, both in formal and informal settings. The course takes a look at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and verbal and visual symbols.

Prerequisite: none

AHPT105 COMPUTER SOFTWARE APPLICATIONS
9.0 Credits
Students gain familiarity with Microsoft Word, Excel, PowerPoint, and Outlook through assignments and projects utilizing professional applications in the workplace. This course will also teach students how to type faster and with greater efficiency.

Prerequisite: none
DAS102  GENERAL ANATOMY & PHYSIOLOGY FOR ALLIED DENTAL PROFESSIONALS
4.0 Credits
This course is an integrated lecture and laboratory course that includes the basic principles of anatomy and physiology. Included is a general overview of microbiology, embryology, and histology, in relation to dentistry, the names and locations of the bones of the face and skull, facial nerves, lymph nodes, salivary glands, and muscles of the head and neck are presented. Emphasis is placed upon dental oral health, disease prevention, and nutrition.
Prerequisite: none

DAS105  DENTAL ASSISTING PROCEDURES AND RESTORATIVE APPLICATIONS
4.0 Credits
Students will study the dental office environment and learn to recognize and classify hand instruments found in the dental office. The procedures for processing contaminated instruments are presented in detail. This course also provides lecture and laboratory-based instruction on the properties of the most common dental restorative materials and procedures used in dentistry. Students obtain training in the preparation and application of dental materials as related to general and specialized areas of dentistry.
Prerequisite: AHP103

DAS106  DENTAL SPECIALTIES AND EXPANDED FUNCTIONS
4.0 Credits
This course is an integrated lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in equipment preparation, chairside dental laboratory skills, patient control and education, instrument identification and usage, tray setups, and sterilization techniques. Students will also be trained in endodontic, periodontics, oral and maxillofacial surgery, pediatric and orthodontic specialty procedures.
Prerequisite: AHP103

DAS112  DENTAL MATERIALS/PROSTHESSES FABRICATION
4.0 Credits
This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontics.
Prerequisite: AHP103

DAS114  RADIOLOGY I
4.0 Credits
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 extra oral radiographs on a variety of patient types.
Prerequisite: none

DAS116  COMPUTER APPLICATIONS AND BILLING
4.0 Credits
The text and workbook activities prepare students for administrative tasks in a dental office. Students are provided with an overview of dental insurance billing procedures and 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. Students learn to process both electronic and paper insurance claims. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system is reviewed. The Principles of Ethics and Code of Professional Conduct are examined.
Prerequisite: AHP103

DAS121  DENTAL OFFICE PROCEDURES
4.0 Credits
This course introduces students to the business management aspects of a dental practice. Students learn charting, appointment control, various management techniques, dental office inventory control, and accounts payable and receivable systems. The course covers effective telephone techniques and sound patient/customer/vendor communication skills. The course provides a broad overview of insurance terminology including claim forms processing and follow-up techniques. Also presented are law and ethics as they apply to the practice of dentistry.
Prerequisite: AHP103

DAS230  DENTAL ASSISTING SEMINAR
4.0 Credits
This course provides a comprehensive review of the components of the Certified Dental Assistant (CDA) examination and helps to prepare students to sit for the different parts of the examination. Students are also given an opportunity to review those hands-on skills acquired throughout the program and that are essential for satisfactory performance during the clinical component. Students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.
Prerequisite: none

DAS231  DENTAL CLINICAL I
4.0 Credits
180 hours of clinical experience in a dental practice.
Prerequisite: Satisfactory completion of all specialized coursework and laboratory requirements.

DAS232  DENTAL CLINICAL II
4.0 Credits
120 hours of clinical experience in a dental practice.
Prerequisite: Satisfactory completion of all specialized coursework and laboratory requirements.

DHG100  NUTRITION
5.0 Credits
This course is a basic orientation to the principles of nutrition. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. The role of the dental hygienist in nutritional assessment and counseling are highlighted.
Prerequisite: none

DHG104  INTRODUCTION TO DENTAL HYGIENE - LAB I
2.0 Credits
This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, deposit and disease indices, oral infection control, fluoride therapies and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Blood Born Pathogen Standard, Hazard Communication Standard, and
CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences.
Prerequisite: none

**DHG105** INTRODUCTION TO DENTAL HYGIENE - LAB II
2.0 Credits
This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students will practice on typodonts in the lab then progress to student partner experiences in the clinic.
Prerequisite: DHG104

**DHG110** ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES I
2.0 Credits
Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of head, neck, and oral structures. Topics presented in detail include the formation of the face (nervous system, muscles etc.), development, and growth of the jaws, the origin, and stages of tooth development and root formation.
Prerequisite: none

**DHG111** ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES II
2.0 Credits
Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc) development and growth of the jaws and the origin and stages of tooth and root formation and development.
Prerequisite: DHG110

**DHG112** PROCESS OF CARE I
3.0 Credits
This course builds on the foundations of DHG105. The focus is the elements of the Dental Hygiene Process of Care. As part of an introductory approach to implementing more advanced dental hygiene services, topics include risk assessments, patients with medical, physical and psychological conditions as well as the dental hygiene treatment modifications for those patient communities. In addition, the theoretical foundation for sealant placement, chemotherapeutics, ultrasonic and sonic instrumentation, and instrument sharpening is presented.
Prerequisite: DHG104

**DHG191** DENTAL HYGIENE CLINIC I
2.0 Credits
This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.
Prerequisite: DHG104

**DHG192** DENTAL HYGIENE CLINIC II
2.0 Credits
This course is designed to enable beginning dental hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.
Prerequisite: DHG191

**DHG193** DENTAL HYGIENE CLINIC III
2.0 Credits
In this course, the dental hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process services.
Prerequisite: DHG191 & DHG192

**DHG194** DENTAL HYGIENE CLINIC IV
2.0 Credits
This course is intended for the dental hygiene student to acquire basic clinic competencies in patient assessments radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.
Prerequisite: DHG191, DHG192, DHG193

**DHG212** PROCESS OF CARE II
3.0 Credits
This course is designed to present to the dental hygiene student an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, local anesthesia administration and nitrous oxide sedation. Students will have simulated lab experiences to practice the pain control techniques. Didactic and lab sessions are presented for the clinical skills associated with: Sealants, Chemotherapeutics, Denatal Hypersensitivity, Ultrasonic Instrumentation, and Instrument Sharpening. These skills will be practiced in the lab and then delivered under supervised sessions in concurrent and future clinic sessions. Competencies for these services are located in the syllabi and course documents for Dental Hygiene Clinics DHG 294 and higher.
Prerequisite: DHG204, DHG205, DHG250

**DHG220** PERIODONTALGY I
2.0 Credits
The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatics and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology.
Prerequisite: none

**DHG230** HEALTH EDUCATION AND INSTRUCTIONAL METHODS
2.0 Credits
This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource person. The knowledge and experiences will assist the dental hygiene student in developing and enhancing interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities. An introduction to cultural diversity and competency as it relates to patient management is presented. A participatory segment of this course explores the various methods used in health promotion and disease prevention programs (e.g., educational strategies, group and individual processes, community approaches). These education methods are tailored for diverse settings and populations. Topics include community efforts in
tobacco cessation counseling programs, nutritional counseling programs and pit and fissure sealant placement programs. In addition, students will develop educational aids for individualized oral hygiene instructions.

Prerequisite: none

**DHG240 GENERAL AND ORAL PATHOLOGY**

*2.0 Credits*

This course presents processes of inflammation, wound healing, repair, regeneration and immunological responses. Topics include oral manifestations of systemic diseases, genetics, and developmental anomalies of the oral cavity. In addition, commonly encountered diseases and disorders of the head and neck will be covered. Emphasis will be placed on recognizing the differences between the pathological and normal tissues.

Prerequisite: none

**DHG250 PHARMACOLOGY AND PAIN CONTROL**

*2.0 Credits*

This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on dental hygiene practice. The pharmacology of pain control is presented in detail.

Prerequisite: none

**DHG291 DENTAL HYGIENE CLINIC V**

*2.0 Credits*

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.

Prerequisite: DHG192

**DHG292 DENTAL HYGIENE CLINIC VI**

*2.0 Credits*

This course is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components.

Prerequisite: DHG291

**DHG293 ADVANCED DENTAL HYGIENE CLINIC I**

*2.0 Credits*

This course is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite: DHG292

**DHG294 ADVANCED DENTAL HYGIENE CLINIC II**

*2.0 Credits*

This course is intended for the dental hygiene student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite: DHG293

**DHG312 PROCESS OF CARE III**

*2.0 Credits*

This capstone course is intended to furnish the upper level dental hygiene student with an opportunity to demonstrate competency in the process of care for diverse patient populations. Utilizing case studies, students assess findings, formulate a dental hygiene diagnosis, plan, implement and evaluate intervention strategies for a variety of diverse communities. Selected projects provide opportunities for proficiency in critical thinking skills and evidence-based decision making. Students will take a simulation of the written Dental Hygiene National Board Examination.

Prerequisite: all didactic and clinical courses with the exception of DHG330, DHG393 and DHG394

**DHG314 RADIOLOGY II**

*1.0 Credits*

Topics include additional experiences in digital radiography, intra oral photography, and extra oral radiography. Advanced topics include: issues. During the clinical portion of this course, students are assigned to the radiology clinic/lab and provide selected imaging services.

Prerequisite: DAS114

**DHG320 PERIODONTOLOGY II**

*3.0 Credits*

The intent of this course is to present the field of Periodontics to the dental hygiene student. Based on the foundation of the introductory course, the student will survey the diseases and disorders of the periodontium and the surgical and non-surgical therapies. Students will gain experience with autonomous decision making of evidence based treatment planning and case management. Strong emphasis is placed on the role of the dental hygienist as a periodontal therapist in the recognition, treatment and prevention of periodontal diseases.

Prerequisite: Satisfactory completion of all 100 and 200 level courses

**DHG330 COMMUNITY ORAL HEALTH**

*2.0 Credits*

This course introduces the history and principles of community dental health and health care delivery systems. Topics include the prevention of oral disease, development of public policy, and implementation of community efforts to enlighten the public. Issues surrounding access to care, managed care, private practice, independent practice, as well as trends in dental insurance reimbursement are presented. In addition, students will gain insight into research design and statistical methods and evaluation by participating in a table clinic or poster research project. Selected current topics in international healthcare are presented. The student will participate in a community based program from the planning stage through to evaluation.

Prerequisite: Satisfactory completion of all 100 and 200 level courses

**DHG391 ADVANCED DENTAL HYGIENE CLINIC III**

*2.0 Credits*

This clinic course provides the student with experiences in the managing patient care using a comprehensive utilization of a process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases. In addition, the student will apply the techniques of pain control presented in Process of Care II.
Prerequisite: Successful Completion of All Courses

DHG392 ADVANCED DENTAL HYGIENE CLINIC IV
0.0 Credits
This clinic course provides the student with experiences in the managing patient care using a comprehensive utilization of a process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases. In addition, the student will apply the techniques of pain control presented in Process of Care II.
Prerequisite: none

DHG393 ADVANCED DENTAL HYGIENE CLINIC V
0.0 Credits
This course is designed to continue to advance the skills necessary in providing clinical preventive and therapeutic dental hygiene services. Experiences in comprehensive dental hygiene patient care will include advanced manual instrumentation, ultrasonic instrumentation, and application of chemotherapeutic agents, nutrition counseling, whitening tray fabrication and sealant placement.
Prerequisite: none

ENG101 ENGLISH COMPOSITION I
5.0 Credits
This course will introduce the students to English Composition and covers all aspects of writing for a College-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.
Prerequisite: none

HCT105 ESSENTIALS OF HUMAN ANATOMY
12.0 Credits
This course includes a study of the structure, function, common diseases and chemical processes of the human body systems and cell structures including general analysis of the musculoskeletal, integumentary, digestive, urinary, reproductive, cardiovascular, respiratory, blood, skin, nervous and endocrine systems. This course will also teach students medical terminology and construction. Students will look at other factors that affect the human body in health and disease including: Treatment, Psychiatry, Oncology, and Pharmacology.
Prerequisite: none

MA160 EXTERNSHIP
5.0 Credits
Students will complete a 160 hour Externship in a 6 week period. Externships are assigned by the school or can be arranged by the student. The Externship site is required to complete an Externship Agreement and document hours attended. The student and Site Supervisor will schedule students for a total of 160 hours. Externship hours are usually a normal day shift (8 am – 5 pm) but hours may range based on the site’s needs. Students must accommodate themselves to the needs of the site when it comes to scheduling. The student is expected to attend all scheduled externship hours and to make-up any hours missed due to emergencies. In all instances, the student must notify both the site and the school of anticipated absences.
Prerequisite: Successful Completion of All Courses

MAT101 COLLEGE MATHEMATICS I
5.0 Credits
This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equations, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.
Prerequisite: none

MBC160 EXTERNSHIP
5.0 Credits
Students will complete a 160 hour Externship in a 6 week period. Externships are assigned by the school or can be arranged by the student. The Externship site is required to complete an Externship Agreement and document hours attended. The student and Site Supervisor will schedule students for a total of 160 hours. Externship hours are usually a normal day shift (8 am – 5 pm) but hours may vary based upon the site’s needs. Students must accommodate themselves to the needs of the site when it comes to scheduling. The student is expected to attend all scheduled externship hours and to make-up any hours missed due to emergencies. In all instances, the student must notify both the site and the school of anticipated absences.
Prerequisite: Successful Completion of All Courses

MED105 MICROBIOLOGY
4.5 Credits
This course is designed to instruct students on the basic morphology, physiology, biochemistry and genetic mechanisms of disease-producing microorganisms, including an introduction to infectious diseases and immunology. In addition, students will be introduced to the importance of practicing sanitary measures in a health care facility to prevent the spread of disease and infection. Students will receive an introduction to career development to prepare them for a job search in the field of Pharmacology.
Prerequisite: none

MED112 FUNDAMENTALS OF HEALTHCARE ADMINISTRATION
10.5 Credits
This course is designed to prepare students for their administrative responsibilities in a medical office. Topics covered will include: interpersonal communication skills, medical law and ethics, managing medical records, third party billing and reimbursement, managed care and medical forms.
Prerequisite: none

MED121 FUNDAMENTALS OF PATIENT CARE
9.0 Credits
This course is designed to provide the student with skills and knowledge needed to obtain a career as a clinical Medical Assistant in a medical office. Topics will include but not be limited to, asepsis, patient history and vital signs, pharmacology, patient screening, diagnostic testing and patient education. In addition, students will get an introduction to career development topics including networking, conducting a job search, and researching prospective employers.
Prerequisite: MED112, HCT105, COM105

MED122 SELECTED TOPICS IN CLINICAL PROCEDURES
9.0 Credits
This course is designed to provide the student with skills and knowledge needed to obtain a career as a clinical Medical Assistant.
MED148 MEDICAL BILLING PROCEDURES AND SOFTWARE TOOLS
9.0 Credits
This course is designed to develop an understanding of the basic types of medical insurance programs available in today’s healthcare system. It also acquaints students with billing formats using the universal claim form and provides the skills necessary to master the basic aspects of medical insurance billing. Students will become proficient in several software packages designed for the medical billing and coding professional.
Prerequisite: HCT105, MED112, COM105

MED149 MEDICAL CODING
9.0 Credits
This course is designed to develop an understanding of the basic types of codes available for today’s healthcare system. Students will develop a working knowledge of diagnostic and procedure coding for both physicians and hospital environments. Through practice, students will develop proficiency in medical coding.
Prerequisite: HCT105, MED112, COM105

MED170 FOUNDATIONS OF CLINICAL PHARMACOLOGY
4.5 Credits
This course will provide students with an understanding of the history of medicine and pharmacy and the general principles of pharmacology. Students will become familiar with federal and state regulations and laws. Students will also learn the various types of pharmacy settings, qualifications and duties required and expected.
Prerequisite: none

MED172 PHARMACOLOGY CALCULATIONS
6.0 Credits
In this course students will learn to accurately use the metric, avoirdupois, household and apothecary systems for inputting prescription order information, conversion, count and measure dosage. In addition, students will demonstrate skill in the operation of common pharmaceutical measurement and weighing devices. Students will be able to perform and solve mathematical problems using Roman and Arabic numerals, fractions, apothecary symbols, decimals, conversion of weights and measures, direct ration and proportion, reducing and enlarging formulas, specific gravity, percent strength, weights, volume and ratio calculations, dilutions and concentrations, allegation method, milliequivalents and compounded products that require an overfill and preparation of medications for intravenous administration.
Prerequisite: none

MED174 DRUG PREPARATION
4.5 Credits
This course will introduce students to a wide variety of pharmaceutical terms, abbreviations, dosage forms, and routes of administration. In addition, students will learn how to use reference materials, repackage ad compound, stock pharmaceuticals, and billing procedures. Students will begin to prepare for interviews in their new professions.
Prerequisite: none

MED175 DRUG CLASSIFICATION
4.5 Credits
In this course students will learn and understand the drug classifications for anti-infectives, anti-inflammatory and antihistamines, vitamins and minerals, vaccines and oncology.
Prerequisite: MED172

MED176 DRUG THERAPY AND ADMINISTRATION OF MEDICATIONS
4.5 Credits
In this class students will learn and obtain full knowledge of prescription processing. In addition, students will learn about over-the-counter medications and skin care products, alternative medicine and psychopharmacology, their use and abuse, correct dosages, methods and routes of administration, symptoms of overdose, and abnormal reactions that may occur when they are administered. Students will apply their knowledge of major classifications of drugs, and various factors that modify drug absorption and action. In addition, students will be familiar with all aspects of drug distribution and administration, including the pharmacy technician’s role in ensuring the integrity of both processes.
Prerequisite: MED170, MED105, MED172, MED174, MED175

MED177 IV SOLUTION PREPARATION
4.5 Credits
In this course students will learn about the responsibilities of an inpatient technician in a hospital setting. Students will also learn the administration of solutions: liquid preparations consisting of one or more substances (solutes) that are dissolved or suspended in a substance (the solvent). Students will learn about the preparation, characteristics, and routes of administration associated with injectable drugs. Students will also learn the safety considerations related to injectable drugs and general infection control within the pharmacy.
Prerequisite: MED170, MED105, MED172, MED174, MED176, MED175

MED178 BODY SYSTEMS
6.0 Credits
This course will provide students with a review of body systems as well as drug classifications that effect specific systems of the body. Students will prepare for a career in Pharmacology and learn the actions, uses, adverse reactions, contraindications, precautions and interactions with drugs that affect the endocrine, nervous, respiratory, visual and auditory, gastrointestinal, urinary, cardiovascular, and reproductive systems.
Prerequisite: none

MLT101 INTRODUCTION TO CLINICAL LABORATORY SCIENCE
3.0 Credits
This course will give an overview of all departments and areas of the clinical laboratory. This class will prepare the student to have a clear understanding of the entire lab.
Prerequisite: none

MLT102 CLINICAL CHEMISTRY I
4.0 Credits
This Course includes the study of the renal, hepatic, cardiac, and endocrine systems and the clinical evaluation of these systems in relation to human health and disease states. Topics of acid-base balance, carbohydrate and lipid metabolism, therapeutic drug monitoring and toxicology, and enzymes also studied.
Prerequisite: SCI118

MLT103 CLINICAL CHEMISTRY II
3.0 Credits
This Course includes the study of the renal, hepatic, cardiac, and endocrine systems and the clinical evaluation of these systems in relation to human health and disease states. Topics of acid-base balance, carbohydrate and lipid metabolism, therapeutic drug monitoring and toxicology, and enzymes also studied.
Prerequisite: AHP116, AHP117

MLT104  HEMATOLOGY I
4.0 Credits
This course focuses on the introduction of the student to hematology. It will demonstrate basic aspects of hematology, including a study of blood cells and identification of normal and abnormal cell morphology and their correction states.
Prerequisite: AHP117

MLT105  HEMATOLOGY II
3.0 Credits
This course continues the study of all aspects of the hematology lab. It further correlates alterations present in disease states including anemias and leukemias. Coagulations factors will be discussed with hematology and coagulation testing performed in the laboratory.
Prerequisite: AHP117, MLT104

MLT106  MICROBIOLOGY I
4.0 Credits
This course demonstrates aspects of the clinical laboratory including specific site pathogens and antimicrobial testing, as well as introduction to bacteriology.
Prerequisite: AHP117, MAT101

MLT107  MICROBIOLOGY II
3.0 Credits
This course is a continuation of Microbiology I. demonstrates aspects of the clinical laboratory including specific site pathogens and antimicrobial testing, as well as introduction to bacteriology as well as introduces parasitology, mycology, and virology.
Prerequisite: MLT106

MLT108  IMMUNOHEMATOLOGY I
4.0 Credits
Students learn basic blood banking principles and applications of blood banking immunology. ABO and RH blood group systems, other Blood groups compatibility testing, antibody identification and quality control are covered. Emphasis is placed on reading and grading ABO typing, RH typing antibody screens and antibody interpretations.
Prerequisite: AHP117, MLT104

MLT109  IMMUNOHEMATOLOGY II
3.0 Credits
Students learn basic blood banking principles and applications of blood banking immunology. ABO and RH blood group systems, other Blood groups compatibility testing, antibody identification and quality control are covered. Emphasis is placed on cross match procedures, unknowns, case studies, transfusion, reactions, and donor interview and testing.
Prerequisite: AHP117, MLT111, MLT108

MLT110  URINE AND BODY FLUID ANALYSIS
3.0 Credits
This course covers the anatomy and function of the kidney and the urinary tract in relation to health and disease. Other body fluids are also studied, including spinal fluid, serous fluid, synovial fluid, semen, feces and amniotic fluid. Includes the physical examination of urine, chemical analysis, and the microscopic examination of urinary sediment.
Prerequisite: AHP116, AHP117

MLT111  IMMUNOLOGY/SEROLOGY
4.0 Credits
This course introduces the immune system and its role in protection from pathogens. The roles of both innate and adaptive immunity are discussed as the activation and differentiation of B and immunodeficiencies.
Prerequisite: AHP116, AHP117

MLT112  PARASITIC/MYCOLOGY
4.0 Credits
Upon completion of the Parasitology course, students will be able to identify parasites using preserved specimens, premounted slides, power point graphics and/or kodachromes. The student will also know the life cycles and characteristic macroscopic morphology of organisms that are parasitic in humans. Basic knowledge of the relates subjects of mycology and virology will also be studied.
Prerequisite: MLT106, MLT107, AHP117, SCI118

MLT113  CAPSTONE
4.0 Credits
This is a review course for the MLT certification examination. All MLT major content areas are covered throughout the 6-week course in the form of multiple choice questions.
Prerequisite: All coursework

MLT114  EXTERNSHIP
14.0 Credits
Medical Laboratory Technology Externship Rotation.
Prerequisite: MLT113

MLT115  SIMS LAB
12.0 Credits
The simulation laboratories present the MLT student with supervised, practical experiences mimicking patient care situations as found in a typical laboratory.
Prerequisite: All coursework

PDC100  COLLEGE SUCCESS
0.0 Credits
This course is designed to introduce students to the realm of a college atmosphere. Students will establish skills that will aid in their success throughout college and their careers.
Prerequisite: none

PDC200  CAREER DEVELOPMENT
0.0 Credits
This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.
Prerequisite: none

PT160  PHARMACY TECHNICIAN EXTERNSHIP
5.0 Credits
Students will complete a 160 hour Externship in a 6 week period. Externships are assigned by the school or can be arranged by the student. The Externship site is required to complete a Clinical Agreement and document hours attended. The student and Site supervisor will schedule students for a total of 160 hours. Externship hours are usually a normal day shift (8am – 5pm) but hours may range based on the site’s needs. Students must accommodate themselves to the needs of the site when it comes to scheduling. The student is expected to attend all scheduled externship hours and to make-up any hours missed due to emergencies. In all instances, the student must notify both the site and the school of anticipated absences.
Prerequisite: Successful completion of all courses
PSY101  PSYCHOLOGY  5.0 Credits  
This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.  
Prerequisite: none

SCI118  CHEMISTRY  5.0 Credits  
This course provides instruction in the Introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.  
Prerequisite: none

SCI119  MICROBIOLOGY  5.0 Credits  
This course acquaints students with microorganisms and their activities. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas. Virtual laboratory experiences are included in the course.  
Prerequisite: none

SOC101  SOCIOLOGY  5.0 Credits  
This course is designed to introduce students to the application of the principles, methods, and major theoretical orientations of sociology in providing basic understanding of social aspects of human life.  
Prerequisite: none
STAFF & FACULTY

ADMINISTRATIVE STAFF

Campus President
Donald L. McMullen
Dean of Education
Joanna Piotrowska
Administrative Assistant
Diane Tillman
Administrative Assistant
India Williams

ADMISSIONS

Director of Admissions
Tameka Addison
Admissions Representative
Michael Hickman
Admissions Representative
Kiwan Jackson
Admissions Representative
Bryan Jones
Admissions Representative
Fershalla Laing-Hodgeman
Admissions Representative
Lakisha Moore
Admissions Representative
Richard Montalvo
Admissions Representative
Kiwan Jackson
Director of Admissions
Gil Powell
Admissions Representative
Jame Young

CAREER SERVICES

Director of Career & Student Services
Kenneth Cherry
Career Services Advisor
Julie Coleman

FINANCIAL AID

Director of Financial Aid
Jeremy Pittman
Financial Aid Advisor
Theresa Johnson
Financial Aid Advisor
Paige Morris

OPERATIONS

Director of Administration
Mary Thomas
Registrar
Monique Johnson
Business Office Assistant
Hyon Carter

ACADEMIC LEADERSHIP

DIRECTOR OF THE MEDICAL BILLING AND CODING PROGRAM:
Michel Bright
Bachelor of Science, Environmental Science, Howard University, Washington, DC

DIRECTOR OF THE EXPANDED FUNCTION DENTAL ASSISTANT PROGRAM:
Martin Freal
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Associate of Arts, Liberal Arts, Montgomery College, Rockville, MD
Certificate, Dental Assistant, Foothill College, Los Altos Hills, CA

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Associate of Science, Northeastern University, Boston, MA
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Certificate, Medical Laboratory Scientist, American Society for Clinical Pathology

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Bachelor of Science, Biology, Indiana University, Bloomington, IN

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Bindley Solomon
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LIBRARY

Librarian
Christopher Verdak

FACULTY

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Certificate, Registered Dental Hygienist

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    Certificate, Registered Dental Hygienist

EXPANDED FUNCTION DENTAL ASSISTANT
Brenda Butler (Adjunct)
    Doctor of Dental Medicine, Dentistry, Tufts University, Boston, MA

Charmain Coleman (Adjunct)
    Certified Dental Assistant

Alfreda Nelson (Adjunct)
    Certificate, Dental Assistant
    Certificate, Dental Radiology Technician

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    Doctor of Medicine, Howard University College of Medicine, Washington, DC

Maria Espino (Adjunct)
    Doctor of Medicine, De La Salle University Health Sciences Institute, Manila, Philippines

Charmaine Julien (Adjunct)
    Certificate, Registered Medical Assistant

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    Doctor of Medicine, Howard University College of Medicine, Washington, DC

Claudette Miller (Adjunct)
    Certificate, Allied Health Instructor
    Certificate, Cardiopulmonary Resuscitation/Basic Life Support Instructor
    Certificate, Phlebotomy Instructor
    Certificate, Registered Medical Assistant

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    Bachelor of Science, Computer Science, Morgan State University, Baltimore, MD

MEDICAL BILLING AND CODING
Ponsella Woody-Poindexter (Adjunct)
    Certificate, Registered Medical Assistant
    Certificate, Allied Health Instructor
    Certificate, Medical Administrative Specialist

PHARMACY TECHNICIAN
Chantal Harbin (Adjunct)
    Certificate, Pharmacy Technician

Danielle Lawrence (Adjunct)
    Certificate, Pharmacy Technician

Aliyah Muhammed
    Doctor of Philosophy

Conrad Musey (Adjunct)
    Doctor of Medicine, Howard University College of Medicine, Washington, DC
    Bachelor of Science, Biology, University of West Georgia, Carrollton, GA
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Addendum to catalog: 7/15/2013 Volume 1, Version 1

Effective date: 8/12/2013

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.

New language is indicated with an underline. Deleted language is indicated is marked as struck.

ACCREDITATION, LICENSES, AND APPROVALS (pg 2)

- The Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval with without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is www.ada.org/117.aspx
Addendum to catalog: 1/01/14 volume 1, Version 2

Effective date: 1/01/14

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.

**HOLIDAY/BREAK CALENDAR (pg 1)**

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**GENERAL ADMISSIONS REQUIREMENTS (pg 4)**

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE PHARMACY TECHNICIAN PROGRAM**

The following information applies to all students who enroll in the Pharmacy Technician program for start dates April 28, 2014 and later.

Applicants to the Pharmacy Technician program must submit to and pass a criminal background check and must be cleared per school policy. The applicant should note that a history of criminal convictions may prevent the student from attending, or completing the requirements of the program, or may prevent him or her from obtaining appropriate credentials to work in the occupational field. If there are any questions regarding this process, the applicant should make an appointment to speak with the Program Director and/or the Dean of Education.

**HEALTH AND IMMUNIZATION REQUIREMENTS FOR THE EXPANDED FUNCTIONS DENTAL ASSISTING, MEDICAL ASSISTING, MEDICAL BILLING & CODING, AND PHARMACY TECHNICIAN PROGRAMS (pg 8)**

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

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

If there are any questions regarding these requirements, students should make an appointment to speak with the Program Director and/or Dean of Education.
First Day of Class (pg 12)

Expanded Functions Dental Assisting, Medical Assisting, Medical Billing & Coding, and Pharmacy Technician programs

03.17.2014  10.20.2014  05.26.2015
04.28.2014  12.01.2014  07.13.2015
06.09.2014  01.29.2015  08.24.2015
07.28.2014  03.02.2015  10.05.2015
09.08.2014  04.13.2015  11.16.2015

Each term is six weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

Academic Programs (pg 13)

Certificate Programs

Expanded Functions Dental Assisting

Length: 1040 Clock Hours; 48 Instructional Weeks
Program Quarter Credits: 60
Credential Awarded: Certificate
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.

Plan of Study

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<td>Dental Procedures and Techniques</td>
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<td>Dental Restorative Procedures</td>
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<td>Dental Radiology</td>
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<td>Dental Specialties and Expanded Functions</td>
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MEDICAL ASSISTING

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

OBJECTIVE

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

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

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

CREDENTIALING EXAMS

Graduates are eligible to take the Registered Medical Assistant (RMA) exam

CAREER OPPORTUNITIES

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

PLAN OF STUDY

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<td>Medical Records and Insurance</td>
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Fortis College  Catalog Addendum  Page 4
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 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 prepares 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 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 National Healthcareer 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

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PHARMACY TECHNICIAN

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

OBJECTIVE

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

**DESCRIPTION**

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

**EXTERNSHIP**

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

**CREDENTIALING EXAMS**

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

**CAREER OPPORTUNITIES**

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

**PLAN OF STUDY**

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<th>COURSE CODE</th>
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**ASSOCIATE DEGREE PROGRAMS**

**MEDICAL LABORATORY TECHNOLOGY**

Length: 2084 Clock Hours/84 Instructional Weeks
Program Quarter Credits: 105 Credits
Credential Awarded: Associate of Science
Mode of Delivery: Residential

**PROGRAM DESCRIPTION**

The Medical Laboratory Technology program provides students with a quality education in clinical laboratory science. The program meets the educational standards set forth by the Clinical Laboratory Improvement Act (CLIA) for Medical Laboratory Technicians. The objective of this program is to prepare the graduate for a career in the medical laboratories of hospitals, reference laboratories, and physician offices and in other related medical laboratories. Students develop the knowledge and skills for clinical laboratory tests that are needed to assist physicians in the diagnosis and treatment of patients.

Graduates will be eligible to sit for the National Registry examinations, including Clinical laboratory Technician, and Medical Laboratory Technician. Individuals with a criminal conviction may be eligible to take the credentialing examination required for employment in this occupation (see admissions policies and procedures).

**PLAN OF STUDY**

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SCI118 Chemistry  
CMP101 Communication  
AHP116 Anatomy and Physiology I  
AHP117 Anatomy and Physiology II  
COM101 Computer Applications  
BIO100 Biology  
MLT101 Introduction to Clinical Laboratory Science  
MLT102 Clinical Chemistry I  
MLT103 Clinical Chemistry II  
MLT104 Hematology I  
MLT105 Hematology II  
MLT106 Microbiology I  
MLT107 Microbiology II  
MLT108 Immunohematology I  
MLT109 Immunohematology II  
MLT110 Urine and Body Fluids Analysis  
MLT111 Immunology/Serology  
MLT112 Parasitology/Mycology  
MLT113 Capstone  
MLT114 Externship  
MLT115 SIMS Lab

Tuition and Fees (pg 26)

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<th>TUITION</th>
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<th>STUDENT KIT</th>
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<th>DRUG SCREEN</th>
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Course Descriptions (pg 42)

AHP101 Introduction to Health Professions
4.0 Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students
transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

**Prerequisite(s): None**

**AHP105  MEDICAL TERMINOLOGY**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce students to the terminology associated with medical language. To function effectively in health profession students must understand the structure of medical language, including prefixes, suffixes, root words and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

**Prerequisite(s): None**

**AHP106  MEDICAL ANATOMY AND PHYSIOLOGY**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.

**Prerequisite(s): None**

**DAS110  FUNDAMENTALS OF DENTAL ASSISTING**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

**Prerequisite(s): None**

**DAS115  PREVENTIVE DENTISTRY AND NUTRITION**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

**Prerequisite(s): None**

**DAS120  DENTAL PROCEDURES AND TECHNIQUES**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the foundation of chair side 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.

**Prerequisite(s): DAS110**

**DAS125  DENTAL MATERIALS AND LAB TECHNIQUES**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.

**Prerequisite(s): DAS110**

**DAS130  DENTAL RESTORATIVE PROCEDURES**
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.

**Prerequisite(s): DAS110**
DAS135  DENTAL RADIOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 extra oral radiographs on a variety of patient types.  
Prerequisite(s): DAS110

DAS140  DENTAL OFFICE PROCEDURES AND BILLING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the 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 healthcare system, are reviewed.  
Prerequisite(s): None

DAS145  DENTAL SPECIALTIES AND EXPANDED FUNCTIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.  
Prerequisite(s): DAS135

DAS150  CAPSTONE AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 extra oral radiographs on a variety of patient types. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.  
Prerequisite(s): DAS135

DAS190  EXTERNSHIP I
6.0 Credits
160 Clock Hours (10 Lecture /150 Extern Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.  
Prerequisite(s): All preceding program courses as prerequisites

DAS195  EXTERNSHIP II
6.0 Credits
160 Clock Hours (10 Lecture /150 Extern Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.  
Prerequisite(s): All preceding program courses as prerequisites

MAS110  CLINICAL PROCEDURES AND TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.  
Prerequisite(s): None
MAS115  LABORATORY PROCEDURES AND TECHNIQUES  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant’s responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.  
Prerequisite(s): MAS110

MAS120  HUMAN DISEASES AND PHARMACOLOGY  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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.  
Prerequisite(s): None

MAS125  INVASIVE CLINICAL PROCEDURES  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant’s role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant’s role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.  
Prerequisite(s): MAS110

MAS190  EXTERNSHIP  
6.0 Credits  
180 Clock Hours (180 Externship Hours)  
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.  
Prerequisite(s): All program courses

MBC110  PROCEDURAL AND DIAGNOSTIC CODING  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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.  
Prerequisite(s): MOA115

MBC115  HOSPITAL, SURGICAL, AND MEDICAL CODING  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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.  
Prerequisite(s): MBC110

MBC120  PHYSICIAN CODING  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
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.  
Prerequisite(s): MBC110
MBC125  REIMBURSEMENT METHODS AND PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include 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.
Prerequisite(s): MOA115

MBC130  CAPSTONE AND CAREER DEVELOPMENT
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 all phases of professional development relative to employment.
Prerequisite(s): MBC110

MBC190  EXTERNSHIP
6.0 Credits
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All program courses

MOA110  MEDICAL OFFICE PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.
Prerequisite(s): None

MOA115  MEDICAL RECORDS AND INSURANCE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.
Prerequisite(s): None

MOA120  ELECTRONIC HEALTH RECORDS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course focuses on the various aspects of electronic health records including standards, setup, administration, patient charts, office visits, clinical tools, templates and pop-up text. Other topics covered include tests, procedures, and diagnosis codes, productivity center and utilities. Students will gain invaluable real-world experience through the use of the SpringCharts EHR software program. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records.
Prerequisite(s): None

MOA125  MEDICAL INSURANCE AND BILLING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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.
Prerequisite(s): MOA115
MOA130  BOOKKEEPING IN THE MEDICAL OFFICE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
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 ethics issues will be examined.
Prerequisite(s): MOA115

MOA190  EXTERNSHIP
6.0 Credits
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): All program courses

PHT110  FUNDAMENTALS OF PHARMACY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office procedures and effective customer service will prepare the student for the technicians’ role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.
Prerequisite(s): None

PHT115  MATHEMATICS FOR PHARMACY TECHNICIANS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.
Prerequisite(s): None

PHT120  DRUG CLASSIFICATION SYSTEMS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.
Prerequisite(s): None

PHT125  PHARMACY PRACTICE AND PRINCIPLES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.
Prerequisite(s): PHT110, PHT115

PHT130  PHARMACOLOGY FOR PHARMACY TECHNICIANS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.
Prerequisite(s): PHT110
PHT135  **INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNING**  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, non-sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.  
Prerequisite(s): PHT110

PHT140  **CERTIFICATION PREPARATION AND CAREER DEVELOPMENT**  
4.0 Credits  
60 Clock Hours (20 Lecture /40 Lab Hours)  
Students will prepare for the national certification through the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.  
Prerequisite(s): PHT110

PHT190  **EXTERNSHIP**  
6.0 Credits  
180 Clock Hours (180 Externship Hours)  
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.  
Prerequisite(s): All program courses
FORTIS COLLEGE
CATALOG ADDENDUM

Addendum to catalog: 07/15/13, Volume 1, Version 1

Effective date: 01/30/15

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.

**Tuition and Fees (p. 26)**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Scrubs / Uniforms</th>
<th>Student Kit</th>
<th>Certification / Licensure Exam</th>
<th>Immunizations</th>
<th>Background Check</th>
<th>Drug Screen</th>
<th>Textbooks</th>
<th>Total Cost</th>
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<td>307</td>
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<td>43</td>
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<td>MEDICAL BILLING AND CODING</td>
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<td>144</td>
<td>0</td>
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<td>752</td>
<td>43</td>
<td>38</td>
<td>2,402</td>
<td>35,036</td>
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</table>
SATISFACTORY ACADEMIC PROGRESS:  page 31

The College’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 College for continued enrollment.

SAP Evaluation Periods

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

Maximum Time Frame

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

Quantitative Requirement Credit Completion

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

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The College 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 Dean of Education 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 Quarter to correct the deficiency and meet the minimum requirements at the end of his or her next Quarter. The Academic/Financial Aid Warning period shall be one Quarter. The student will remain eligible for federal financial aid while on Academic/Financial Aid Warning. If the student does not achieve the minimum quantitative and qualitative requirements by the end of the Academic/Financial Aid Warning period, the student will no longer be eligible for any form of federal student assistance under Title IV of the Higher Education Act and will be dismissed from the College unless the student submits an Appeal (see description below) and is granted a “Probationary” period by the Financial Aid Committee (“Committee”). A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

SAP Tables: The following charts provide the minimum quantitative and qualitative requirements for each evaluation level.
Programs of Study of Less Than One Academic Year
Quarter Credit Programs

Programs of Study of More than One Academic Year
(Quarter Credit Programs)

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
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<td>2</td>
<td>16.5 to 32</td>
<td>50%</td>
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<tr>
<td>3</td>
<td>32.5 to 48</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>48.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
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</tbody>
</table>

Nursing, Radiologic Technology, and Dental Hygiene Programs
(Quarter Credit Programs)

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 to 48</td>
<td>50%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>48.5 to 64</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>64.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Programs of Study of Two Academic Years or Longer
(Quarter Credit Programs)

<table>
<thead>
<tr>
<th>Evaluation Levels</th>
<th>Cumulative Credits Attempted (including transfer credits)</th>
<th>Minimum Percentage of Cumulative Credits Completed (including transfer credits)</th>
<th>Minimum CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 to 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 to 48</td>
<td>50%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>48.5 to 64</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>64.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>4</td>
<td>36.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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

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

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

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

Cancellation of Aid

If a student’s financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the College as well as the requirements for the submission of an appeal and the requirements for re-admission to the College.

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

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

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

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

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the College from another postsecondary institution, the transfer credits that were accepted by the College 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 College, 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 College’s academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the College, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time Frame for Completion. Students may receive financial aid for each repeated course provided that a student may not repeat a passed course more than once.

Remedial Courses

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

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

CATALOG ADDENDUM

Addendum to catalog: July 15, 2013, volume 1, Version 1

Effective date: May 5, 2015

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.

New language is indicated with an underline. Deleted language is indicated is marked as struck.

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BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN), page 20

With the exception of scheduled holiday breaks, the College'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 (modules) in her/his program study and not take any classes in one module. The College has an enrollment status provision, Standard Period of Non-Enrollment (SPN) which would allow a student to request and be approved to retain his/her status as otherwise active and enrolled in the College during these brief periods which may never exceed forty-five (45) days.

For all programs with the exception of Dental Hygiene and Medical Laboratory Technology, a student is limited to a maximum of two non-consecutive SPN status approvals during his/her entire program of study. Because of the length and design of the Dental Hygiene and Medical Laboratory Technology programs, a SPN may be approved for either a three-week or a six-week period. In addition, two consecutive three-week SPNs may be approved. Collectively over the entire Dental Hygiene and Medical Laboratory Technology programs, the maximum number of total weeks in the SPN enrollment status may not exceed 18 weeks.

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

- The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
- In order to qualify for the SPN enrollment status, the student must otherwise be in good academic and financial standing with the College and sign a Student Status Change Request Form (SSCR) wherein the student affirms that he/she will attend the next module which shall be a period of time of non-attendance of no longer than a maximum of 45 calendar days.
- The Dean of Education must approve the SPN request.
- The Financial Aid Director must also approve the SPN request.

Any approved SPN means that the College will not charge the tuition, books or fees for the module and instruction which will not be delivered during the SPN.
Fortis College
CATALOG ADDENDUM

Addendum to catalog: 7/15/13 Volume 1, Version 1

Effective date: 12/01/15

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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2015-2016 Holiday/ Break Calendar for Dental Hygiene and Medical Laboratory Technology programs, page 1

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>12.14.2015-1.01.2016</td>
<td>WINTER HOLIDAY BREAK - NO SCHOOL</td>
</tr>
<tr>
<td>1.18.2016</td>
<td>MARTIN LUTHER KING DAY - NO SCHOOL</td>
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<tr>
<td>2.15.16</td>
<td>PRESIDENT’S DAY - NO SCHOOL</td>
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<tr>
<td>3.28.16-4.1.16</td>
<td>SPRING BREAK - NO SCHOOL</td>
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<td>5.30.16</td>
<td>MEMORIAL DAY - NO SCHOOL</td>
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<tr>
<td>7.4.16-7.8.16</td>
<td>SUMMER BREAK - NO SCHOOL</td>
</tr>
<tr>
<td>9.5.16</td>
<td>LABOR DAY - NO SCHOOL</td>
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<tr>
<td>11.24.16</td>
<td>THANKSGIVING DAY - NO SCHOOL</td>
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<td>11-25.16</td>
<td>DAY AFTER THANKSGIVING - NO SCHOOL</td>
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<tr>
<td>12.19.16-12.30.16</td>
<td>WINTER BREAK - NO SCHOOL</td>
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Fortis College
CATALOG ADDENDUM

Addendum to catalog: July 15, 2013, Volume 1, Version 1.

Effective date: 12/15/15.

Fortis College Landover 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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VIOLENCE AGAINST WOMEN ACT, page 38

Fortis College 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 College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis College 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. Fortis College 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 College 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 College. Should a victim of sexual violence request confidentiality, Fortis College will honor the request to the extent possible and allowed by law. Fortis College will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.