Fortis College
555 E. Alex Bell Road
Centerville, OH 45459
Phone: 937-433-3410
Fax: 937-435-8516

Fortis College also provides services to distance education students, faculty and staff through its operations located at:

Fortis Institute Online
2699 Lee Rd., Suite 302
Winter Park, FL 32789
Toll Free: 866-353-9919
Phone: 407-937-0674
Fax: 407-628-1522

Fortis Institute Online
6455 S. Yosemite Street, Suite 450
Greenwood Village, CO 80111
Phone: 720-509-8200
Fax: 720-509-8160
HOLIDAYS/OFFICES CLOSED

Administrative services and faculty are unavailable on the dates below. Online students are expected to attend classes during the week as usual (see online education attendance).

<table>
<thead>
<tr>
<th>DATE</th>
<th>HOLIDAY</th>
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<tr>
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<td>12.24.2018</td>
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<td>12.12.2018 – 01.06.2019</td>
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INTRODUCTION & OVERVIEW

All of the College’s policies and procedures listed hereafter also apply to students enrolled in online programs, except as noted.

HISTORY AND OWNERSHIP

Fortis College in Centerville, Ohio, and its online division, which also does business as Fortis Institute Online (“Fortis Institute Online”) 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’ 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.

Fortis College, formerly known as RETS College, is located in Centerville, Ohio, which is approximately eight miles south of Dayton, Ohio. The College occupies two buildings, one of which is a 56,800 square foot building on a modern, nine-acre campus and the other is a 28,000 square foot building located in the nearby Cross Pointe Shopping center. All classes and labs are held at these locations, which include high fidelity simulation, HVACR, medical assisting, two nursing labs, dental assisting, cyber security, and science labs. There are over 200 computer workstations and over 2,000 volumes and periodicals.

The Fortis College online service center facilities, which do business under the name of Fortis Institute Online, are located in Winter Park, Florida just outside the city limits of Orlando, Florida and in Greenwood Village, Colorado, outside of Denver. The Winter Park facility is a six-story office building consisting of approximately 4,200 square feet of office space. The facility does not contain classrooms or labs. The Service Center in Winter Park consists of offices and work stations for the College’s staff. Similarly, the Greenwood Village facility is also an office facility consisting of approximately 8,000 square feet of office space. The Greenwood Village Service Center does not include classrooms or labs.

Founded in 1953, Fortis operated as RETS Tech Center. In addition to electronics programs, offerings were expanded to include various computer disciplines and climate control technology. In 1984 a business division was added, which included the Medical Assisting program.

The Medical Coding Specialist program was introduced in 1997. Practical Nursing was instituted in 2002 and the Associate Degree of Nursing program began in 2005.

Education Affiliates purchased RETS Tech Center in October 2005. Since the acquisition, additional programs have become available. RETS Tech Center changed its name to RETS College in 2008. An online education division was added in 2008, and offers degrees in Business Management, Medical Assisting, Medical Billing and Coding, Accounting Technology, Human Resources Management, and Internet Marketing.

RETS College opened an accredited branch campus in 2008 at 555 North 18th Street Suite 110 in Phoenix, Arizona 85006, under the name Fortis College. On April 1, 2010, the name change from RETS College to Fortis College occurred to align the organization with other campuses owned and operated by Education Affiliates, Inc.

As of November 2016, Fortis College, Indianapolis at 9001 N. Wesleyan Road, Suite 101, Indianapolis, Indiana 46268 and Fortis College, Cutler Bay at 19600 S. Dixie Hwy., Cutler Bay, Florida 33157 were approved as branch campuses.

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, they 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 College President, Fortis College, 555 E. Alex-Bell Rd., Centerville, OH 45459.

Please see the Consumer Disclosures tab found on the Fortis College website for information regarding student achievement data and other important information.
ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the college’s accrediting bodies and/or by accrediting teams. The purpose of these assessments is to examine and evaluate the 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 is institutionally accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201; (703) 247-4212 (phone); (703) 247-4533 (fax).

Fortis College is registered with the State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215. Phone: (614) 466-2752; fax: (614) 466-2219; toll free (877) 275-4219; e-mail: bpsr@scr.state.oh.us The State Board of Career Colleges and Schools Registration Number for Fortis College in Centerville, OH is 05-09-1769T.

This institution is authorized by:
The Indiana Board for Proprietary Education, 101 W. Ohio Street, Suite 670, Indianapolis, IN 46204-1984

Fortis College, Centerville, Ohio has received a Certificate of Approval to Operate under the name Fortis Institute Online from the following states:

Colorado
Approved and Regulated by the Colorado Department of Higher Education, Division of Private Occupational School Board.
Department of Higher Education, Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, CO 80202
Telephone: 303-866-2723
http://highered.colorado.gov/dpos

Florida
Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting:
Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
(888) 224-6684
http://www.fldoe.org/cie

Fortis College has the following programmatic recognitions:

- Fortis College’s Practical Nursing and Associate Degree in Nursing programs are granted provisional approval status by the Ohio Board of Nursing; 17 South High Street, Suite 400, Columbus, OH 43215-7410; Phone: 614-466-3947; Fax: 614-466-0388; http://www.nursing.ohio.gov
- The Associate Degree in Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN):
  Accreditation Commission for Education in Nursing (ACEN)
  3343 Peachtree Road NE, Suite 850
  Atlanta, GA 30326
  P: (404) 975-5000
  http://www.acenursing.org

The College’s 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 College President. Any questions regarding accreditation, licensure, or approvals should be directed to the College President. Students may also contact the agencies listed above for information regarding the school’s accreditation, licensure, and approvals.

State Authorization Disclosure for Online Students

The following information is applicable to any prospective or current online student. Fortis College reviews admissions applications and may enroll students only from certain U.S. states and territories. Fortis College does not accept international students in its online programs.

Please see the following link for a listing of states from which Fortis College will not accept admissions:
http://www.fortis.edu/associate-degree-online.aspx.

If, while enrolled in a Fortis College program, a student moves to one of the listed states/territories, he or she must contact Fortis College and the relevant state education agency. Fortis College cannot guarantee the student’s new home state/territory will allow him or her to complete their Fortis College program. It is the student’s responsibility to inform the College of his or her relocation as far in advance as possible.
MISSION AND PURPOSES

Fortis College provides postsecondary career education to both traditional and nontraditional students through a variety of diploma 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 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 diploma and associate degree 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.

PHILOSOPHY OF NURSING

The Nursing Department embraces the mission and philosophy of Education Affiliates, Inc. and incorporates them within the philosophy, student learning outcomes, and curricula of its nursing programs.

Nursing is both an art and an applied science, delivered through human relationships, scientific knowledge, and an awareness of the patient, of self, and of others. Nursing takes place in the moment when one individual connects with another. The nurse, together with the patient, creates an environment of health promotion and healing. It is within this caring relationship that healing takes place, making human caring the central focus of the practice of nursing. Nurses, through caring relationships focused on the patient, work collaboratively with professional and non-professional colleagues and support systems to plan and manage care in a cost-effective environment. In the role of patient advocate, nurses use discernment and judgment to create a balance between promoting independence and supporting dependence. Nurses apply critical thinking skills within the nursing process to make nursing decisions based on patient needs. The caring relationship bridges the gap between a high tech environment and the patient’s needs for safety and physical and psychosocial integrity. Foundational to nursing practice are ethical principles that hold the nurse responsible and accountable for providing expert care based on nursing standards and ethics.

Nurses care for individuals, families, groups, and communities through relationships with the recipient of care, other health care providers, organizations and support services. These relationships exist to promote physical and psychosocial integrity, wellness, and healing. The uniqueness of each patient evolves from his or her cultural, developmental, spiritual, intellectual, social, and economic life experiences. Patients have the right to direct their own health care. By focusing on caring rather than curing, the nurse-patient relationship allows the patient to be informed and to take responsibility for his or her own wellness and health.

Health is state of unity and harmony within the mind, body, and spirit. It is dynamic and unique to each individual and allows for health within illness. Nursing is concerned with promoting and restoring health as well as preventing illness.

The environment provides the context for the interpersonal relationship between the nurse and the patient. A healing environment is one that promotes care, respect, and value for everyone involved. Nursing recognizes the evolving needs of the practice environment whether at home, in the community, in a residential care setting, or in an acute care setting. Technological and cultural norms also enable relationships to occur over the phone or the internet. The complexity of the environment creates a need for collaboration among the nurse, the patient, the health care team, and supportive services.

The environment that leads to integrity, health, wellness, and satisfaction for patients is the same environment that promotes learning, outcome achievement, personal and professional integrity and satisfaction for students. The process involved in acquiring knowledge and assuming new roles is a shared experience. The Nursing Department strives to develop and nurture a culture of learning, professionalism, mutual respect, and creative problem-solving. In this environment, faculty members serve as role models for a caring nursing practice. Education, both formal and informal, provides opportunities for students to develop intellectually, personally, and socially.

Each student comes to us as a unique individual with various life experiences and resources. These experiences form a foundation for new learning causing a gradual and consistent change in behavior. The adult learner is an active participant in setting and achieving learning goals within a predetermined structure and maintains primary responsibility and accountability for learning with expert guidance and feedback from faculty members. As role models, faculty members demonstrate effective, problem-solving, encourage the students to reason through complex clinical situations, and support creative approaches based on evidence and reason.

Practical Nursing graduates are prepared to meet client needs through collaboration as a member of the health team under the direction of a registered nurse. The focus of care for the practical nurse is on adults and older adults. The Associate Degree of Science graduates are prepared to provide direct client care to individuals within the context of family and community relationships in accordance with their level of preparation. Although the primary focus is in meeting identified health care needs of the adult, the graduate is prepared to promote health in clients throughout the life span in a variety of settings.

Because individual students are unique and learning is a life-long endeavor, the Nursing Department offers programs with multiple entry and exit points that meet state specific board of nursing requirements for registered nursing education. All students are encouraged to embrace a life-time of learning and to set personal and professional goals.
Associate Degree in Nursing Student Learning Outcomes

1. Utilize the nursing process to prioritize relevant physical, developmental, psychosocial, cultural, spiritual and functional assessment data to provide individualized patient care.

2. Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.

3. Facilitate all levels of communication with a focus on therapeutic communication in the nurse client relationship.

4. Plan and implement nursing care in a safe, compassionate, culturally sensitive manner that preserves human dignity and promotes growth of individuals and families.

5. Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.

6. Collaborate with individuals, families, and health care team members in providing comprehensive, individualized patient care.

7. Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.

8. Participate in activities that promote professional development and personal growth.

Practical Nursing Program Student Learning Outcomes

1. Provide safe patient care with a focus on continuous quality improvement.

2. Demonstrate competency within the LPN scope of practice related to clinical decision making, patient safety, infection control, and pharmacological and parental therapies in the provision of care for individuals and families.

3. Establish and maintain effective interpersonal and therapeutic relationships and contribute to the plan of nursing care to promote and maximize individual health and wellness.

4. Demonstrate competence in the use of the nursing process to apply critical thinking and problem solving skills in caring for the needs of the patient and families, including health promotion and maintenance, illness care, end-of-life care, restoration, and rehabilitation.

5. Communicate effectively using written, verbal, non-verbal and technological methods to provide patient centered nursing care in collaboration with the health care team.

6. Promote health and wellness using principles of teaching-learning and leadership while working collaboratively with the client, family, and interdisciplinary health care team to achieve expected health outcomes.

7. Use knowledge from nursing science in collaboration with other health care providers to provide nursing care for individuals of various cultures and developmental stages in diverse health care environments.

8. Use self-evaluation, reflection and ongoing learning to demonstrate personal and professional growth and continued competence.

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:

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

Dean/Assistant Dean of Education and/or Program Directors: descriptions of academic programs, faculty information, data on student enrollment and graduation.

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

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

Senior 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.

Senior Director of Career Services: information pertaining to graduate placement rates and employment opportunities for students and 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 residential facilities include a 56,800 square foot building located at 555 E. Alex Bell Rd., Centerville, OH 45459 and a 28,000 square foot building in the nearby Cross Pointe Center. A learning resource center is available with internet access, computer stations, web-based resources, reference books, and periodicals. Medical labs are equipped with high fidelity simulation equipment, medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines and other medical training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines, microwaves, and an Internet Cafe. Library resources and library information services are available to students and faculty. Fortis College also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor’s offices, hospitals, and other professional medical facilities.

Online Students
A student enrolled in an online program may choose, prior to the commencement of the academic program, to purchase a laptop computer from the college. A computer with a current version of MS Office Professional Academic and a sufficient Internet connection is the basic equipment needed for all programs. Students enrolled in Internet Marketing must also have a current version of Adobe Creative Suite Design Premium. If the student chooses not to purchase the laptop, the following are the minimum hardware and software requirements for their own device:

Windows:
Hardware Requirements
- Operating System: Windows® 7 (Service Pack 1), 8.1, or 10
- Processor: 1.40 GHz CPU or greater
- Memory: 2 GB RAM
- Hard Drive: 100 GB
- Display Resolution: 1280x800 display (1280x1024 recommended)
- Optical Media: DVD-ROM drive compatible with dual-layer DVDs
- Internet Connection: Broadband Connection (Cable, DSL, etc.) is preferred
- Web Cam
- Speakers may be required (see course requirements)

Software Requirements
- Productivity Software: Microsoft Office Academic Professional 2010
- Web Browsers: Mozilla Firefox
- Additional Software: Adobe Reader, Adobe Flash Player, Java™ Runtime Environment 7, Windows Media Player

Mac:
Hardware Requirements
- Operating System: Mac OS X v10.6.8
- Processor: 1.40 GHz CPU or greater
- Memory: 2 GB RAM
- Hard Drive: 100 GB

- Display Resolution: 1280x800 display (1280x1024 recommended)
- Optical Media: DVD-ROM drive compatible with dual-layer DVDs
- Internet Connection: Broadband Connection (Cable, DSL, etc.) is preferred
- Web Cam
- Speakers may be required (see course requirements)

Software Requirements
- Productivity Software: Microsoft Office Home & Business 2011
- Web Browsers: Mozilla Firefox
- Other Software: Adobe Reader, Flash Player, Java™ Runtime Environment 7, QuickTime 7

If using a Mac, images and videos included with textbooks and courses may look different. Examples: video tutorials, images, labs, textbook content.

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 College President. The College President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education.

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 the College or treatment in its programs, activities, advertising, training, placement, or employment. LaRee Pingatore, the Director of Institutional Effectiveness and Compliance at Fortis College in Centerville, Ohio is the coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints 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 College President. The College President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education.

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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 documentation which confirms that the applicant meets or exceeds the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service.

2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program.

3. The applicant must complete an applicant information form.

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

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

6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

The SLE minimum entrance requirements by program are as follows:

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<th>Diploma Programs</th>
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<td>Dental Assisting (residential)</td>
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<td>HVACR (residential)</td>
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<tr>
<td>Medical Assisting (residential)</td>
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<td>Practical Nursing (residential/hybrid)</td>
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<tr>
<th>Associate Degree Programs</th>
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<tbody>
<tr>
<td>Cyber Security (residential/hybrid)</td>
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<tr>
<td>Nursing (residential/hybrid)</td>
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<tr>
<td>Accounting Technology (online)</td>
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<td>Business Management (online)</td>
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<td>Medical Assisting (online/hybrid)</td>
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(Applicants to the Associate Degree in Nursing program who hold current VN or PN licensure or who are graduates of a Fortis College/Institute or formerly MedVance Institute VN or PN program are exempt from taking Wonderlic exam.)

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

7. Applicants seeking to pursue fully online coursework will have the additional requirement of passing the Online Technology Skills Assessment (OTSA) with a minimum score of 65% or greater. The OTSA will be administered after the successful completion of the Wonderlic SLE. Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the OTSA. In the event that the applicant fails to achieve a passing score on the second administration of the OTSA, a minimum of seven days must elapse after the second testing date before an additional OTSA may be administered for a third attempt. The third administration and subsequent administrations will require approval by the College President. Applicants who choose to take the entrance test more than twice are strongly encouraged to pursue remediation, therefore the applicant will be provided with information on areas where improvement is needed prior to additional testing opportunities to assist in strengthening their technology skills. In the event the applicant fails to achieve a passing score, the applicant will not be granted the opportunity to continue in their enrollment process.

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

9. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.
ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following is an additional admissions requirement for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.

2. The applicant must pass the school’s Online Readiness Assessment with a 60% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school’s Online Readiness Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.

TRANSITIONAL STUDIES COURSES

ONLINE PROGRAMS ONLY

Fortis College recognizes that while all students admitted into an online program have met the admission standards, including Wonderlic Basic Skills Test (WBST) score requirement, their academic preparedness for taking college-level English and mathematics courses may vary. To help students transition into such college-level courses and facilitate their academic success, the College developed two transitional courses for those who may need them based on their results from a placement test. The two transitional courses are: ENG095 Fundamentals of English and MAT095 Basic Mathematics. Each of the courses bears four quarter credits, but these credits do not count toward the fulfillment of the required program credits. Students who have been accepted into one of the online degree programs will be scheduled during their first module to take the Wonderlic Basic Skills Test (WBST) for placement. The WBST placement tests will assess each student’s Math, Reading and Writing skill levels and determine whether the student could be placed into the regular English and Mathematics courses. A minimum score of 268 on the Verbal and 237 on the Quantitative will place them into ENG101 and MAT101 respectively. Those who score below the minimum scores will be required to take ENG095 or MAT095, or both. A student who did not achieve a sufficient score in the first attempt at the WBST may request a re-test if the original test scores are within fifteen (15) points of the required score. There is a $25.00 testing fee for the re-test. Re-testing is only permitted before the applicable transitional studies course has commenced. Students who have successfully completed an associate or higher degree program are exempt from taking the WBST placement test.

Students who have taken college-level English and Mathematics courses and have transferable academic credits per the College’s Transfer of Credit Policy for ENG101 and MAT101 are also exempt from taking the WBST. Students who apply to reenter the college and have previously passed the WBST placement tests, or if necessary took and passed ENG095 and/or MAT095, are exempt from taking the WBST or the transitional studies course(s).

Students must successfully complete the transitional studies courses with a C or a score of 65% or higher grade before they are eligible to take ENG101 or MAT101. Any student, who takes and fails the same transitional studies course two times, is deemed unable to make satisfactory academic progress and subject to dismissal from the degree program. When mitigating circumstances might have contributed to the failure of a transitional studies course, the student may appeal to attempt the course for a third and final time. Failure to achieve a passing grade for the third time will lead to dismissal from the program. The same appeals procedure for Satisfactory Academic Progress Policy is to be followed for such appeals.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR NURSING PROGRAMS

Associate Degree in Nursing Program (ADN)

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

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

1. The applicant must be a graduate of a state-approved Vocational Nursing (VN) or Practical Nursing (PN) program. Applicants who are not graduates of a Fortis College/Institute or MedVance Institute VN or PN program must have a cumulative grade point average of 2.8 on a grading scale of 4.0. The applicant must provide documentation of graduation in the form of an official transcript. Exceptions to this requirement may be considered in extenuating circumstances (such as transcripts only showing pass/fail; graduated from a military school and no GPA is provided). The request for a waiver must be submitted in writing to the Dean/Director of Nursing, who will review and provide approval with guidance from the Regional Dean of Nursing.

2. The LVN or LPN applicant must possess a current, valid unencumbered Vocational or Practical Nurse license from the state in which he or she will be attending the ADN program.

3. At the conclusion of the admission interview, the applicants who are not Fortis College/Institute or MedVance Institute VN or PN graduates will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN). Applicants may be admitted to the nursing program with an A2-score of 75% or higher on (1) English Language Composite Score comprised of reading, grammar and vocabulary and (2) Math composite score.

4. Prior to taking the A2-RN assessment, students will be provided an opportunity to purchase the study guide. Students are strongly discouraged from taking the assessment without completing the review workbook. If the student is unsuccessful after his/her first attempt, he/she should be directed to complete the HESI online remediation for at least one week before being allowed to take the A2-RN the second time. Such enrollment will allow the student, upon successful completion of the course, one more opportunity to take the A2-RN. Students can take this A2-RN assessment no more than two times in a 12-month period. Applicants must take the A2-RN exam at the campus they are requesting admission. For applicants who have previously taken the A2-RN exam within the last 12 months and produce an A2-RN transcript, the fee to retake the A2-RN exam will be waived.

5. Graduates from a Fortis College/Institute or formerly MedVance Institute VN or PN program may be provisionally admitted to the Associate Degree Nursing program contingent upon obtaining a valid, current, unencumbered Vocational or Practical Nursing license from the state in which they are attending the ADN program prior to the end of their first term. Failure to obtain a
1. Applicants to the ADN program who are not licensed vocational or practical nurses must meet the following requirements:

   a. In addition to the General Admissions Requirements, the following are the specific requirements for admission to the Associate Degree in Nursing program. CPR certification and renewal will be at the applicant's expense.

   b. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.

   c. All required immunizations, with the exception of Hepatitis B, are to be completed as outlined in the Nursing Programs Health and Clinical Requirements. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the Hepatitis B immunization before being admitted to the program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

   d. When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Programs Admissions Committee for consideration. After the Nursing Programs Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants. A list of students reviewed and outcomes will be listed in the committee minutes.

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

   f. Practical Nursing Program

      In addition to the General Admissions Requirements, the following are additional admissions requirements for the Practical Nursing (PN) program.

      1. Those applicants who score between 16 and 19 on the SLE will be given the opportunity to take the HESI Admission Assessment Exam (A2-PN). The applicant will be informed to select a date and time (maximum time for A2-PN Exam is 4 hours) when he/she will not have external time pressures for arrival or departure, will be well rested, and not be accompanied by children or other persons who need supervision. A staff person who does not report within the admission department must monitor the proctored examination at a computer terminal in a quiet area. The student may not bring paper, books, cell phone, other electronics, etc. into the testing environment. Calculators are to be provided by the school, distributed prior to the exam and collected at the end of the exam. These applicants must achieve a score of 70% or higher on (1) English Language Composite Score of the A2-PN exam, and (2) Math Composite Score. The English Language Composite Score comprised of reading, grammar, vocabulary exams. Math consists of only one exam, and therefore the applicant must achieve a 70% on the Math exam. Students can take this assessment no more than two times in a twelve month period. Prior to taking the A2-PN, students will be provided an opportunity to purchase the study guide to prepare for the exam. Students reviewed and outcomes will be listed in the committee minutes.
enrolled in Fortis College nursing program. Applicants must take the A2-PN exam at the campus they are requesting admission. For applicants who have previously taken the A2-PN exam within the last 12 months and produce an A2-PN transcript, the fee to retake the A2-PN exam will be waived. Applicants who achieve an SLE score of 20 or higher on their first attempt may be admitted to the VN/PN program without having to take the A2-PN. This exemption ONLY applies to the first attempt at the SLE. Applicants who have taken the A2 RN and score between 70 and 74 may be admitted to the VN/PN without having to take the A2-PN.

2. 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.

3. Applicants must submit to and pass a drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his or her expense.

4. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in the applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent his or her nursing licensure by a state Board of Nursing. If there are any questions regarding this process, the applicant should make an appointment with the Dean/Director of Nursing.

5. The applicant must submit a copy of his or 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 program. CPR certification and renewal will be at the applicant's expense.

6. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.

7. All required immunizations, with the exception of Hepatitis B, are to be completed as outlined in the Nursing Programs Health and Clinical Requirements. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the Hepatitis B immunization before being admitted to the program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Program(s) Admissions Committee for consideration. After the Nursing Programs Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants. A list of students reviewed and outcomes will be listed in the committee minutes.

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

**All Nursing Programs**

1. Applicants must submit to and pass a drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense.

2. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in the applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent his or her nursing licensure by a state Board of Nursing. If there are any questions regarding this process, the applicant should make an appointment with the Dean/Director of Nursing.

3. The applicant must provide a valid form of identification with a picture, name, and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.

4. The applicant must submit a copy of his or 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 program. CPR certification and renewal will be at the applicant's expense.

5. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.

6. All required immunizations, with the exception of Hepatitis B, are to be completed as outlined in the Nursing Programs Health and Clinical Requirements. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the Hepatitis B immunization before being admitted to the program. The entire series must be completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

**Entrance Exam Retakes & Timelines**

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

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

- If the fourth attempt to pass the HESI A2 is unsuccessful the applicant will no longer be eligible to apply for the nursing program.
Admissions testing from another location:

- Applicants that have official documentation of having completed the HESI A2 at another accredited academic institution within 12 months from expected enrollment at Fortis College and achieved a score that meets or exceeds that required by Fortis College will be considered for admission and not be required to repeat the HESI A2.
- When all the above noted nursing program requirements have been completed and submitted, the completed application file will be submitted to the Nursing Programs Admissions Committee for consideration. After the Nursing Programs Admissions Committee meets and makes its determinations, letters of acceptance or denial are mailed to the applicants.

**ADDITIONAL PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS**

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

**Cyber Security**

Applicants must submit to and pass a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, externship placement requirements (if applicable), or licensure requirements (if any). Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.

A student’s inability to obtain criminal background check clearance may prohibit opportunities for enrollment, program completion and/or job placement. If there are any questions regarding this process, the applicant should make an appointment to speak with the College President. A final decision for enrollment will be determined by the College President.

**ABILITY TO BENEFIT**

Effective July 1, 2012, Fortis College no longer admits ATB students.

**AVAILABILITY OF GED TESTING**

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to www.acenet.edu and select GED Testing Services or contact the local Board of Education or the 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. Any applicant for readmission must meet all current admission requirements in order to qualify for consideration for readmission. 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 College President, the 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 the College in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter or semester. A student who fails to meet SAP after the first quarter or semester 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. 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 nursing program must have current CPR certification and immunizations.

A readmitted student is required to sign a new enrollment agreement which lists the current tuition, current fees, revised graduation date, and acknowledges receipt of other required disclosures. The student must be current with any unpaid balance from his or her prior enrollment unless payment arrangements have been established by the College 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 term. College policies, student responsibilities, and any questions are addressed during 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 Heptovax B hepatitis series of vaccinations (of a three vaccination 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 Heptovax B series of injections with written notification of the declination provided to the Registrar. Declining the Heptovax shots may adversely affect the student's ability to be placed into an Externship site. Additional immunizations could be required depending on the Externship site selected.

**Dental Assisting**

Students in the Dental Assisting program must comply with the following immunization requirements:

1. **Hepatitis B Vaccine**

   Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of starting classes. 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.

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

**Medical Assisting**

**Proof of Medical Assisting Liability Insurance**

Immunizations: Mantoux within one (1) year; MMR - measles, mumps, and rubella inoculation or titer; Hepatitis B – requires 6 months to complete. Proof that the series is underway will suffice until the series is complete.

**Proof of successful completion of a CPR course and Emergency First Aid for the Health Care Provider Certificate are required before externship assignment can be made.**

**Successful completion of certified First Aid course**

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...
Nursing students are responsible for all costs associated with the student in required coursework.

Students enrolled in allied health programs are required to have at least the first two Heptovax B hepatitis series of vaccinations, 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 Heptovax B series of injections with written notification of the declaration provided to the Registrar. Declining the Heptovax shots may adversely affect the student’s ability to be placed into an Externship site. Three Heptovax B vaccinations are required in the series.

**Student Health Requirements**

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

Students are not to enter any clinical facility with contagious conditions or injuries. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The 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 nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

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

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

**Nursing Programs’ Health and Clinical Requirements**

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

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

1. **Cleared Background Check**

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

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 nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Nursing Substance Abuse and Drug Screening policy.

3. **Current BLS CPR Card**

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. The 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 nursing program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence.

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

Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the Dean/Director of Nursing. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the director of the nursing program to make the final decision as to the student’s ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the nursing program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dean/Director of Nursing immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.
Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. The 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 healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current practices 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 nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students may be responsible for the cost of any additional requirements.

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

### Vaccination/Screening

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<td>Three dose series (dose #1 before being admitted to the program, #2 in 1 month, #3 approximately 5 months after #2).</td>
</tr>
<tr>
<td><strong>MMR</strong></td>
<td>Serologic evidence of immunity or laboratory confirmation of disease is or;</td>
</tr>
<tr>
<td></td>
<td>If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.</td>
</tr>
<tr>
<td><strong>Varicella</strong></td>
<td>Serologic proof of immunity or laboratory confirmation of disease required or;</td>
</tr>
<tr>
<td></td>
<td>If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.</td>
</tr>
<tr>
<td><strong>Tetanus, Diphtheria, Pertussis</strong></td>
<td>One-time dose of Tdap is required.</td>
</tr>
<tr>
<td></td>
<td>Td boosters every 10 years thereafter.</td>
</tr>
<tr>
<td><strong>Influenza</strong></td>
<td>Required annually.</td>
</tr>
<tr>
<td><strong>Tuberculin Skin Test (TST)</strong></td>
<td>For students with no history of previous annual tuberculin skin testing, an initial two-step is required.</td>
</tr>
<tr>
<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>
</tr>
</tbody>
</table>

**Proof of Immunizations**

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

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

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

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

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

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

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

6. Serological Evidence of Immunity

**Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination before being admitted to the program. 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.

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 serology evidence of immunity against varicella or laboratory confirmation of the disease. If serology results indicate the individual is not immune, varicella vaccination is required in accordance with current CDC recommendations/ guidelines (two doses of varicella vaccine, four weeks apart). Students are required to provide 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 nursing program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the 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 nursing 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 nursing program.

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

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

8. Student Health Requirements

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

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

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

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

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

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

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

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

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**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 may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date of the student’s program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the 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.

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

Courses in general must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.

- Mathematics and prerequisite science courses in the Nursing programs must have a grade of “B” or higher on the transcript from the awarding institution.
- All other courses must have a grade of “C” or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis College in order for transfer credit to be awarded.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval. In the case of nursing applicants when a need exists for a review for possible exception the Vice President of Nursing and the Vice President of Education will review and determine what is appropriate.

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

The 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.

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

Additional Requirements for Specific Programs

- Nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with an “NUR” or “PNR” prefix). The only exceptions are nursing courses completed at Fortis-affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.

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.

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

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

ONLINE PROGRAMS

ACCOUNTING TECHNOLOGY, BUSINESS MANAGEMENT, HUMAN RESOURCE MANAGEMENT, INTERNET MARKETING

MEDICAL ASSISTING, MEDICAL BILLING AND CODING

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Each module is 6 weeks in length. Each quarter is 12 weeks in length. Term dates are subject to change.

RESIDENTIAL PROGRAMS

ASSOCIATE DEGREE IN NURSING AND PRACTICAL NURSING PROGRAMS

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Each quarter is 12 weeks in length. Term dates are subject to change.

CYBER SECURITY, DENTAL ASSISTING AND MEDICAL ASSISTING PROGRAMS

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Each module is 6 weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

HEATING, VENTILATING, AIR CONDITIONING & REFRIGERATION PROGRAM

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Each quarter is 12 weeks in length. Term dates are subject to change.

Each module is 6 weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.
For Colorado resident online education students only: Postponement of starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth: a) Whether the postponement is for the convenience of the school or student; and, b) A deadline for the new start date, beyond which the start date will not be postponed. If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund or prepaid tuition and fees within 30 days of the deadline of the new start date set forth in the agreement, determined in accordance with the school’s refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.
**ACADEMIC PROGRAMS**

**DIPLOMA PROGRAMS**

**DENTAL ASSISTING (RESIDENTIAL)**
Length: 1040 Clock Hours; 48 Instructional Weeks
Length in Months: 12 / Quarters: 4*
Program Quarter Credits: 60
Credential Awarded: Diploma
Mode of Delivery: Residential *Based on full-time enrollment

**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.

Students must successfully complete all course work to advance into the 300 clock hour externship experience. Entering an externship requires maintenance of satisfactory progress in compliance with established academic policies and procedures. The student works on site in a combination of clinical and front office settings to practice the skills learned in the classroom and acquire confidence in a real world environment.

**CREDENTIALING EXAMS**
The program prepares graduates with the requisite knowledge and skills to challenge the three part Certified Dental Assistant (CDA) exam administered by the Dental Assisting National Board (DANB). However, graduates of the program are eligible to take the General Chairside Assisting (GC) portion of the exam only if the program is approved by the Commission on Dental Accreditation (CODA) or after working 3500 hours as a dental assistant. There are no eligibility requirements for taking the Radiation Health and Safety Examination (RHS) or the Infection Control Examination (ICE) Examination.

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.

**HEATING, VENTILATING, AIR CONDITIONING & REFRIGERATION (RESIDENTIAL)**
Length: 720 clock hours; 36 Instructional Weeks
Length in Months: 9 / Quarters: 3*
Program Quarter Credits: 36
Credential Awarded: Diploma
Mode of Delivery: Residential *Based on full-time enrollment

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

**DESCRIPTION**
The Heating, Ventilating, Air Conditioning & Refrigeration program (HVACR) provides students with entry-level skills with which to obtain employment in the climate control industry. The graduate is qualified for entry-level employment as an equipment installer, service technician, sales representative, refrigeration mechanic, industrial/commercial maintenance worker, and many other positions.

In May 2002, the Partnership for Air Conditioning, Heating, and Refrigeration Accreditation (PAHRA) awarded programmatic accreditation to the HVACR program. PAHRA is a consortium of the industry's manufacturing and employment leaders who have set standards for training quality. Fortis College was the fourth HVACR program in the United States to receive this accreditation.

Students take the Environmental Protection Agency’s (EPA) Refrigerant Transition and Recovery Certification Test. Additionally, PAHRA standards require that all students take the Industry
Competency Exam (ICE), a credential recognized in the climate control industry as a symbol of outstanding skill. It is required for the student to graduate from the program, in addition to the 2.0 overall GPA.

Completion of all three quarters with a cumulative grade point average of 2.0 or higher, and a passing grade on the ICE, entitles the student to a diploma in Heating, Ventilating, Air Conditioning, and Refrigeration. Students must be enrolled for a minimum of twelve (12) credit hours of study to be considered full-time, and are expected to pursue the complete curriculum in the sequence offered (three-quarters time for VA purposes). The student must pass each quarter’s final exam and maintain a GPA of at least 2.0. Students purchase tools through the school; the cost of the tools is included in the student’s tuition packaging. Students are required to wear uniforms and safety goggles at all times.

**CAREER OPPORTUNITIES**

The graduate is prepared to seek entry-level employment in HVACR including but not limited to: service technician, installation technician, and apprentice heating technician. This occupation has a bright outlook (expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations).

**PLAN OF STUDY**

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<tr>
<td>HVACR208</td>
<td>Furnaces &amp; Heat Pumps</td>
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**MEDICAL ASSISTING (RESIDENTIAL)**

Length: 780 Clock Hours; 36 Instructional Weeks
Length in Months: 9 / Quarters: 3*
Program Quarter Credits: 46
Credential Awarded: Diploma
Mode of Delivery: Residential *Based on full-time enrollment

**OBJECTIVE**

Medical Assistants play an integral part in performing administrative and clinical tasks and support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the administrative and clinical areas of healthcare 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 on-site in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

**CREDENTIALING EXAMS**

Students in their final quarter are eligible to take National Healthcareer Association’s (NHA) Certified Clinical Medical Assistant (CCMA) exam. The MAERB accreditation is only applicable to the semester-based, degree program.

**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.

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<td>MOA120</td>
<td>Electronic Health Records</td>
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**PRACTICAL NURSING (RESIDENTIAL/HYBRID)**

Length: 1289 Clock Hours; 60 Instructional Weeks
Length in Months: 15 / Quarters: 5*
Program Quarter Credits: 82
Credential Awarded: Diploma
Mode of Delivery: Hybrid. Courses delivered online as identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.

*Based on full-time enrollment

Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.

*Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday or Sunday.
OBJECTIVE
As the U.S. population ages, the need for more health care providers, at all levels, continues to increase and this program, aided by its advisory group, provides trained resources for the health care organizations that are meeting the needs of the increasing populations of older Americans, locally and across the country.

DESCRIPTION
The Practical Nursing program consists of courses, labs, and clinical experiences that should be taken in sequence, according to the curriculum plan. Material learned in the classroom is practiced in the laboratory and applied to the care of patients in the clinical setting. Pharmacology, growth and development, nutrition, and nursing principles and skills are integrated into all nursing courses.

STUDENT LEARNING OUTCOMES
To meet the client’s universal, developmental, and health deviation needs within the scope of professional nursing practice the graduate will

1. Provide safe patient care with a focus on continuous quality improvement.
2. Demonstrate competency within the LPN scope of practice related to clinical decision making, patient safety, infection control, and pharmacological and professional therapies in the provision of care for individuals and families.
3. Establish and maintain effective interpersonal and therapeutic relationships and contribute to the plan of nursing care to promote and maximize individual health and wellness.
4. Demonstrate competence in the use of the nursing process to apply critical thinking and problem solving skills in caring for the needs of the patient and families, including health promotion and maintenance, illness care, end-of-life care, restoration, and rehabilitation.
5. Communicate effectively using written, verbal, non-verbal and technological methods to provide patient centered nursing care in collaboration with the health care team.
6. Promote health and wellness using principles of teaching-learning and leadership while working collaboratively with the client, family, and interdisciplinary health care team to achieve expected health outcomes.
7. Use knowledge from nursing science in collaboration with other health care providers to provide nursing care for individuals of various cultures and developmental stages in diverse health care environments.
8. Use self-evaluation, reflection and ongoing learning to demonstrate personal and professional growth and continued competence.

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-PN).

Graduation from the Practical Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

PLAN OF STUDY

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<td>Basic Skills, Quality &amp; Safety in Nursing Practice</td>
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<td>Foundations of Nursing</td>
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<td>PNR108</td>
<td>Gerontology Nursing</td>
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<td>Concepts of Leadership and Collaboration***</td>
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<td>Human Growth and Development***</td>
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<td>SCI115*</td>
<td>Fundamentals of Human Nutrition***</td>
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</table>

*Indicates a General Education course.
**Indicates other
***Online delivery

ASSOCIATE DEGREE PROGRAMS

CYBER SECURITY (RESIDENTIAL/HYBRID)

Length: 1370 clock hours; 72 Instructional Weeks
Length in Months: 18 / Quarters: 6*
Program Quarter Credits: 98
Credential Awarded: Associate of Applied Science
Mode of Delivery: Hybrid. Courses delivered online as identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.

*Based on full-time enrollment

OBJECTIVE
The objective of the Cyber Security program is to provide students with real world job skills and prepare them for a career in a variety of industries including IT, network security, and digital forensics.

DESCRIPTION
The program in Cyber Security prepares students to support the information security needs of businesses and enable them to seek entry-employment in the Cyber Security field. In this program, students first learn the fundamental knowledge and hands-on skills as an information technology professional, and then expand into the major areas of security such as server and network security, database security, website security, Internet security, security policy and operations, penetration test, security assessment, audit, and cyber security forensics.
CREDENTIALING EXAMS
A minimum of two (2) full certifications should be completed prior to graduation. A maximum of six (6) full certifications are included in the cost of the program, inclusive of re-tests due to failed certifications. To meet ordering and fulfillment requirements, a student must request (in writing to the program lead) for any and all certification(s), at least thirty (30) days prior to graduation. Upon completion of graduation requirements, the graduate assumes full responsibility for the costs and fees associated with any and all certifications attempted after graduation. Graduates of the Cyber Security program will receive an Associate of Applied Science degree and are prepared to sit for the various credentialing exams which can be scheduled as requested at the Pearson VUE testing center on campus or any testing center across the United States. School staff can assist students with the scheduling process.

CAREER OPPORTUNITIES
Upon completion of the Cyber Security program a graduate will be prepared to setup, install, configure, and troubleshoot hardware/software for desktop computer systems. Install, configure, manage, and maintain network-based technologies. Install, configure, manage, and maintain network infrastructure equipment and software. Implement, configure, and troubleshoot network security software and equipment. And design secure computer and network infrastructures.

PLAN OF STUDY

<table>
<thead>
<tr>
<th>COURSE CODE</th>
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<td>FOR101</td>
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</table>

*Indicates a General Education course.  
***Online delivery

NURSING (RESIDENTIAL/HYBRID)
Length: 1500 Clock Hours; 96 / 144 Instructional Weeks  
Length in Months: 24 / Quarters: 8 (Full-Time); 36 months (Part-Time)  
Program Quarter Credits: 106  
Credentialed Awarded: Associate of Applied Science  
Mode of Delivery: Hybrid. Courses delivered online as identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.  
*Based on full-time enrollment

Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday or Sunday.

OBJECTIVE
As the U.S. population ages, the need for more health care providers, at all levels, continues to increase and this program, aided by its advisory group, provides trained resources for the health care organizations that are meeting the needs of the an increasing populations of older Americans, locally and across the country.

DESCRIPTION
The Nursing program consists of courses, labs, and clinical experiences that should be taken in sequence, according to the curriculum plan. Material learned in the classroom is practiced in the laboratory and applied to the care of patients in the clinical setting. Pharmacology, growth and development, nutrition, and nursing principles and skills are integrated into all nursing courses.

STUDENT LEARNING OUTCOMES
To meet the client’s universal, developmental, and health deviation needs within the scope of professional nursing practice the graduate will:

1. Utilize the nursing process to prioritize relevant physical, developmental, psychosocial, cultural, spiritual and functional assessment data to provide individualized patient care.
2. Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
3. Facilitate all levels of communication with a focus on therapeutic communication in the nurse client relationship.
4. Plan and implement nursing care in a safe, compassionate, culturally sensitive manner that preserves human dignity and promotes growth of individuals and families.
5. Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
6. Collaborate with individuals, families, and health care team members in providing comprehensive, individualized patient care.
7. Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
8. Participate in activities that promote professional development and personal growth.

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-RN), passage of which is required to obtain a license to practice nursing in the state of Ohio.

Graduation from the Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state. Eligibility
requirements to sit for the National Council Licensure Examination (NCLEX-RN) and obtain licensure in Ohio are found in the July 1, 2016 catalog supplement immediately following the Index or the last addendum to this Catalog.

The curriculum information below applies to those students who begin classes on April 6, 2015.

### PLAN OF STUDY

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<td>Fundamentals of Human Nutrition***</td>
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<td>Sociology***</td>
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</tr>
</tbody>
</table>

*Indicates a General Education course.

**Indicates other

***Online delivery

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

### ONLINE PROGRAMS

#### ACCOUNTING TECHNOLOGY (ONLINE)

Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online *Based on full-time enrollment

### OBJECTIVE

The accounting profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity throughout the industry. Increasing complexities in accounting, changes in accounting standards and the current economic conditions have all contributed to a growing need for individuals with entry-level skills in the accounting profession. The objective of the Associate of Applied Business degree program in Accounting Technology is to prepare students with a solid foundation of accounting knowledge and technological skills so that they can seek entry-level employment in the accounting industry.

### DESCRIPTION

The Accounting Technology program is built upon a solid set of core accounting courses that provide the competencies needed for graduates to be successful at the entry level. Additionally, specific courses have been designed to prepare students to proficiently use the technology commonly employed in the accounting industry. Furthermore, related subjects such as business, management, marketing, finance, economics, and accounting professional practices are covered to prepare students on general knowledge necessary as a professional in the field. Students in this program also take a set of general education courses that help train them in areas of critical thinking, verbal and written communication, humanities, and natural and social sciences. Successful graduates of the program will be able to code and process accounting transactions, prepare basic financial statements, perform accounting research, reconcile accounts, employ variance analysis, research discrepancies, write reports and use current industry technology including spreadsheets, singular and modular accounting information systems and electronic databases. The program prepares students to successfully transition into entry level positions in the accounting field.

### CAREER OPPORTUNITIES

Career opportunities abound in such areas as industry accounting, governmental accounting, not-for-profit accounting, tax accounting, and forensic accounting. Graduates of Accounting Technology will leave the program equipped with professional competencies that enable them to step into such dynamic roles and serve their employers effectively and proficiently.

### PLAN OF STUDY

<table>
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<th>COURSE CODE</th>
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<td>Computerized Accounting</td>
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<td>Business Communication</td>
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<td>BUS125</td>
<td>Business Law and Ethics</td>
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*Indicates a General Education course.
BUSINESS MANAGEMENT (ONLINE)
Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online *Based on full-time enrollment

OBJECTIVE
Business management is the function of coordinating efforts of people in an organization or department to achieve the operational goals and objectives through efficient and effective use of available resources. The Associate degree in Business Management prepares students academically and professionally for entry-level business management or supervision positions in business, industry, and government.

DESCRIPTION
The Associate of Applied Business in the Business Management degree program is designed for students who intend to seek employment in office supervision and business management. Students will build a foundation of business management skills and knowledge from a cross-section of courses in management, marketing, accounting, business communications, law and ethics. Further studies in human resources, e-commerce, economics, organizational behavior, small business management, statistics and international business build on foundational skills and assist students in gaining administrative support positions.

CAREER OPPORTUNITIES
Career opportunities abound with positions such as Office Manager, Team Leader, Customer Service Manager, Customer Service Supervisor, Office Supervisor, Accounting Manager, Office Coordinator, Accounts Payable Supervisor, or Administrative Supervisor. Graduates of Business Management will leave the program equipped with the professional competencies necessary to seek entry-level employment in areas such as those listed above.

PLAN OF STUDY

<table>
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<th>COURSE CODE</th>
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SOC101* Sociology 40 4
*Indicates a General Education course.

HUMAN RESOURCES MANAGEMENT (ONLINE)
Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online *Based on full-time enrollment

OBJECTIVE
The Human Resources Management program will train students on principles and practices to manage “human capital” in an organization and to provide services related to employer/employee relations. Each student will develop skills and receive instruction on topics such as benefits, compensation, human resources laws and policies, training, and diversity. Upon completion of the program and graduation requirements, the student is awarded an associate's degree.

DESCRIPTION
The Associate of Applied Business degree in Human Resources Management is designed to provide students with an in-depth knowledge of the principles of management, leadership, recruiting, and training needed to be successful in an entry level HR position. Students will build a foundation of business management skills and knowledge from a cross-section of courses in human resources management, management, marketing, accounting, business communications, and law and ethics. Upon completion, students will possess skills in compensation and benefits, employment law, and Human Resources policies, and be well-versed in relevant topics such as diversity and inclusion in the workplace.

CAREER OPPORTUNITIES
Career opportunities include positions as a Human Resources Coordinator, Employee Benefits Coordinator, Employee Relations Coordinator, Human Resources Administrative Assistant or Clerk - Clerical Assistant. Graduates of Human Resources Management will leave the program equipped with professional competencies necessary to seek entry-level employment in the areas of human resources management.

PLAN OF STUDY

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HRM220 Staffing and Hiring Process | 60 | 4
HRM225 Training and Development | 60 | 4
HRM230 Benefits and Compensation | 60 | 4
CAREER OPPORTUNITIES

The Associate of Applied Business degree in Internet Marketing is essential for those interested in a focused program that will develop a targeted skill set in the marketing of products and services across the Internet. Central topics include search engine optimization, affiliate marketing, pay-per-click, and email campaigns, as well as mobile and social networking media marketing. Additionally, the program introduces using the web as a marketing tool by highlighting its usability and applicable advertisement principles, with a focus on the practical tools and concepts needed for entry-level employment in this rapidly developing field.

INTERNET MARKETING (ONLINE)

Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online *Based on full-time enrollment

OBJECTIVE
Business transactions over the Internet continue to grow and boom in the new century. With the evolution of social media and ever-changing features and functions of wired and wireless electronic devices, professionals specialized in internet marketing are in increasingly high demand. The objective of the Internet Marketing program is to train students to plan, manage, and market products and services provided online via the Internet. Students will receive education in this new and innovative profession that will prepare them for seeking entry-level positions in the internet marketing field.

DESCRIPTION
The Associate of Applied Business degree in Internet Marketing is essential for those interested in a focused program that will develop a targeted skill set in the marketing of products and services across the Internet. Central topics include search engine optimization, affiliate marketing, pay-per-click, and email campaigns, as well as mobile and social networking media marketing. Additionally, the program introduces using the web as a marketing tool by highlighting its usability and applicable advertisement principles, with a focus on the practical tools and concepts needed for entry-level employment in this rapidly developing field.

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</table>

*Indicates a General Education course.

MEDICAL ASSISTING (ONLINE/HYBRID)

Length: 1360 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 94
Credential Awarded: Associate of Applied Science
Mode of Delivery: Hybrid. Some courses are delivered partially or fully at residential campuses as identified below; all other courses are delivered online.

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

DESCRIPTION
The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a 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.

This program is a hybrid program, meaning that students complete part of the program courses online and part of the program courses in a physical classroom. For some of the courses, the didactic or theoretical portion will be delivered primarily online and the hands-on practices will take place primarily in a physical classroom/laboratory. Hybrid programs offer students the best of all worlds: the convenience
and flexibility of online classes while still enjoying the community and support of a campus setting. Online learning also gives students the opportunity to build valuable computer skills that support success in the workplace.

The physical classroom at which the student will complete on-campus coursework is located at a Fortis College or Institute with which our school has a consortium agreement. The specific location of the on-campus classroom is determined in collaboration with the student during the Admissions process.

Additional program details and requirements related to this delivery mode are described in the Student Information and Acknowledgement Form provided during the Admissions process.

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 on-site in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

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

CAREER OPPORTUNITIES

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

PLAN OF STUDY

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* Indicates a General Education course.
*** Indicates an online course

MEDICAL BILLING AND CODING

(ONLINE/HYBRID)

Length: 1360 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 94
Credential Awarded: Associate of Applied Science
Mode of Delivery: Hybrid. Some courses are delivered partially or fully at residential campuses as identified below; all other courses are delivered online.

*Based on full-time enrollment
Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.

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 degree 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 degree 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 compliance with applicable laws and regulations.

This program is a hybrid program, meaning that students complete part of the program courses online and part of the program courses in a physical classroom. For some of the courses, the didactic or theoretical portion will be delivered primarily online and the hands-on practices will take place primarily in a physical classroom/laboratory. Hybrid programs offer students the best of all worlds: the convenience and flexibility of online classes while still enjoying the community and support of a campus setting. Online learning also gives students the opportunity to build valuable computer skills that support success in the workplace.

The physical classroom at which the student will complete on-campus coursework is located at a Fortis College or Institute with which our school has a consortium agreement. The specific location of the on-campus classroom is determined in collaboration with the student during the Admissions process.

Additional program details and requirements related to this delivery mode are described in the Student Information and Acknowledgement Form provided during the Admissions process.
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 on-site in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take National Healthcareer Association’s (NHA) Certified 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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* Indicates a General Education course.
*** Indicates an online course
†† Indicates a residential course
++ Indicates a blended course
ACADEMIC POLICIES & SERVICES

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>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 to 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90 to 94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>78 to 79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73 to 77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70 to 72</td>
<td>1.7</td>
</tr>
<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>
</tr>
<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>

Other letter grades used by the College include:
- I: Incomplete
- L: Leave of Absence (online only)
- W: Withdrawn
- WF: Withdrawn Failing
- TR: Transfer Credit

Nursing Students. The minimum grade of a “C+” (78%) is required to successfully complete all nursing courses and the following prerequisite science courses in relation to meeting graduation requirements:

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology

For successful completion of nursing and prerequisite nursing courses, a minimum test composite score of 78% (total average of objective assessment) and clinical, simulation, and lab performance grades of Pass “P” are required. Clinical and laboratory activities will be graded as Pass/Fail. The minimum grade of “C+” (70%) is required to successfully complete all other courses (non-nursing and non-science courses) in the program curriculum in relation to meeting graduation requirements. Any course that is not successfully completed with the required percentage as set forth above must be retaken. Once retaken and successfully completed with the required percentage as set forth above, the new higher grade is to replace the previous grade, be recorded in the academic record system, and be represented on student’s transcript. Quality points received for attempted credits will count towards the SAP calculation for the benefit of the student, even though the grade earned fell below the standard required to meet graduation requirements.

ACADEMIC HONORS

At graduation, Fortis College recognizes students who have achieved an above-average scholastic record.

Summa Cum Laude

Students who earn a grade point average between 3.75 and 4.00 at the conclusion of their academic programs will graduate with the distinction of Summa Cum Laude.

Magna Cum Laude

Students who earn a grade point average between 3.50 and 3.74 at the conclusion of their academic programs will graduate with the distinction of Magna Cum Laude.

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.

CLINICAL EVALUATION

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

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 time frames. 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 – Online

Students must request an “Incomplete” grade by submitting a formal request via email to the Instructor. The Instructor completes an Incomplete Grade form and submits it to the appropriate Program...
Students – Residential

Students must request an “incomplete” grade by submitting an Incomplete Grade Request form to the Instructor. The student’s instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director and/or the Dean of Education. If approved, the completed form is submitted to the Registrar for recording.

Students – Online and Residential

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

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

Nursing students: All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will be given a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of “Incomplete.” Only one exception may be made for the unique situation that may occur in the courses PNR207 “Transition to PN/VN Practice – Capstone” and NUR210 “Transition to Practice – Capstone.” When a student has achieved the required performance level in all other graded components of the course but has failed to achieve the required passing score for the comprehensive competency exam after two attempts within the quarter, the student may submit a completed Incomplete Grade Request Form to the course instructor. The course instructor will co-sign the form with the student and submit it to the Dean/Director of Nursing for review and approval. When approved, the student will be required to complete focused competency development activities in the quarter immediately following and prepare to retake the comprehensive competency exam. The student may retake the exam a maximum of two times. The student will be responsible for any fees associated with the testing. The fees must be paid prior to taking the assessment. When the student achieves the required score on the exam, the final grade will be assessed accordingly and submitted to the Registrar to replace the “I” grade in CampusVue. If the student fails to achieve the required score after the second attempt, the “I” grade will be turned into an “F” grade for the course. Depending upon his or her overall academic progress in the program, the student may then be dismissed from the program or may retake the course (if he or she is eligible to do so). A student who retakes the capstone course under this circumstance will not be eligible for another grade of Incomplete due to failure to achieve the required passing score on the comprehensive competency exam.

NURSING COMPETENCY REINFORCEMENT WORKSHOP AND COMPREHENSIVE COMPETENCY EXAM

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

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

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

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus and/or program requirements) 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 and attempted credits are included on the official transcript. For repeated courses, only credits for the highest grade are reflected as earned on the final transcript. Repeated courses are designated with asterisks.

Students who need to repeat a course must repeat that course at the next available opportunity, subject to space limitations. The student must meet with the Program Director/Program Associate Dean to discuss the schedule change and must 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. Likewise a student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student’s expected graduation date, negatively impact financial aid eligibility and/or impact the student’s satisfactory academic progress status.

Additional Provisions for Nursing Students:

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

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

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

A student who achieves a grade of 83% or higher will pass the course and will not have his or her original failing grade in the class counted towards the two-course failure limit for nursing and required science courses.

A student who achieves a grade between 78% and 82% (grades are not rounded) will pass the course. However, the original failing grade in the class still counts towards the two-course failure limit. A second failure to successfully complete a nursing and/or a required science course will result in dismissal from the program.

A student who achieves a grade less than 78% will fail the course a second time and will be dismissed from the program.

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

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

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

**Course Audit – Current Students**

Any current student in good standing may audit a lecture class he/she has successfully completed in the past without charge, provided that seating space is available in the course of choice. 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. Auditing a class may lengthen the time it takes for a student to complete the program.

The course audit option only applies to residential programs.

**Course Audit – Graduates**

To refresh their knowledge and skills, graduates of Fortis College in good standing may audit 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. Audited courses are not graded, and no credit is earned. Graduates auditing 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.

The course audit option only applies to residential programs.

**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
- 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 (where applicable), 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.

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 relationship with WellConnect Student Support Program which can be accessed 24/7 at (866) 640-4777 or at https://www.wellconnectbyurs.com. The College also 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 or program director to schedule tutoring with an instructor. 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 APPEAL

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 or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean of Education or the Dean of Nursing 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 an administrative designee. This meeting will be held within seven calendar days of the Dean of Education or the Dean of Nursing receiving the student’s written appeal. The student will be notified in writing via mail and email of the Academic Review Board’s decision.

The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

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

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 POLICY – RESIDENTIAL

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, tardiness or cutting of class will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student’s permanent academic record.

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

A student attending the 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.
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/Program Associate Deans, 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.

Some programs of study may have specific attendance policies. Students should refer to those Program Handbooks for more details.

**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.

**Additional Attendance Policies:**

Some programs of study may have specific attendance policies. Students should refer to those Program Handbooks for more details.

**ATTENDANCE POLICY – ONLINE STUDENTS**

Students are expected to:

- Post their initial response to the weekly discussion(s) question by Wednesday night at 11:59 pm Pacific Time. 10% of the grade will be deducted from initial discussion responses received after Wednesday. Initial responses to the weekly discussion question(s) will not be accepted after Sunday night at 11:59 Pacific Time.

Online students are expected to participate in each of their scheduled classes throughout the week. A “week” for online students starts on Monday morning at 12:00 midnight Pacific Time and ends on Sunday night at 11:59 Pacific Time.

A student participates in class by doing the following:

- Submitting a post to the discussion board;
- Posting an paper, project, or other academic assignment; and/or
- Completing a quiz, mid-term, or final.

While most weekly assignments are due by Sunday of each week, it is critical that students also engage between Monday and Friday to make the most of their education experience and to avoid falling behind in their classes.

Students are expected to:

- Post their initial response to the weekly discussion(s) question by Wednesday night at 11:59 pm Pacific Time. 10 points will be deducted from initial responses received after Wednesday. Initial responses to the weekly discussion question(s) will not be accepted after Sunday night at 11:59 Pacific Time.

- Post responses to other students’ posts no later than Sunday night at 11:59 pm Pacific Time. Responses will not be accepted after Sunday night at 11:59 pm Pacific Time.

- Complete the remainder of their weekly assignments throughout the week. Assignments due each week must be submitted no later than Sunday night at 11:59 pm Pacific Time. Refer to the Late Work section for more details.

In the rare event that a student will be unable to attend a class in a given week, the student must notify the instructor by email and explain the circumstances causing their absence. Instructor contact information can be found within each course.

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). A student who fails to participate in both of his or her scheduled classes for any two consecutive weeks (including weeks that span two modules) will automatically be withdrawn from school for non-participation. If a student believes that he or she has special circumstances that warrant special consideration, a written appeal may be submitted to the Dean of Education for review and final determination.

**Late Work**

Late work will not be accepted without prior approval from the instructor (Late discussion posts are discussed above). A student wishing to seek instructor approval to submit late work must contact the instructor by email prior to submitting the late work. Due to unforeseen circumstances, this request may be made after the assignment due date and the student should explain the circumstances that led to the request in the email. The instructor will notify the student by email of his or her decision.

If the instructor approves the submission of a late assignment, points will be deducted from the assignment as follows.

<table>
<thead>
<tr>
<th>Late submission</th>
<th>% of grade deducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>One week after due date</td>
<td>10%</td>
</tr>
<tr>
<td>More than one week after due date</td>
<td>25%</td>
</tr>
</tbody>
</table>

Late work will not be accepted without prior written approval from the instructor. Approved late work submitted by the student will be graded along with other weekly submissions for the next grading period. Instructors complete grades every week by Tuesday midnight MST.

**MAKE-UP WORK**

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

**STANDARD PERIOD OF NON-ENROLLMENT (SPN) - RESIDENTIAL**

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 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 an 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:

1. The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
2. 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.
3. The Dean of Education must approve the SPN request.
4. The Financial Aid Director must also approve the SPN request.
5. 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 (LOA) – Online**

Students who need to interrupt their program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, or active military service or 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 Program Associate Dean to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA). The Program Associate Dean will then make the final recommendation to the Dean of Education for review and approval.

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

1. The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave Request Form accompanied by relevant supporting documentation (contact the Program Associate Dean for additional information).
2. The applicant for a LOA must be able to resume his or her training at the same point where the training was interrupted.
3. 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.
4. The leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial LOA request may be extended to a maximum 120 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 Fortis College. Fortis 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.
5. 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 must 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 extenuating circumstances, a student who cannot continue attending the course(s), 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 in-term LOA request, the student will receive a grade of “L” for each course attempted in the term. The “L” grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student’s progression through the program. If the institution grants this type of in-term LOA, all tuition charges associated with the courses in the term or module started but not completed will be removed. Tuition payments from all sources associated with the courses in the term or module started but not completed will be refunded to the source of the payment. The only exception to this procedure to remove charges for a term started but not completed would be books, uniforms, laptop computer or similar charges where the item charged was provided and used by the student, and not returned or not eligible return for 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 College 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 Fortis 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 Fortis College in accordance with the Attendance Policy.

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

Should students be considering withdrawing from a course or from Fortis College, they should meet with the Dean of Education or the Dean/Director of Nursing (for students enrolled in nursing courses), or the College 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 College President and the Registrar, preferably 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.

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

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

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses and/or required science courses (anatomy and physiology, microbiology, nutrition, and general biology) during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program and, in turn, the College.

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

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

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

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

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

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

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

Clock to Credit Hour Conversion Formula
Definition of a Credit Hour
Fortis College uses the following clock hour to semester/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

One semester credit hour is defined as:
- 15 hours of classroom or direct faculty instruction, plus out-of-class student work
- 30 clock hours of laboratory activities
- 45 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.

Out-of-Class Work – Types

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.

Out-of-Class Work – Assignments

Out-of-class work is assessed in varied ways. Generally, 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.

Definition of In-Class and Out-of-Class Work – Online

Given the asynchronous and often self-directed nature of online education, “in-class” and “out-of-class” work cannot be as clearly delineated as it is for “on ground” learning. For the purpose of determining the appropriate calculation of credit for online courses, activities have been identified as either “Class Activity” or “Self-directed Learning Activity”. Fortis’ online instructional methodology has been designed so that the number of hours in one unit of credit reasonably approximates the unit of credit as defined in the Unit of Credit section.

The following activities are designated as “Class Activities” for the online classroom:

- Studying written, audio, web links, and multimedia lecture materials
- Participating in “Practice” activities embedded within lecture content
- Participating in simulations and other structured lab activities
- Responding to threaded discussions questions
- Responding to peer/faculty threaded discussion postings

The following activities are designated as “Self-directed Learning Activities” for the online classroom:

- Reading assignments
- Research activities and projects
- Quiz/exam preparation (flashcards)
- Projects (group and individual)
- Written assignments (papers and essays)
- Knowledge checks and self-assessments
- Other self-directed learning activities

Maximum Class Size

30:1 Online Programs
25:1 Online Courses in Hybrid Programs

Residential Programs

Allied Health Programs
50:1 Lecture
32:1 Computer
20:1 Clinical Lab

Nursing Programs
50:1 Lecture
15:1 Nursing Lab
10:1 Clinical Rotation

Cyber Security Program
15:1 Lecture
15:1 Computer Lab

HVACR Program
24:1 Lecture
20:1 Lab

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.

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 7:00 a.m. and 11:00 p.m., Monday through Friday; 7:00 a.m. and 9:00 p.m. on Saturdays and Sundays.

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 Student 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 Bulletin Board and/or Student Portal.
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 which 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.

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 AM 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 there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.

b. Sign-off on attendance
i. The student’s supervisor must sign off on time reported back to the 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 has 14 calendar days within which to complete the required hours.

12. Program Specific Requirements
a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The 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. Students whose programs include an externship will be provided with an Externship Handbook which includes detailed information about both policies governing the experience and what to expect.
   c. Additional information can also be obtained from the program director or the program's externship instructor.
   d. 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 College 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 which serves residential students, online students, and students in hybrid 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 anywhere there is internet access. For students in residential or hybrid programs, the LRC provides a quiet environment for study or research, and is staffed by knowledgeable and trained professionals.

CAREER SERVICES

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the 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 employment 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 College 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>Degree Programs (Residential)</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Textbooks</th>
<th>Testing / Certifications</th>
<th>Uniform / Background Check</th>
<th>Laptop (Hybrid Only)</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Cyber Security (Hybrid)</td>
<td>$27,798</td>
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<tr>
<th>Diploma Program (Residential)</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Textbooks</th>
<th>Testing / Certifications</th>
<th>Uniform / Kit</th>
<th>Total Cost</th>
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<tbody>
<tr>
<td>Heating, Ventilating, Air Conditioning &amp; Refrigeration</td>
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<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Textbooks</th>
<th>Uniforms</th>
<th>Student Kit</th>
<th>Certification / Licensure Exam</th>
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<tr>
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<th>Nursing Programs (Residential)</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Textbooks</th>
<th>Uniforms</th>
<th>Student Kit</th>
<th>Drug Screen / Background Check</th>
<th>Certification</th>
<th>Laptop (Hybrid Only)</th>
<th>Total Cost</th>
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<tr>
<td>Practical Nursing Diploma (Hybrid)</td>
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**The tuition charge each quarter is based on a per credit hour rate of $481 for Nursing Courses and $289 for General Education/Other Courses.**

Nursing: The standard tuition charge each quarter is based on the student taking 12 quarter credits or more in the quarter. If less than 12 credit hours are attempted in any quarter, the tuition charge for that quarter will be based on the number credits attempted times the per-credit hour rate. The per-credit hour rate is equal to 1/12th of the standard quarter charge.

As a result of statutory changes made in House Bill 49 that was enacted by the State of Ohio legislature in July 2017, Fortis College is no longer permitted to assess fees related to the student disclosure course directly to students. The chart above reflects this required change addressed by House Bill 49.

<table>
<thead>
<tr>
<th>Online Degree Programs Business</th>
<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Computer</th>
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<td>Business Management</td>
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<td>Human Resources Management</td>
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<th>Tuition</th>
<th>Enrollment Fee</th>
<th>Textbooks</th>
<th>Uniforms</th>
<th>Laptop Computer</th>
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<td>Medical Assisting</td>
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</tbody>
</table>
The Enrollment Agreement obligates the student and the College by the academic quarter or semester 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 or semester. A returned payment fee of $25.00 may be charged for each returned check or rejected payment.

**REFUND AND CANCELLATION POLICIES**

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

**REFUND POLICY:** The Fortis College Refund Policy exceeds the state-approved refund policy typically used by Ohio’s private and state-supported colleges and universities.

Withdrawal in the First Ten Percent of the Semester, Quarter or Term: A student who starts class and withdraws during the first 10% of the academic term shall be obligated for ten percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Second Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 10% of the academic term but before completing 20.1% of the academic term, shall be obligated for twenty percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Third Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 30% of the academic term but before completing 40.1% of the academic term, shall be obligated for forty percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Fourth Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 40% of the academic term but before completing 60% of the academic term, shall be obligated for one hundred percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Sixth Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 50% of the academic term, shall be obligated for all or one hundred percent of the tuition and refundable fees for that academic term, plus the registration fee.

In the event that a student withdraws or is dismissed from the College, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items that have been consumed.

If a refund is due, it will be made within 30 days of the withdrawal date.

**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. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) business day after the date the Applicant’s Enrollment Agreement with the College was signed by the student and a representative of the College. The applicant may use a copy of his or her 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, 555 East Alex Bell Road, Centerville, Ohio 45459. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus a $125.00 Enrollment Fee.

**CANCELLATION/REJECTION POLICY:** Fortis College will refund all monies paid by an applicant who is rejected for enrollment by the College, or enrolls in a program that Fortis College cancels, or 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.

A $125.00 fee will be charged each time a student changes his or her program. A student must see the Registrar’s Office and Financial Aid to discuss any program changes.

**ONLINE STUDENTS**

All students, regardless of their state of origin, will be bound by the same refund policy as Ohio state residents, unless specified below.

Additional refund policies apply to residents of the following states:

- **State of Colorado (for Colorado residents only)**

**REFUND AND CANCELLATION POLICIES:** If an applicant/student cancels or withdraws or is terminated by Fortis for any reason, refunds will be made according to Fortis’ Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis determines that the student has withdrawn. All refunds will be calculated using the student’s last day of attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student’s last date of attendance as determined by Fortis. All governmental and agency refunds will be made within the required time limits of the funding agency. The policy for the granting of credit for previous training shall not impact the refund policy.

**CANCELLATION/REJECTION POLICY:** Fortis will refund all monies paid by an applicant who is rejected for enrollment by Fortis, or who enrolls in a program that Fortis cancels, or who cancels by midnight on the third business day after signing this contract or enrollment agreement.

**REFUND POLICY:** The tables below conform to the refund policy requirements of the State of Colorado, and apply only to students who enrolled as residents of the State of Colorado. In addition, for residents of the State of Colorado, any credit given for previous training shall not impact the refund policy as stated below.

**REFUND TABLE**

<table>
<thead>
<tr>
<th>Proportion of Total Quarter Taught</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>10% or Less</td>
<td>90%</td>
</tr>
<tr>
<td>10.01% up to and including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>20.01% up to and including 30%</td>
<td>75%</td>
</tr>
<tr>
<td>30.01% up to and including 40%</td>
<td>60%</td>
</tr>
<tr>
<td>40.01% up to and including 50%</td>
<td>50%</td>
</tr>
<tr>
<td>50.01% up to and including 60%</td>
<td>40%</td>
</tr>
</tbody>
</table>
For Maryland Residents Only:

REFUND AND CANCELLATION POLICIES: If an applicant/student cancels or withdraws or is terminated by Fortis College for any reason, refunds will be made according to Fortis College Refund Policy (see below). If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis College determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student’s last day of class attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

CANCELLATION / REJECTION POLICY: Fortis College will refund all monies paid by an applicant who is rejected for enrollment by the College, or who enrolls in a program that the College cancels, or who cancels in writing within five calendar days of signing the enrollment agreement or verbally within five calendar days followed by written confirmation within ten calendar days.

TUITION REFUND POLICY: A student wishing to officially withdraw should inform Fortis College in writing at least five calendar days, in advance of withdrawal. A student who returns to Fortis College after withdrawing must sign a new enrollment agreement and will be subject to the then-current price of tuition. A student’s last date of attendance as documented by Fortis College will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formula below.

Proportion of Total Quarter Taught Tuition Due for the Quarter

<table>
<thead>
<tr>
<th>Proportion of Total Quarter Taught</th>
<th>Tuition Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90%</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>40% up to 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

State of Maryland (for Maryland residents only)

REFUND AND CANCELLATION POLICIES:

Cancellation Prior to Starting Class

A. A student may voluntarily terminate or cancel the program. If a student chooses to notify the College in writing, a letter of cancellation or withdrawal shall be addressed to the College President at the above address. If a student withdraws without written or verbal notice, termination shall take effect when the student does not begin class.

B. If the College closes or discontinues a course or program, the College shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

C. In the event that the College does not accept the applicant, a full refund of all monies will be made to the applicant.

D. If an applicant cancels his or her enrollment within seven (7) calendar days after this enrollment agreement is fully executed, whether or not classes have begun, all monies paid by the applicant will be refunded, including refund of the enrollment fee.

E. An applicant requesting cancellation after the expiration of the seven-day cancellation period, but prior to the class starting date, shall be entitled to a refund of all monies paid in excess of the enrollment fee.

F. A full refund will be made to students who do not visit the College prior to enrollment and who then withdraw within three (3) calendar days following either the regularly scheduled orientation or following a tour of the College facilities and inspection of equipment.

Cancellation after Starting Class

A. Tuition is charged and payable by the Quarter. Each Quarter is 10 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

<table>
<thead>
<tr>
<th>Proportion of Total Quarter Taught</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.01% up to and including 75%</td>
<td>30%</td>
</tr>
<tr>
<td>75.01% up to and including 80%</td>
<td>25%</td>
</tr>
<tr>
<td>More than 80%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

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.

RETURN OF TITLE IV FUNDS POLICY: In addition to having institutional charges adjusted based on the above Refund Policy, for a student who receives Title IV federal financial assistance, 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 Funds Policy. A complete description of the Return of Title IV Funds Policy and related financial aid eligibility requirements can be found in the Catalog.
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 the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, Funding Your Education, published by the U.S. Department of Education. This important document may be obtained from the 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 www.fortisedu.info.

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the 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 until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the 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 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 FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, his or she is notified by letter.

VETERANS’ BENEFITS

Fortis 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.

Military Service Grant Program

Fortis College is proud to offer active-duty military, military spouses, and veterans taking online programs reduced tuition through our Military Service Grant Program to help ease the financial burden of education. Eligible military service members and their spouses (as defined below), upon showing proof of military affiliation (i.e.: DD214, Military ID, Certificate of Eligibility), may participate in Fortis College’s online Military Service Grant Program and are exempt from paying registration fees. Please note that all grants are applied as a credit to the student’s tuition account. Fortis College does not provide cash grants directly to students.

Fortis Institute Online Military Service Grant Program

Active duty military: This grant is equal to the difference between the published program per quarter credit hour tuition rate and $165 per quarter credit hour. This grant assures that the active duty military student will not pay more than $165 per credit hour (the amount typically covered under military tuition assistance programs.)

In-active military (Veterans) and military spouses: For these students this grant is equal to 10% of the current published quarterly tuition rate.

Registration Fees

Registration fees are waived for active and in-active military (veterans) and military spouses.

Students whose status changes during their enrollment will have their grant status re-evaluated at the beginning of the next term. All military students who meet the eligibility requirements (as outlined above) will receive these grants for the duration of their enrollment with Fortis Institute Online. The grants do not expire and there is no monetary limit to the amount awarded.
School, Private, State, and Local Financial Resources

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

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

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

- Ohio College Opportunity Grant (OCOG)

The Ohio College Opportunity Grant (OCOG) is a grant that is administered by the Ohio Board of Regents (OBR). Students must be enrolled in an OBR approved Diploma or Associate Degree program and meet all eligibility requirements set forth by the OBR. OCOG is a need-based grant that does not have to be repaid.

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

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>Clock Hour Programs:</td>
<td></td>
</tr>
<tr>
<td>Clock Hours Scheduled to be Completed through the Withdraw Date</td>
<td>Total Clock Hours in Period</td>
</tr>
</tbody>
</table>

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

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

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

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

Return of Unearned FSA Funds

The 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 (for grants). The school is required to notify the student in writing within 30 days of the date it determined that 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 return 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.
SCHOLARSHIP PROGRAM, FORTIS COLLEGE – RESIDENTIAL ONLY

The College offers an institutional scholarship in nursing. Details about the scholarship are listed below. Final selections are made by an independent scholarship committee, based upon their review of all application materials. Should a scholarship recipient decide not to attend the College, an alternate recipient will not be selected.

Scholarship awards will be distributed in equal amounts at the beginning of each term, contingent upon the student meeting the following requirements:

- Maintain satisfactory academic progress.
- Be in good standing relative to student conduct, as outlined in the College catalog.
- Remain continuously enrolled as a student and take the prescribed full course load for each term.

Fortis College Practical Nursing Scholarship: The College will award up to eight scholarships up to a maximum value of $1,000 each to students entering into the Practical Nursing program for each of the three starting classes during the year. The college will award up to eight scholarships up to a maximum value of $1,500 each to students entering into the Associate Degree of Nursing program for each of the three starting classes during the year.

Qualified candidates must meet the following minimum criteria:

- Practical Nursing Applicants must take the entrance HESI and score a minimum of 80% on each section. This does include a re-take in any section. Associate Degree of Nursing applicants must take the entrance/exit HESI and score a minimum of 930.
- Demonstrate previous academic success, especially in the sciences, as evidenced through a high school or College transcript.
- Submit two letters of recommendation indicating the candidate has the attributes and compassion required to be a practical nurse. Recommendation letters may be from an employer, teacher, or clergy.
- Complete a type-written, 500-word essay on the topic “Why I Want to Pursue an Education in Nursing.”

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 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 Fortis 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 term. The College will provide an academic grade report to each student at the end of each 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 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 college stating that he or she is being placed on an Academic/Financial Aid Warning. A student in Academic/Financial Aid Warning status will have one additional term to correct the deficiency and meet the minimum requirements at the end of his or her next term. The Academic/Financial Aid Warning period shall be one 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 (“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 and Semester 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 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Programs of Study of One Academic Year (Quarter and Semester 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>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>48.5 to 64</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Programs of Study of More Than One Academic Year (Semester 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 12</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>12.5 to 24</td>
<td>67%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>24.5 &amp; Higher</td>
<td>67%</td>
<td>2.00</td>
</tr>
</tbody>
</table>

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>
</tr>
<tr>
<td>2</td>
<td>16.5 to 32</td>
<td>50%</td>
<td>2.00</td>
</tr>
<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>
</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 and 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 College President, the Dean of Education, and the Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional term 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 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. 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 term 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 credit attempt(s) and included transfer credit(s) toward the student’s CGPA the following:

- 48.5 & Higher: 67%
- 32.5 to 48: 67%
- 16.5 to 32: 67%
- 1 to 16: 67%

CGPA

<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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<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>67%</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>
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 the 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.

Transitional Courses

Credits associated with transitional courses will not count as either credits attempted or Minimum Percentage of 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.
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, mocking, 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
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right to 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 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, and/or the College President.

**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 College 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. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean/Director of Nursing.

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 College President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

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

Personal Hygiene

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

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

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 headphones 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 legs to the knees when in a seated (operator) position.
• Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
• Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

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

Students who violate the dress code policy may be prohibited from attending school or campus-related activities. Those who disregard the dress code will be warned. If the problem persists, students may be dismissed from Fortis 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 www.fortis.edu/info/.

BLOODBORNE PATHOGENS POLICY

Students must comply with current CDC and OSHA guidelines for infectious disease control. Students receive updated information of standard precautions as they become available. Universal Precautions, CDC and OSHA Guidelines are reviewed annually.

In keeping with standard precautions, blood and certain body fluids of all clients are considered potentially infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens. All nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because the patient is high risk for contracting, or is HIV positive, or has hepatitis, or any other infectious disease. The CDC recommends that standard precautions apply to blood and to body fluids containing visible blood, as well as semen and vaginal secretions, to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic.

Standard precautions do not apply to nasal secretions, sputum, saliva, tears, urine, feces and vomitus unless they contain visible blood. However, current infection control practices already in existence include the use of gloves for digital examination of mucous membranes and endotracheal suctioning, and hand washing after exposure to saliva.

Students with exudative lesions or weeping dermatitis should refrain from all direct client care and from handling client-care equipment.

Post-Exposure Protocol for Prophylaxis of HBV and HIV

The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials (OPIM). However, if an incident occurs, faculty and students should report the incident as soon as possible and be thoroughly familiar with the procedures for testing, evaluation, and treatment. A potential exposure incident can include:

• Percutaneous inoculation – needle stick or sharps
• Non-needle percutaneous injury – open cuts or abrasions
• Direct mucous membrane contact – accidental splash
• Non-intact skin contact with blood or OPIM.

Initial Response to Exposure

a. Immediately apply first aid as needed:
   • Allow to bleed freely: clean with 70% alcohol (for needle stick/puncture injury)
   • Wash thoroughly with soap and water
   • Mucous membrane: flush copiously with water
   • Eyes: irrigate and/or flush copiously with water

b. Document the incident, including:
   • Route of exposure
   • How and when exposure occurred
   • Identify source individual, if known
   • Report exposure immediately to nursing instructor and appropriate supervisor in school or the clinical agency.

Post Exposure Response to Infectious Disease

All injuries should be reported immediately. An Accident Report form should be completed by the student and the form will be kept in a confidential file in the Nursing Office. If the student elects to not follow the guidelines, he or she must sign a declination statement. Forms are available through the nursing program office.

If a student sustains an injury or is exposed to an infectious disease (needle stick, exposure to TB, etc.) in the clinical area, he or she must notify the instructor immediately. Agency policy for treatment and reporting the incident will be followed. A Fortis College incident report form must also be filed with
the Program Director. If treatment is not available at the facility, the student
should use the nearest emergency room or health care provider of choice. The
student is responsible for his or her own health care costs.

In the event a student receives a needle puncture injury or other parenteral
contact, the guidelines of the affiliating agency shall be followed. It is the
responsibility of the student sustaining the injury/exposure to report and follow
the criteria established by the facility. However, all such incidents must be
immediately reported to the instructor.

- Any student on clinical rotation who has a needle puncture shall be sent
to their physician, or if they wish, to the Emergency Room, or other
health care agency.
- Student and instructor should determine immediately if the incident
involved a clean or used needle.
- Injuries sustained with needles that have not been used on patients or
their blood products require careful cleansing. Ice should be applied to
the wound if needle contained a vesicant chemotherapeutic agent.
Tetanus prophylaxis should be individualized.
- If a student reports a potential exposure incident to blood or OPIM, the
agency policies should be followed. This may require follow-up for 6
months or more.

**Student Infection**

Students are not to participate in clinical experiences with a contagious
condition. If there is doubt about whether there is a patient safety concern,
discuss symptoms with the instructor. Qualified individuals will not be denied
admission or participation to the nursing program on the basis of HIV status.

When cases of reportable communicable diseases are known to exist on the
campus, the School/College will review matters on a case-by-case basis to
decide what actions, if any, need to be taken to protect against direct threat of
harm to others. In particular reference to HIV, current evidence indicates that
HIV infected individuals do not infect common living space, study areas,
libraries, classrooms and theaters and are not a public health threat to the
campus community. Therefore, exclusion of infected individuals from these
activities is not necessary, or appropriate.

Because of potential exposure to infection, all students must adhere to CDC
and OSHA guidelines in the clinical setting. This information is provided to
every student. Students who identify themselves as being at risk for HIV or
other infections are urged to consult their health care provider to assess the
significance of clinical risks to their own health and to identify appropriate
behaviors to prevent disease transmission. All students are urged to practice
precautions in all areas of their lives.

**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 College 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 College 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 College 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 College President
within 30 days of termination. The College 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

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

**TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)**

Fortis College is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis 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 53 and the Termination or Expulsion Policy can be found at Page 54. Fortis College will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

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

**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 College President, 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 College 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 College 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 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 by the instructor of externship/clinical supervisor.

FIELD TRIPS/GUEST SPEAKERS

When appropriate, the College may recommend or approve field trips to industrial or professional locations as well as encourage professionals in the community to speak to current students.

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.

HOUSING ASSISTANCE

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may request additional assistance.

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.

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.
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/program associate dean immediately.

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

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

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

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

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or 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 his or her 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, the Dean/Director of Nursing (for students enrolled in nursing courses), or the Director of Student Services (Online students only).

2. If the dispute cannot be resolved through addressing the Dean of Education, the Dean/Director of Nursing (for students enrolled in nursing courses) or the Director of Student Services (Online students only), the second step is to appeal in writing to the College 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 College President will oversee the gathering of additional data about the issue or incident as necessary. Then College President will then convene the Campus Appeals Committee which will consist of the College 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 Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority and the College’s accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the College President for information about agencies in their local area.

The title and address of the state licensing authority is:

State Board of Career Colleges and Schools
30 East Broad St., Suite 2481
Columbus, OH 43215
614-455-2752 / 877-275-4218; Fax: 614-466-2219

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

Student Complaint Procedure (ACCSC)

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

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org
A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Dean of Education or online at www.accsc.org.

Contact information for program-specific approving agencies is as follows:

Contact information for the Accreditation Commission for Education in Nursing (ACEN) is:

- 3343 Peachtree Road NE, Suite 850
- Atlanta, GA 30326
- P: 404-975-5000
- http://www.acenursing.org

Contact information for the Ohio Board of Nursing is:

- 17 South High Street, Suite 400, Columbus, OH 43215-7410
- Phone: 614-466-3947; Fax: 614-466-0388
- http://www.nursing.ohio.gov

Contact information for the Ohio Board of Regents is:

- 25 South Front Street, Columbus, OH 43215
- Phone: 614-466-6000; Fax: 614-466-5866; https://www.ohiohighered.org/

Contact information for the Ohio Department of Public Safety – Division of Emergency Medical Services is:

- 1970 West Broad Street, Columbus, Ohio 43223
- Phone: 614-466-9447 / 800-233-0786; Fax: 614-466-9461
- http://www.ems.ohio.gov/

Contact information for the Partnership for Air Conditioning, Heating, and Refrigeration Accreditation (PAHRA) is:

- 2111 Wilson Blvd., Suite 500, Arlington, VA 22201-3001
- Phone: 703-524-8800
- http://www.pahrahvacr.org/

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

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

Online Students

Florida residents enrolled through Fortis Institute Online programs that do not feel their grievance has been properly addressed may contact:

- Commission for Independent Education
- 325 West Gaines Street, Suite 1414
- Tallahassee, Florida 32399-0400
- Telephone: (888) 224-6684
- http://www.fldoe.org/cie/

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.

Colorado residents may contact the Division of Private Occupational Schools online or in writing:

- Department of Higher Education
- Division of Private Occupational Schools
- 1560 Broadway, Suite 1600
- Denver, CO 80202
- Telephone: 303-866-2723
- http://highered.colorado.gov/dpos

Complaints must be filed within two years of the student’s last date of attendance. Any person filing a formal complaint of deceptive sales or trade practice with the Colorado Department of Higher Education Division of Private Occupational Schools must first go through the school’s internal grievance process as described on page 67 of the school catalog. If after going through the school’s grievance process the person is not fully satisfied, he or she may file an administrative complaint with the Division of Private Occupational Schools.

Maryland residents enrolled through Fortis College programs that do not feel their grievance has been properly addressed by school officials through the standard process as described in the school catalog may contact:

- Maryland Attorney General
- Consumer Protection Division
- 200 St. Paul Street
- Baltimore, MD 21202
- 410-528-8662 / 888-743-0823 (toll free)

Complaints not resolved to the satisfaction of the student, may also be filed with the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212

Georgia residents enrolled through Fortis Institute Online programs who have made a full attempt to achieve a fair and reasonable solution via the institution's published complaint procedures above, but do not feel their grievance has been properly addressed may contact:

- Georgia Attorney General
- State of Georgia
- Nonpublic Postsecondary Education Commission
- Authorized School Complaint Form at:
- http://gnpec.org/consumer-resources/

Complaints not resolved to the satisfaction of the student, may also be filed with the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201, (703) 247-4212

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 College President for a copy.


**COURSE DESCRIPTIONS**

**EXPLANATION OF COURSE NUMBERING SYSTEM**

The first three letters identify the subject area. For example, DAS represents courses in the Dental Assisting program.

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.

**Definition of Prefixes**

- ACC - Accounting  
- AHP - Allied Health Professions  
- BIO - Biology  
- BUS - Business  
- CMP - Computers/Technology-based  
- COM - Communications  
- CYB - Computer Security  
- DAS - Dental Assisting  
- ENG - English  
- FOR - Computer Forensics  
- HRM - Human Resource Management  
- HUM - Humanities  
- HVACR - Heating, Ventilating, Air Conditioning, & Refrigeration  
- INM - Internet Marketing  
- MAS - Medical Assisting  
- MAT - Mathematics  
- MBC - Medical Billing and Coding  
- MOA - Medical Office Administration  
- NUR - Nursing  
- PDC - Professional Development  
- PNR - Practical Nursing  
- PSY - Psychology  
- SCI - Science  
- SEC - Computer Security  
- SOC - Sociology

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**ACC105 Accounting Principles I**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course introduces fundamental concepts and principles of accounting, and the role of accounting in business. Topics include accounting in business; math concepts; ethics; GAAP; accounting transactions; financial statements; the accounting cycle; and internal controls and cash. Emphasis is placed on the practical application of accounting principles and concepts to business problems. **Prerequisite(s):** MAT101

**ACC110 Accounting Principles II**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
Expanding upon accounting fundamentals, this course will explore financial and corporate accounting principles. Topics include accounting for corporations, assets, liabilities, stockholders’ equity, the statement of cash flows, and analysis of financial statements. Emphasis is placed on the application of accounting principles to business problems. **Prerequisite(s):** ACC105

**ACC206 Principles of Finance**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course will explore the roles and functions of the financial manager within the business organization. The major topics to be covered included the objectives and functions of financial management, the financial environment affecting the firm, time value of money, capital budgeting, management and financing of working capital, financial analysis and planning, and debt structure. **Prerequisite(s):** ACC110

**ACC210 Computerized Accounting**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This class introduces the application of accounting principles and concepts in a computerized environment. Topics include the use of technology in accounting, creation of an accounting system for a business, and the preparation of computerized financial statements and reports. Emphasis is placed on the utilization of accounting software to perform accounting functions. **Prerequisite(s):** ACC110; CMP201

**ACC215 Automated Spreadsheets for Accounting**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course provides hands-on experience in accounting using spreadsheet software. Topics include advanced formulas, formatting, querying, sorting, data manipulation, pivot tables, scenarios, auditing, macros, charts and templates. Emphasis is placed on the utilization of spreadsheet software to perform basic accounting applications. **Prerequisite(s):** ACC110; CMP201

**ACC220 Income Tax Accounting**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course introduces basic taxation concepts, regulations, and practices. Topics include the history and objectives of the tax system; fundamentals of income taxes; income tax returns; income and exclusions; business income and expenses; exemptions; and deductions. Emphasis is placed on the preparation of basic income tax documents (form 1040 and related forms and schedules). **Prerequisite(s):** ACC110

**ACC225 Payroll Accounting**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course provides a practical study of basic payroll accounting. Topics include Social Security; laws affecting payroll and payroll taxes; payroll and personnel records; computing wages and salaries; taxes affecting employees and employers; and analyzing and journalizing payroll transactions. Emphasis is placed on the legal and ethical issues impacting payroll accounting. **Prerequisite(s):** ACC110

**ACC230 Financial Statement Analysis**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course focuses on the interpretation and analysis of financial statements in accounting. Topics include a review of accounting concepts, and the interpretation and analysis of the balance sheet, income statement, statement of stockholders’ equity, and statement of cash flows. Emphasis is placed on the use of financial data and analysis in business decision-making and problem-solving. **Prerequisite(s):** ACC110
ACC235 Capstone and Career Development
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analyses of financial statements. Students learn the use of the income statements, the statement of cash flows and the balance sheet, and the application of financial standards. Accounting principles and practical skills are reinforced to improve on-the-job performance. Key issues of the financial and accounting professions will be discussed. Topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.
Prerequisite(s): All preceding program courses as prerequisites

AHP101 Introduction to Health Professions
4.0 Quarter 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 Quarter 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 Quarter 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

AHP210 Ethics and Regulatory Compliance
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on managing the moral, legal and administrative challenges encountered in clinical and non-clinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model. Prerequisite(s): None

AHP215 Anatomy and Physiology
6.0 Quarter Credits
80 Clock Hours (40 Lecture/40 Lab Hours)
In this course students will learn about the structure and function of the human body. Students will develop knowledge about the levels of organization, cells and tissues. This course also includes instruction in the following systems: digestive, musculoskeletal, respiratory, cardiovascular, reproductive, urinary, endocrine, gastrointestinal, integumentary, lymphatic, sensory, and nervous systems. Prerequisite(s): None

AHP216 Anatomy and Physiology I
6.0 Quarter Credits
80 Clock Hours (40 Lecture/40 Lab Hours)
This course is the first part of two-courses in anatomy and physiology for nursing students. It provides a fundamental knowledge of the structure and function of the human body, enabling students’ understanding of normal body structure, and functioning of different organ systems of the human body. The course includes a study of Anatomy terminology, basic cellular principles, tissues, and organ systems, with emphasis on integumentary system, muscular system, skeletal system, nervous system, and endocrine system. Nursing care related to diseases and disorder of concepts is presented through lab experiences. Prerequisite(s): None

AHP217 Anatomy and Physiology II
6.0 Quarter Credits
80 Clock Hours (40 Lecture/40 Lab Hours)
This course is the second course in anatomy and physiology for nursing students. It provides a fundamental knowledge of the structure and function of the human body, enabling students’ understanding of normal body structure and function within different organ systems of the human body. This course includes a review of levels of organization, organization of human body systems, and emphasizes the following systems: cardiovascular, lymphatic, immune, gastrointestinal, respiratory, urinary, and reproductive. Also covered is the importance of maintaining homeostasis within the body. Medical terminology associated with the systems are covered in this course. Nursing care related to diseases and disorders and related concepts are presented through lab experiences. Prerequisite(s): AHP216

BIO101 General Biology
5.0 Quarter Credits
60 Clock Hours (40 Lecture/20 Lab Hours)
General Biology is an introductory course that covers scientific concepts that may affect you as an individual in our society. Basic principles of general biology are covered as they relate to the cellular, organism and population levels of organization. The course includes cell structure and function, energy transfer, reproduction, genetics, evolution, diversity of organisms, and ecology. Correct scientific terminology is also emphasized. Prerequisite(s): None

BIO205 Microbiology
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the nature of microbial organisms and offers a comprehensive survey of infectious diseases of humans, with major emphasis on the biology of the infectious process. Important infectious pathogenic agents (bacteria, viruses, protozoa) are studied in terms of their physiological functions and the properties which permit them to be pathogens. The epidemiology and pathogenesis of infections, analysis of the dynamic interactions between invading organisms and the defense mechanisms of the invaded hosts, clinical pictures of the disease states, and prevention of infection are explored. The laboratory exercises provide an introduction to basic microbiology and modern diagnostic and clinical microbiology. Prerequisite(s): None
**BUS106 Introduction to Business**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course provides an introduction to the basic functions of business with an overview of the role of contemporary business in society. Topics include the business environment; business creation; the functions of accounting, marketing, and management; ethics; and an introduction to business plans. Emphasis is placed on the impact of globalization and diversity on business. **Prerequisite(s): None**

**BUS110 Fundamentals of Management**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course introduces fundamental concepts of business management. Topics include foundations of management, the role of management in achieving organizational goals, and the basic management functions of planning, organizing, leading, and controlling. Emphasis is placed on the importance of ethical management. **Prerequisite(s): BUS106**

**BUS116 Principles of Marketing**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course is an introduction to the basic concepts of marketing and its role in the organization. Topics include the modern marketing environment, understanding the marketplace, ethics in marketing, target marketing, product decisions, distribution, promotion and communication, and pricing. Emphasis is placed on the importance of the consumer. **Prerequisite(s): BUS106**

**BUS120 Business Communication**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course explores professional business communication strategies and the tools needed to collect, organize, and present information in a business environment. Topics include library and Internet resources; proper citation, using word processing, spreadsheet, and graphics applications to organize and present business information; business report writing; developing persuasive presentations; and e-mail methods for team-based communication. Emphasis is placed on the use of professionalism in communication. **Prerequisite(s): CMP201; COM205; ENG101**

**BUS125 Business Law and Ethics**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course provides an introduction to the American legal system as it applies to business. Students will explore the legal system, contracts, sales, consumer protection, agency and employment, and other relevant topics. Special emphasis is placed on ethics. **Prerequisite(s): BUS106**

**BUS205 Survey of Economics**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course is a survey of economics, encompassing both macroeconomics and microeconomics principles. Topics include how modern economics evolved, supply and demand, competition, monopolies, national income accounting, money and banking, consumer choice, cost and price theory, market structures, and contemporary economic issues. **Prerequisite(s): MAT101**

**BUS210 Entrepreneurship**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course provides an introduction to small business planning, ownership, and management. Topics include the entrepreneurial mindset; the entrepreneurial process; business plans; marketing; finance and accounting; and managing small businesses. Emphasis is placed on the attitudes and behaviors needed to be a successful entrepreneur. **Prerequisite(s): BUS110**

**BUS215 Business Statistics for Operations**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course covers the basic tools of collecting, analyzing, presenting, and interpreting statistical data. Students will use quantitative tools in making business decisions, and receive an overview of data analytic tools. Finally, students will use statistics to analyze real world problems using empirical economic, financial, and marketing data and apply their analysis to business solutions and operations. **Prerequisite(s): BUS106; MAT101**

**BUS222 Organizational Behavior**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course is an introduction to human behavior in organizations. Topics include organizational processes and structures (including organizational design, culture, change); group behaviors and processes (including interpersonal communication, teams, conflict, negotiation); and individual behaviors and processes (including personality, perception, attitudes, emotions, and motivation). Emphasis is placed on current issues in organizational behavior. **Prerequisite(s): BUS106**

**BUS225 International Business**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course explores conducting business in the international arena with a focus on issues such as “the business environment,” global public relations strategies, organizational behavior, international human resources, ethics, social responsibility, law, and information technology. The nature and economic role of multinational corporations, including the impact of legal, political, educational, and cultural variables, are examined, as is the influence of these companies on business performance and managerial activity. **Prerequisite(s): BUS106**

**BUS230 Capstone and Professional Development**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This is a capstone-level course requiring integration of principles and theories taught in the Business Management Program. Students will draw on their broadened awareness of various environmental influences (social, political, and international) to solve business problems. Management alternatives will be examined with an ethical perspective relating to the sound integration and coordination of different business functions. Additional topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success. **Prerequisite(s): All preceding program courses as prerequisites**

**CMP101 Computer Applications**  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course begins with fundamental principles of computer technology. Students will master computer concepts and terminology and work with commonly used Microsoft applications: Word, Excel, PowerPoint, and Outlook. Students will gain skills with this software through assignments and projects. At the end of this course, students will be familiar with the professional applications of Microsoft Office software and its uses in the workplace. **Prerequisite(s): None**
CMP102 Computer Applications
3.0 Semester Credits
60 Clock Hours (30 Lecture/30 Lab Hours)
The course begins with a review of keyboarding skills and proceeds with an introduction to several commonly used Microsoft Office® applications including Outlook, Word, and PowerPoint. A brief introduction to Excel and basic spreadsheet applications is provided. Students gain Microsoft Office application proficiency as they work through various assignments and projects. Upon completion of this course, students will be familiar with the professional applications of Microsoft Office software and its uses in the workplace. Prerequisite(s): None

CMP105 Introduction to Informatics
2.0 Quarter Credits
20 Clock Hours (20 Lecture Hours)
The course will offer a broad coverage of the health informatics. Topics include an introduction to the health informatics field and its major applications. The course also covers the scope, methods and evaluation of healthcare information systems and the principles of the electronic health record. Reference is also made to the diagnostic systems that support decision making in healthcare. Finally, the course provides an overview of the principles and applications of telemedicine in healthcare and the healthcare informatics associated ethical and legal topics. Prerequisite(s): None

CMP201 Integrated Computer Applications
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course covers intermediate computer technology skills used in real-world environments. Topics include customizing office documents to a professional setting, creating functional spreadsheets, and integrating media into presentations. Emphasis will be placed on the integration of computer software features into a meaningful product. Prerequisite(s): CMP101

COM102 Communication
4.0 Semester Credits
60 Clock Hours (60 Lecture Hours)
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, patterns of influence, listening and verbal and visual symbols. Prerequisite(s): None

COM205 Effective Communication
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication. Prerequisite(s): None

CYB101 Computer Applications
2.0 Quarter Credits
30 Clock Hours (10 Lecture/20 Lab Hours)
This course begins with a review of keyboarding skills and then introduces students to commonly used Microsoft applications, Outlook, Word, and PowerPoint. An introduction to Excel is also provided. Familiarity with this software is gained through assignments and projects. At the end of this course, students will be familiar with the professional applications of Microsoft Office software and its uses in the workplace. Prerequisite(s): None

CYB105 Personal Computer Technical Support I
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is designed to provide instructor led and hands-on training that enables students to grasp personal computer service issues. Students are trained to build, upgrade, and repair personal computers as well as troubleshoot common problems. Installation, configuration, and maintenance of peripheral devices including monitors and printers will be introduced. The student will also learn how to conduct repairs in portable computers and print devices. This course helps prepare students for the day-to-day job as a computer technician. At the completion of this course, students will be prepared for the CompTIA220-801+ exam. Prerequisites: None

CYB110 Personal Computer Technical Support II
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces students to the Microsoft Windows 7 operating system environment and provides them the core understanding of how the software functions, the capabilities of Windows 7, and how and where to access configuration options. Students will also understand the implementation considerations of deploying the Windows 7 platform. Along with CYB115, students will gain the knowledge and skills necessary for the 70-680 Microsoft certification exam. Prerequisite(s): CYB105

CYB115 Windows Client
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course reinforces the theory and process behind configuring and troubleshooting Windows 7 with practical application of real world skills. Students will be required to work alone as well as a part of a team to develop and implement solutions to common desktop administration challenges. Students will be exposed to all aspects of the Windows 7 operating system through demonstration of features as well as hands on labs. At the end of this course, students will be familiar with installing and deploying Windows 7, configuring hardware, applications, network connectivity, configuring access to resources, mobile computing, and backup and recovery options. Combined with CYB110, students will be prepared for the 70-680 exam from Microsoft. Prerequisite(s): CYB105, CYB110

CYB120 Network Operations
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces students to the Microsoft Windows Server 2008 environment. Students will gain knowledge of the structure and design of Active Directory within Windows Server 2008. Combined with CYB110, students will be prepared to take the 70-680 Microsoft certification exam for the MCTS: Windows Server 2008 Active Directory, Configuring certification. At the end of this course, students will be familiar with installing and deploying Windows Server 2008 Active Directory Prerequisite(s): CYB105, CYB110, CYB115
CYB125 Windows Server
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The Configuring and Managing Windows Server 2008 Active Directory course is designed to provide students with extensive hands-on exposure to many of the features of the Windows Server 2008 Active Directory environment. Students will be able to create and maintain Active Directory objects, configure Active Directory Certificate Services, understand different roles of the Active Directory Forest, and implement replication, and all aspects of GPOs. In conjunction with course CYB120 a student will be prepared to attempt the 70-680 Microsoft certification exam. 

Prerequisite(s): CYB105, CYB110, CYB115

CYB200 Network Infrastructure
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
In MTS221: Configuring Windows Server 2008 Network Infrastructure students will develop a foundation of knowledge around the infrastructure of a Server 2008 environment. Students will gain an understanding of the DNS system and how it relates to the server roles. Combined with CYB205, this course will prepare a student to take the 70-642 Microsoft certification exam.

Prerequisite(s): CYB120, CYB125

CYB205 Virtualization Technology
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The course Configuring, Controlling, and Monitoring Windows Server 2008 Network Resources provides students with job applicable skills in administering a Windows Server 2008 environment. Students will gain practical knowledge of DNS, network protocols, and resource sharing. Focus is also given to disaster recovery and avoidance. Combined with CYB200, this course prepares a student to take the 70-642 Microsoft certification exam.

Prerequisite(s): CYB120, CYB125

CYB210 Router Technology
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course will prepare students to identify and immediately respond to a variety of digital incidents using computer forensic investigations. Students will learn the details of various types of intrusions and threats, how to respond to them, and how to record forensic evidence for future prosecution. In addition, students will become familiar with anti-forensic methods along with where and how to look for their evidence. Upon completion of this course students will be prepared for the EC-Council exam 312-49. Successfully passing this exam will result in the Certified Hacking Forensic Investigator (CHFI) certification.

Prerequisite(s): CYB105, CYB110, CYB115, CYB120

CYB215 Disaster Recovery
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of disaster recovery planning. Disaster recovery planning is the process of assessing risks that an organization faces, and then developing, documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members. The disaster recovery planning process covered in this course is broken down into eight major steps. Organizing the team, Assessing risks in the enterprise, Establishing roles across departments and organizations, Developing policies and procedures, Documenting disaster recovery procedures, Preparing to handle disasters, Training, testing, and rehearsal, and Ongoing management.

Prerequisite(s): CYB120, CYB125, CYB205

DAS110 Fundamentals of Dental Assisting
4.0 Quarter 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 Quarter 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 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Prerequisite(s): DAS110

DAS125 Dental Materials and Lab Techniques
4.0 Quarter 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 Quarter 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 Quarter 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

DAS110 Fundamentals of Dental Assisting
4.0 Quarter 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 Quarter 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 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Prerequisite(s): DAS110

DAS125 Dental Materials and Lab Techniques
4.0 Quarter 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 Quarter 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 Quarter 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

DAS110 Fundamentals of Dental Assisting
4.0 Quarter 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 Quarter 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 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course presents the foundation of chairside dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.

Prerequisite(s): DAS110

DAS125 Dental Materials and Lab Techniques
4.0 Quarter 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 Quarter 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 Quarter 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.
DAS140 Dental Office Procedures and Billing  
4.0 Quarter 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 Quarter 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 Quarter 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): All program courses

DAS190 Externship I  
6.0 Quarter Credits  
160 Clock Hours (10 Lecture/150 Externship)  
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 program courses

DAS195 Externship II  
6.0 Quarter Credits  
160 Clock Hours (10 Lecture/150 Externship)  
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 program courses

ENG095 Fundamentals of English  
0.0 Quarter Credits  
This course is designed to help students develop their ability and skills to read critically and write effectively for school and life. Students learn to read closely and identify fundamental elements such as audience, main idea, purpose, structure, and tone in a piece of writing and recognize their relative effectiveness in a given writing situation. Students also explore the writing process and learn to apply it to their own writing assignments.

ENG101 English Composition  
4.0 Quarter Credits  
40 Clock Hours (40 Lecture Hours)  
Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.  
Prerequisite(s): None

ENG102 English Composition  
4.0 Quarter Credits  
60 Clock Hours (60 Lecture Hours)  
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(s): REA098, WRI098

ENV102 Environmental Science  
3.0 Semester Credits  
60 Clock Hours (30 Lecture/30 Lab)  
This course will discuss sustainability and its links with natural capital, natural capital degradation, solutions, trade-offs, and how individuals can make a positive impact in solving environmental problems and sustaining the earth’s natural capital.  
Prerequisite(s): None

FOR120 Search and Seizure  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course will introduce students to the processes involved in seizing computer equipment and data, and searching them for evidence. Topics to be covered will include: establishing probable cause for a search, evidence protection, and the chain of evidence. Students will analyze rules of evidence, procedural requirements for evidence collection, relevancy and impeachment of evidence, and the burden of proof. This course will involve hands-on experience using software to capture and search evidence.  
Prerequisite(s): SEC106

FOR101 Introduction to Computer Forensics & Investigations  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course is designed to provide students with the fundamentals of computer forensics. Students will be exposed to numerous digital forensic tools in learn how to use them in various operating systems to locate, identify, and capture various forensic data. In addition, students will learn the essentials of evidence collection and computer forensic methodologies.  
Prerequisite(s): SEC106
FOR212 Network Forensics 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) In FOR212 students will use network analysis tools and the structure of TCP/IP packets to identify and track malicious network activity. Students will be required to examine logs from various network devices including routers, firewalls, proxies, and computers to trace the activity of the cyber-criminal. Students will work in teams to conduct a mock investigation using the tools and techniques they’ve learned throughout the course to properly document evidence for future prosecution. Prerequisite(s): FOR101

FOR218 Mobile Device Forensics 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This course focuses on the emerging field of digital forensic investigation in mobile devices. Students will learn how to locate, acquire, and preserve information and evidence stored on mobile devices for the purpose of internal investigation or developing a criminal case. Mobile devices include, but are not limited to, PDAs, iPods, cell phones, and global positioning systems. Information collected can range from messages, images, sequence of events, or even positioning. Prerequisite(s): FOR101

FOR220 Cyber Crime and Security 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This case study based course focuses on the current legal climate of digital forensics in society today. Students will evaluate and discuss cases involving the use of computers and digital devices in the commission of a crime and develop strategies for preventing and identifying similar breaches. Prerequisite(s): FOR101

HRM205 Principles of Human Resources 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) Human Resource Management presents strategies for effectively managing and developing employees. Students will be introduced to human resource management through company case studies and research projects focused on laws and employment, recruiting, hiring, employee benefits, performance appraisals, and compensation programs. Upon completion of this course students will be equipped with the tools and practices of human resource management and understand how the trends and opportunities of this expanding field impact the success of an organization. Prerequisite(s): None

HRM210 Customer Service Fundamentals 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This course introduces and reinforces basic service principles and helps students develop professional customer handling, as well as telephone, and communication skills. Students practice listening and questioning techniques, call control and empathy. Difficult situations are covered, with an emphasis on problem solving and assertive communication. Prerequisite(s): HRM205

HRM215 HR Laws and Policies 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This course will provide an in-depth study of employment laws and policies. Students will consider the relationship of the law with effective policies, and the responsibility of the Human Resources department to employers and employees. The importance of emerging issues that have potential to impact employment laws and human resources policies will be discussed. Prerequisite(s): HRM205

HRM220 Staffing and Hiring Process 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This course focuses on recruiting, selections, and hiring practices. Students will examine what today’s workforce expects, how to efficiently use the recruitment budget, and all steps within the hiring process. The course also provides an overview of the ways in which teams are formed and how they can contribute to an organization’s effectiveness. It takes a close look at the way groups become coherent teams, why groups sometimes fail to perform, and how to build an effective team. Prerequisite(s): HRM205

HRM225 Training and Development 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This course provides an examination of employee training and human resource development in various organizations. Topics include the development, administration, and evaluation of training programs; employee development; career development; and organizational change. Issues in employee development (including assessment of employee competencies, opportunities for learning and growth, and the roles of managers in employee development) will be explored. Prerequisite(s): HRM205

HRM230 Benefits and Compensation 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) Course examines scope of benefits administration. Content includes advanced theories, concepts, issues, techniques; procedures and processes in the management of organizational compensation and benefit system; and knowledge of practices and functions of a compensation and benefits coordinator. Prerequisite(s): MAT101

HRM235 Diversity in the Workplace 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) Students will have an opportunity to explore the individual, societal, and organizational dynamics related to diversity and inclusion in the current workplace. The course will provide an opportunity for students to learn about the promotion of social justice both in the United States and in the global marketplace. Prerequisite(s): BUS106

HRM240 Capstone and Career Development 4.0 Quarter Credits 60 Clock Hours (20 Lecture/40 Lab Hours) This course will provide students the opportunity to demonstrate an understanding of the concepts that have been introduced in the Human Resources Management Program. Using actual workplace situations, students will encounter the same challenges HR professionals face every day. They will find out how state and federal laws, organizational policies, politics, and common practices can affect decision making and apply practical, real-world skills for the workplace. Topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success. Prerequisite(s): All preceding program courses as prerequisites

HUM102 Arts and Culture 4.0 Semester Credits (Medical Assisting) 40 Clock Hours (60 Lecture Hours) This course will introduce students to various visual; literary; architectural; and musical forms of artistic expression throughout history. Students will consider these art forms as representations of the global human condition during the time periods in which they were created. Students will develop a framework for evaluating and making critical arguments about various literary texts in the
context of other art forms. The course will help students draw connections from various texts to their own lives, to other texts, and to the world. **Prerequisite(s):** None

**HVACR106 Mechanical & Electrical**
12.0 Quarter Credits
240 Clock Hours (60 Lecture/180 Lab Hours)
Students will learn basic theory of mechanics and electricity as they apply to HVACR. The following areas will be covered: refrigeration theory of compression cycle, heat flow, evaporation and condensation, Ohm’s Law, AC and DC electrical circuits, operation of reciprocating compressors, automatic controls, use of recovery equipment, vacuum pumps, pressure testing, electron theory, volts, ohms, circuits, electrical measurements, magnetism, solenoid coils, relays and electric and induction motors. In addition, the student will complete many lab projects including making copper tubing connections, identification of pipe fittings, assembling devices and tools, operation and testing of valves, operation of compressors, testing for leaks, installing gauges, evacuating a system, using a service cylinder, and performing refrigerant recovery and system charging. Students will also trace electrical circuits, operate electrical simulator boards and make thermostat adjustments. Also students will be required to complete a research project utilizing the library computers on understanding the purpose of A.C.C.A. and writing a paper on its benefit to the industry. **Prerequisite(s):** None

**HVACR206 AC & Refrigeration**
10.0 Quarter Credits
220 Clock Hours (60 Lecture/160 Lab Hours)
Theory and lab applications will continue to include the following: ice makers, semi-hermetic compressors, evaporators and evaporator pressure regulators, water cooled condensers, operation of commercial roof-top equipment and other commercial systems and applications. Compressors, condensers and receivers, water valves, oil cooling and liquid cooling evaporators, suction and liquid lines, manifolds and fans, electric circuits, heat loads and system capacities are included. Additional laboratory tasks for this quarter include: testing and adjustment of a thermostatic expansion valve; removal and inspection, installation and adjustment of commercial motor control; installation of dryers and sight glasses; evacuate systems; installation of a suction line filter dryer; and charge systems with multiple refrigerant types. The quarter ends with refresher training in brazing ACR tubing. At this quarter, students will prepare for the certifications they will need to ensure that employers will recognize their competencies. **Prerequisite(s):** HVACR106

**HVACR207 Certification Review & Exam Preparation**
2.0 Quarter Credits
20 Clock Hours (20 Lecture Hours)
Students prepare for needed certifications to ensure that employers will recognize their competencies. This work includes review and preparation for the EPA Section 608 Universal Certification. **Prerequisite(s):** HVACR106; HVACR206

**HVACR208 Furnaces & Heat Pumps**
12.0 Quarter Credits
240 Clock Hours (60 Lecture/180 Lab Hours)
This course work will include theory and relevant lab work in the areas of gas, electric, fuel oil, hydronic heat and heat pump principles, basic cycle, component parts, temperature controls, ambient controls, temperature measurement, pressure measurement, start-up, check-out operation, air system problems, refrigerant flow problems, problem analysis, reversing valves, checking electrical controls, heat pump thermostats, auxiliary heat controls, defrost initiation and termination, and duct sizing. In addition, students will complete lab projects by learning to install, troubleshoot, and repair gas, fuel oil, and hydronic heat pumps and thermostats. They will learn how to repair and replace load and control components, and psychrometrics (the study of air and its properties). **Prerequisite(s):** HVACR106

**INM205 Platform for Marketing and Sales**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the formulation, implementation and evaluation of sales execution in an online/social media context. Best practices for developing a market strategy, choosing a sales methodology and establishing a successful sales culture will be covered. Students will study cases and will develop their own sales execution plan during the course. Students will have an opportunity to present their plans. **Prerequisite(s):** BUS116

**INM210 Business in the Virtual World**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course covers the principles of Internet marketing and the ways businesses employ electronic commerce. Topics include using the Internet to create a brand presence and complete commercial transactions; important aspects of online business; and Web 1.0, Web 2.0, and Social Media. Legal and ethical issues and best practices are also presented. **Prerequisite(s):** BUS116

**INM215 Social Media and E-commerce**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course will explore the ways businesses employ electronic commerce. It will provide students with an understanding of how businesses complete online commercial transactions (e-commerce). Students will apply emerging Web, social media, and mobile technologies into a marketing proposal. **Prerequisite(s):** INM210

**INM220 Web Advertising and Promotion**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course will explore Internet advertising and marketing issues and ideas. Students will learn to evaluate, develop, and execute Internet-based advertising and promotional campaigns. Discussion of the web analytics process and how it is used to monitor marketing results will be presented. **Prerequisite(s):** BUS116

**INM225 Search Engine Optimization and Analytics**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces fundamental Search Engine Optimization (SEO) strategies, allowing successful students to improve organic search results rankings. Students will examine the principles by which search engines rank sites and how web crawlers systematically browse the web. Students will utilize techniques for improving a site’s search-results ranking such as link-building, site development and structure, and keyword optimization. Students will also explore pay-per-click marketing and other online marketing tools. **Prerequisite(s):** INM205

**INM230 Consumer Behavior and Demographics**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course presents the principles and consumer behavior in the areas of motivation, perception, learning, attitude change, information processing, lifestyle, demographics, social class, reference groups, opinion leaders and diffusion, family and culture, and shopping environments. **Prerequisite(s):** BUS116
INM235 Applied Marketing Research
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course will present best practices for conducting ethical marketing and
business research in an online context. Using case studies and realistic
scenarios, students will create projects comprised of market research and
marketing components using marketing mix.
Prerequisite(s): BUS116

INM240 Capstone and Career Development
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course summarizes and integrates many of the topics from the major
areas of Internet/Social Media marketing, including: legal and ethical best
practices, market culture and demographics, and sales strategies. Students
will have an opportunity to demonstrate their knowledge of effective marketing
strategies and innovation in the context of Web-based and social media
marketing. Students also explore career opportunities, sources for job
information, networking, employment applications, cover letters, resumes, and
interviewing. Students will develop skills that, along with their education, can
lead to achieving personal goals and career success.
Prerequisite(s): All preceding program courses as prerequisites

MAS110 Clinical Procedures and Techniques
4.0 Quarter 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 Quarter 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 Quarter 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 Quarter 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

MAS130 Clinical Specialties
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is designed to provide students with the skills and knowledge
needed to perform clinical diagnostic testing and treatments. Specimen collect
techniques, assistive devices, TB testing, respiratory tests and EKGs will be
reviewed. Students will learn how to assist with specialty exams, including
ophthalmic, audiometric, pediatric, prenatal, and neurological exams. The
medical assistant’s role in treatments will also be discussed. An emphasis on
working with special populations, providing patient education, and
documenting will be provided. Prerequisite(s): MAS110

MAS135 Certification Review and Career Development
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides a review of all skills acquired during prior Medical
Assisting classes, including injections and phlebotomy. Through a
comprehensive review, the student will prepare to sit for the national
certification exam. Career development and employment seeking related
topics will be discussed, including cover letters, resumes, applications, and
professionalism during interviews, answering interview questions, appropriate
follow-up after the interviews, and continuing education. Life skills and
professional behavior will also be addressed. Prerequisite(s): MAS110

MAS190 Externship
6.0 Quarter 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

MAT095 Basic Mathematics
0.0 Quarter Credits
This course provides a review of mathematical concepts as well as develops
mathematical reasoning skills and relates mathematical concepts to real world
situations. Topics include: rounding and estimation, operations and
applications with whole numbers, fractions, decimals, and integers, ratios, and
proportions. Those topics lead to a discussion on percent and applications of
percent and using a calculator correctly.

MAT101 College Mathematics
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
This is an introductory college mathematics course with the goal of teaching
students to think mathematically and solve real-world problems by applying
mathematical concepts and principles. Emphasis will be placed on
numeration, whole numbers, fractions, mixed numbers, and decimals. Also
included are the concepts of variables, ratios, proportions, solving simple
equations in one variable, percent, basic geometry, solving applied problems,
and operations with integers. Prerequisite(s): None
MAT102 College Mathematics
4.0 Quarter Credits
60 Clock Hours (60 Lecture Hours)
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 radicands. The focus of this course is to apply mathematics to solve problems mathematically. Prerequisite(s): MAT098 or COMPASS Score (Math) 65 or Higher

MBC110 Procedural and Diagnostic Coding
4.0 Quarter 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-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 ICD-10-CM. 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): MBC110

MBC115 Hospital, Surgical, and Medical Coding
4.0 Quarter 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): MOA115

MBC120 Physician Coding
4.0 Quarter 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 a variety of outpatient healthcare settings 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 Quarter 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), as well as 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): MBC110

MBC130 Capstone and Career Development
4.0 Quarter 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 Quarter Credits
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and 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 Quarter 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. Basic psychological concepts that relate to patient care are discussed. 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 Quarter 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 Quarter 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 Quarter 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 Quarter 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

NUR100 Pharmacology
5.0 Quarter Credits
50 Clock Hours (50 Lecture Hours)
This course introduces the concepts of pharmacology in using medications to promote, maintain, and restore health. Drug classifications are emphasized within the context of the nursing process. The student learns common medication actions, interactions, adverse effects and nursing interventions. Emphasis is placed on professional nursing responsibilities for meeting client needs and maintaining a safe and effective environment that includes legal, ethical, and educational implications. Factors influencing the administration, use, and effectiveness of medications, such as nutritional status, culture, growth and development and psychosocial health are explored. Prerequisite(s): MAT101

NUR101 Health Assessment
4.0 Quarter Credits
50 Clock Hours (30 Lecture/20 Lab Hours)
This course introduces the concepts and techniques of interviewing, history taking, review of systems, and physical assessment. The course provides the student with fundamental knowledge of pathophysiological stressors commonly encountered by adults. Laboratory experiences enable the beginning student to apply assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and psychomotor skills consistent with the care provider role in acute care and community based settings. Prerequisite(s): AHP217

NUR104 Foundations of Nursing
8.0 Quarter Credits
150 Clock Hours (40 Lecture/20 Lab/90 Simulation/Clinical Hours)
This course provides the student with foundational knowledge and skills essential to the practice of nursing. Concepts related to nursing as a profession, standards of care, professional ethics, nursing roles, communication, cultural awareness, holistic care, nursing process, critical thinking, teaching-learning process, collaboration, and community are presented. Developmental concepts are discussed with a focus on the elder and the normal process of aging. Students perform basic psychomotor skills and apply physics concepts in a laboratory setting. Prerequisite(s): NUR101

NUR201 Medical-Surgical Nursing I
9.0 Quarter Credits
180 Clock Hours (40 Lecture/20 Lab/120 Simulation/Clinical Hours)
This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults with commonly occurring health problems. Students use the nursing process to formulate care plan/maps for individuals experiencing surgery, and immunological, elimination and integumentary problems. Clinical learning experiences in acute and community based settings enable the student to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills. Prerequisite(s): NUR104

NUR202 Maternal-Newborn Nursing
4.0 Quarter Credits
60 Clock Hours (30 Lecture/30 simulation/Clinical Hours)
This course explores the concepts and skills necessary for the nursing care of childbearing families and neonates. The childbirth process from conception to postpartum is discussed. The course focuses on the role of the nurse in promoting, maintaining, and restoring health for the childbearing family and neonates including both normal and high risk pregnancy. The course also includes topics related to women’s health such as fertility and infertility, complications of menopause, sexually transmitted diseases, and female reproductive cancers. Clinical experiences provide the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills. Prerequisite(s): NUR104

NUR203 Pediatric Nursing
4.0 Quarter Credits
60 Clock Hours (30 Lecture/30 simulation/Clinical Hours)
This course focuses on the physiological, developmental, psychosocial, cultural, and spiritual health care of the child within the family unit. Students use the nursing process, family theories, legal-ethical principles, and community resources to promote, maintain, and restore optimum functioning of the family unit. Emphasis is placed on age-related health risks and common childhood health problems. Clinical experiences provide the student with opportunities to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills in acute and community based settings. Prerequisite(s): NUR104

NUR204 Leadership and Management
2.0 Quarter Credits
20 Clock Hours (20 Lecture Hours)
This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology. Prerequisite(s): NUR104

NUR206 Community Nursing Concepts
2.0 Quarter Credits
20 Clock Hours (20 Lecture Hours)
This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary and tertiary prevention activities are emphasized as they relate to individuals, families, groups and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored. Prerequisite(s): NUR104

NUR208 Mental Health Nursing
4.0 Quarter Credits
60 Clock Hours (30 Lecture/30 Simulation/Clinical Hours)
This course focuses on concepts basic to psychiatric-mental health nursing including neurobiology, therapeutic communication, cultural diversity, spirituality, family dynamics, loss and grieving, stress and coping, crisis
intervention, violence, abuse, psychiatric disorders, and community resources. Mental health issues across the life span are explored. The course introduces specialized assessment and communication skills necessary for the care of the individual experiencing situational and maturational stressors as well as mental illness. Clinical experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units. Prerequisite(s): NUR104

NUR209 Medical-Surgical Nursing II
8.0 Quarter Credits
160 Clock Hours (40 Lecture/120 Simulation/Clinical Hours)
This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults experiencing endocrine, gastrointestinal, neurological, musculoskeletal, genitourinary, and life threatening problems. Emphasis is placed on the decision-making process required for complex clinical situations. The course fosters the integration of concepts and skills presented in previous courses. Clinical learning experiences allow the student to apply leadership and management principles to the care of individuals, families, and groups. Prerequisite(s): NUR201

NUR210 Transition to Practice – Capstone
6.0 Quarter Credits
120 Clock Hours (30 Lecture/90 Simulation/Clinical Hours)
This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse. Prerequisite(s): All coursework (NUR204 and NUR208 may be taken in the same quarter).

OCS100 Online College Success
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
This course explores elements critical to online students’ academic success. Course topics include time, stress, and financial management strategies, as well as healthy lifestyle habits, study skills to accommodate students’ learning styles, online study tips, and information literacy. Special attention is given to accessing and using resources within the online environment including tutoring services, the online library, and the writing center. Upon successful completion of this course, students will be able to discuss and demonstrate skills necessary to identify and achieve their academic goals within the online learning environment. Prerequisite(s): None

PDC200 Career Development
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
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(s): None

PDC201 Career Development
4.0 Semester Credits
60 Clock Hours (60 Lecture Hours)
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(s): None

PNR104 Basic Skills, Quality & Safety in Nursing Practice
6.0 Quarter Credits
80 Clock Hours (40 Lecture/40 Lab Hours)
This course introduces concepts related to patient safety, entry level nursing skills, and quality care in today’s healthcare settings. Methods to improve patient outcomes with a focus on continuous quality improvement will prepare the nursing student for practice in an interdisciplinary team environment. The Joint Commission’s National Patient Safety Goals (NPSGs), Core Measures, Critical Values and Never Events will be introduced and introduction to the Institute of Medicine (IOM), Institute for Health Care Improvement (IHI) and Quality and Safety Education for Nurses (QSEN) initiatives. A focus on patient satisfaction and case management is discussed throughout the course. The nursing process is introduced within this course providing the foundation for all nursing interventions. In addition, the course introduces medical terminology into the nursing curriculum. Medical Terminology provides basic review and writing medical terms. This course fosters the development of a vocabulary of common suffixes, prefixes, and word roots. Terms are introduced in the context of human anatomy and physiology to foster understanding in meaning. Prerequisite(s): None

PNR105 Pharmacology
5.0 Quarter Credits
50 Clock Hours (50 Lecture Hours)
This course introduces the concepts of pharmacology to the role of the practical nurse in using medications to maximize health and wellness. Drug classifications emphasized within the context of the nursing process using a body-systems approach. The student learns common medication actions, interventions, and adverse effects and nursing interventions. Client teaching is integrated throughout. Factors influencing the administration, use, and effectiveness of medications are explored. This course provides instruction and practice in dosage calculation. Prerequisite(s): PNR104

PNR106 Foundations of Nursing
6.0 Quarter Credits
110 Clock Hours (30 Lecture/8 Lab/72 Simulation/Clinical Hours)
This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching-learning principles, documentation, and physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse’s role in promoting health and wellness are explored. Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment. Prerequisite(s): PNR104

PNR108 Gerontological Nursing
5.0 Quarter Credits
80 Clock Hours (30 Lecture/11 Lab/39 Simulation/Clinical Hours)
This course explores the role of the nurse in helping individuals to maximize health and wellness during the natural and healthy process of aging. The student will learn normal physiologic, psychological, and social changes as well as common health alterations associated with aging. Specific health conditions discussed include altered sensory input, menopause, osteoporosis, malnutrition, depression, Alzheimer’s and dementia, COPD, and CHF. End of life issues are also discussed. Actual and simulated clinical experiences provide students with opportunities to practice the delivery of nursing care to selected client situations. Prerequisite(s): PNR104
PNR200 Mental Health Nursing
5.0 Quarter Credits
80 Clock Hours (30 Lecture/20 Lab/30 Clinical Hours)
This course introduces the student to the use of self within the context of relationships to promote and maximize health and wellness of clients in diverse settings. The student will explore foundational concepts of mental health such as stress, coping, developmental stage risks, anxiety, depression, common psychiatric disorders, and the interaction between physical and mental health. Emphasis is placed on communication and teaching–learning processes. Prerequisite(s): PNR106

PNR201 Medical-Surgical Nursing I
6.0 Quarter Credits
108 Clock Hours (33 Lecture/8 Lab/67 Simulation/Clinical Hours)
This course explores the role of the licensed practical nurse in the promotion of health and wellness in individuals within a structured health care setting. The nursing process forms the framework for applying critical thinking and problem-solving skills to client centered nursing care involving common health problems. This holistic approach to client-centered care focuses on adults in diverse settings with primary pathology in the cardiovascular, respiratory, special senses, and integumentary systems. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in the delivery of nursing care in selected client situations. Prerequisite(s): PNR105, PNR106

PNR202 Intravenous Therapy
2.0 Quarter Credits
31 Clock Hours (10 Lecture/18 Lab/3 Clinical Hours)
This course prepares the student to perform IV skills within the scope of practice for LPNs in Ohio. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in selected client situations. Prerequisite(s): PNR104

PNR203 Maternal-Newborn Nursing
5.0 Quarter Credits
90 Clock Hours (30 Lecture/21 Lab/39 Simulation/Clinical Hours)
This course focuses on the provision of nursing care to childbearing mothers and newborns utilizing the nursing process and critical thinking skills. Care of the woman and infant during the prenatal, intrapartum, neonatal, and postpartum periods are also explored. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in caring for mothers and infants. Prerequisite(s): PNR106

PNR204 Pediatric Nursing
5.0 Quarter Credits
90 Clock Hours (30 Lecture/21 Lab/39 Simulation/Clinical Hours)
This course introduces the student to the role of the nurse in promoting health and wellness in children. Growth and development, anticipatory guidance, and common health problems of children from infancy through adolescence are emphasized. Actual and simulated clinical experiences provide the student with opportunities to apply concepts and skills related to nursing of children. Prerequisite(s): PNR106

PNR205 Concepts of Leadership and Collaboration
3.0 Quarter Credits
30 Clock Hours (30 Lecture Hours)
This course introduces the student to the concepts related to collaboratively prioritizing, delivering, and coordinating care within the context of the healthcare team. Concepts of leadership, delegation, supervision, and the management of care for multiple clients within the scope of the licensed practical / vocational nurse are examined. Development of team leadership and followership skills, including communication, collaboration with other members of the health care team and delegation to unlicensed personnel is highlighted. Prerequisite(s): PNR106

PNR206 Medical-Surgical Nursing II
8.0 Quarter Credits
160 Clock Hours (40 Lecture/9 Lab/111 Simulation/Clinical Hours)
This course builds upon prior learning to further develop clinical decision-making skills. Students use clinical evidence to plan care for individuals of diverse backgrounds within a structured environment. The nursing process forms the framework for prioritizing care and making basic delegation decisions. A holistic approach focuses on caring for individuals experiencing common health care problems with primary pathology in the endocrine, gastrointestinal, genito-urinary, musculo-skeletal, and neurologic systems. Actual and simulated clinical experiences provide students with opportunities to demonstrate competency in the delivery of nursing care in selected client situations. Prerequisite(s): PNR201

PNR207 Transition to PN/VN Practice - Capstone
9.0 Quarter Credits
190 Clock Hours (30 Lecture/10 Lab/120 Clinical Hours)
This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Role responsibilities as well as licensure application procedures are discussed relative to meeting state licensing requirements for the practical nurse. Emphasis is placed on seminars dedicated to NCLEX-PN preparation using multiple learning methods. Prerequisite(s): All coursework (PNR200 and PNR205 may be taken in the same quarter).

PNR208 Concepts of Community-Based Nursing
2.0 Quarter Credits
20 Clock Hours (20 Lecture Hours)
This course provides the student with an introduction to promoting health and wellness with individuals in diverse community based settings. Key concepts covered in this course include: wellness promotion, independence and interdependence, discharge planning, chronic illness, HIV, and health care delivery environments such as outpatient clinics, homes, and diagnosis-based care centers. A community project provides an opportunity to examine population groups along the age continuum in the community. Prerequisite(s): PNR104

PSY101 General Psychology
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
This course will introduce students to various visual, literary, architectural, and musical forms of artistic expression throughout history. Students will consider these art forms as representations of the global human condition during the time periods in which they were created. Students will develop a framework for evaluating and making critical arguments about various literary texts in the context of other art forms. The course will help students draw connections from various texts to their own lives, to other texts, and to the world. The course then discusses selected psychological disorders and associated common therapies. Prerequisite(s): None.

PSY102 Psychology
3.0 Semester Credits
45 Clock Hours (45 Lecture)
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(s): None

PSY278 Human Growth and Development
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
This course focuses on the period from conception through late adulthood, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student’s understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences. Prerequisite(s): None

SCI115 Fundamentals of Human Nutrition
3.0 Quarter Credits
30 Clock Hours (30 Lecture Hours)
The focus of this course is on the exploration of selected principles, concepts and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied. Prerequisite(s): None

SCI210 Environmental Science
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
Applying the scientific principles of biology, chemistry and physics, students of environmental science focus on the study of our natural resources and the impact of human activities on the environment. They learn to discuss sustainability and its links to ecosystems and natural resources, their capital, and the degradation of the environment. Issues of human population dynamics, pollution, energy resources, food resources, and environmental toxins will be considered. Solutions to global as well as local environmental issues will be explored, including how to make a personal positive impact on the environment. Prerequisite(s): None

SEC102 Network Security
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is intended to provide the student with a fundamental understanding of network security principles and implementation. Students will learn about the technologies used and principles involved in creating a secure computer networking environment. Students will learn about authentication, types of attacks and malicious code that may be used against your network, threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Upon completion of this course, students should have the abilities to understand and implement security policies, disaster recovery, intrusion detection systems, firewalls, and physical security concepts and computer forensics. The course offers training necessary to assist the student to prepare for the CompTIA Security+ exam. Prerequisite(s): MTS212

SEC106 Linux Administration and Security
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This Linux Administration and Security course is designed to provide students with a strong foundation of the administrative tools available in the Linux operating system. Secondly, the course will give students in depth knowledge of the security features of Linux and the common methods with which to secure the operating system in a network environment. Students will gain the skills and knowledge necessary to pass the CompTIA LX0-101 exam, one of two exams necessary to become Linux+ certified. Prerequisite(s): MTS202

SEC110 Security Operations
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the policies and procedures for building and managing a secure and available IT environment. Topics include the corporate role of security, responsibilities of the information security officer, risk management and the challenges in integrating security with business. Students learn best practices for securing a converged network, content inspection in different size companies and protecting proprietary data. Prerequisite(s): SEC102

SEC201 Perimeter Defense
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The Perimeter Defense course is designed to provide the in depth knowledge of network protocols necessary to secure a network from security threats. With new products hitting the market on a daily basis, this course focuses on root knowledge of the protocols and concepts of network security and less on specific brands or products. Students will have the opportunity to secure their lab networks by using Access Control Lists, designing and configuring firewalls, and by using the native features of the TCP/IP protocol. In addition, students will learn how to secure wireless networks as well as design and configure intrusion detection systems. This course will prepare a student for the Security Certified Program (SCP) Security Certified Network Specialist (SCNS) SC0-451 exam. Prerequisite(s): SEC102

SOC101 Sociology
4.0 Quarter Credits
40 Clock Hours (40 Lecture Hours)
Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world. Prerequisite(s): None

SOC102 Sociology
3.0 Semester Credits
45 Clock Hours (45 Lecture)
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(s): None
## STAFF & FACULTY

### ADMINISTRATIVE STAFF
- **College President**: Wayne C. Korpics
- **Dean of Education**: Lisa Mays-Rudasill
- **Associate Dean of Online Education**: Stephanie Kidd
- **Director of Institutional Effectiveness and Compliance**: LaRee Pingatore
- **Registrar**: Andrea Behr
- **Assistant Registrar**: DeAndrea Hattabaugh
- **Business Office Manager**: Becky Mills
- **Business Office Administrator**: Andrew Monce
- **Nursing Administrative Assistant**: Michelle Holloway
- **Academic Coach/Nursing Advisor**: Marilyn Connor
- **Director of Simulation Lab**: Pauline Hamblin
- **Test Proctor**: Warren Kappeler

### Residential
- **Director of Admissions**: Angela Cooper
- **Admissions Representative**: Frederick (Ken) Chandler, Medison Galloway, Emily Maggard, Angela Morris, Glenna R. Dancy
- **Receptionist**: Sarah Jobe

### Online
- **Director of Administration**: Chad Feavel
- **Business Office Administrator**: John Fisher
- **Student Success Coordinator**: Heather Dryer

### ADMISSIONS

#### Residential
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- **Sr. Director of Admissions**: Claudia Rybak
- **Assistant Director of Admissions**: Daniela Williams, Leticia Gonzalez, Stephanie Hougland, Sheila McCloud, Paula Tinson
- **Receptionist**: Kellie Martin, Ashley Horie

#### Online - West
- **Director of Admissions**: Brandon Villarreal
- **Admissions Representative**: Bonnie Galley, Hayley Johnson, Patricia Hollis, Amanda Magreevy, Haley Smith
- **Receptionist**: Heather Nichols

### CAREER SERVICES

#### Residential
- **Sr. Director of Career Services**: Marlene Teed
- **Director of Career Services**: Robert Laheta
- **Career Services Representative**: TBD, Greg Ustel

### FINANCIAL AID

#### Residential
- **Senior Director of Financial Aid**: Rachel Karmon
- **Assistant Director of Financial Aid**: Deanne Foster, Britni Bastin

#### Online
- **Assistant Director of Financial Aid**: Maria (Angie) Reyes, Jianna Logue, Deborah Voskuhl

### STUDENT SERVICES

#### Online
- **Assistant Director of Student Services**: Michael Rusk
- **Online Advisor**: Alison Kaley, Katie Mangett, Tisch Sloane
- **Student Services Advisor**: Darcy Kennedy, Cynthia Rogers
ACADEMIC LEADERSHIP

Residential

Dean of Education
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Bachelor of Science, Healthcare Management, Franklin University, Columbus, OH

Lead, Cyber Security
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Bachelor of Arts, Organizational Communication, Wright State University, Dayton, OH
Associate of Science, Business Administration, Sinclair Community College, Dayton, OH

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State of Ohio Certification, Radiology
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Program Director, Heating, Ventilating, Air Conditioning & Refrigeration
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OCIEB Contractor License in HVACR

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Bachelor of Psychology, Rutgers University, Newark, NJ
Certified Clinical Medical Assistant, National Healthcareer Association

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Post Master Certificate, Nursing Informatics, Walden University, Minneapolis, MN
Master of Science in Nursing, Leadership and Management, Walden University, Minneapolis, MN
Associate Degree of Nursing, Midway College, Midway, KY

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Associate Dean of Online Education
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Bachelor of Arts, Theater, Creighton University, Omaha, NE

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Bachelor of Science in Business Management, University of West Florida, Pensacola, FL
Associates in Business, Business, Mississippi Gulf Coast Community College, Gulfport, MS

Library
LRC Director
TBD

LRC Technician
Jade Johnson

Faculty

Residential

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Bachelor of Science, Computer Science, Wright State University, Dayton, OH
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Cisco Certified Network Administrator
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CISPP formal training

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Associate of Arts, Natural Sciences, University of Cincinnati, Cincinnati, OH

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Bachelor of Science, Statistics, Mahatma Gandhi University, India

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Master of Public Health, Public Health, Kent State University, Kent, OH
Bachelor of General Studies, General Studies, Kent State University, Kent, OH
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State of Ohio Certification, Radiology  
Certificate, Expanded Function Dental Assistant, Sinclair Community College

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NCCER Certification

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Bachelor of Science, French, Wright State University, Dayton, OH

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Bachelor of Science, Nursing, University of Phoenix, AZ

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Online

Allied Health

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National Certified Insurance & Coding Specialist, Medical Insurance & Coding, National Center for Competency Testing, Overton, KS

Timothy J. Collins (Part-Time)  
Master of Information Systems, University of Phoenix, Tukwilla, WA  
Bachelor of Science, Information Technology, University of Phoenix, Tukwila, WA  
Associate of Arts, Information Technology, University of Phoenix, Tukwila, WA
<table>
<thead>
<tr>
<th>Name</th>
<th>Degree(s)</th>
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<tbody>
<tr>
<td>Michele Distler (Part-Time)</td>
<td>Masters of Business Administration, University of South Florida, Tampa, FL</td>
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<td>Bachelor of Science, Nursing, University of South Florida, Tampa, FL</td>
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<tr>
<td>Jimmie Flores (Part-Time)</td>
<td>Doctor of Management, Organizational Leadership/Information Systems &amp; Technology, University of Phoenix, Phoenix, AZ</td>
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<td>Doctor of Philosophy, Human and Organizational Systems, Fielding Graduate University, Santa Barbara, CA</td>
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<td></td>
<td>Master of Education, Education/Curriculum Instruction &amp; Assessment, Regis University, Denver, CO</td>
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<td>Master of Science, Educational Technology, DeVry University, Chicago, IL</td>
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<td>Master of Business Administration, Finance Concentration Marketing Concentration, University of St. Thomas, Houston, TX</td>
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<td>Bachelor of Business Administration, Corporate Finance Management, St. Mary’s University, San Antonio, TX</td>
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<tr>
<td>Vontressa Flournoy (Part-Time)</td>
<td>Associate of Applied Science, Healthcare, Herzing College, Madison, WI</td>
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<td>Diploma, Medical Billing &amp; Insurance Coding, Herzing College, Madison, WI</td>
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<td>ICD-10 Certificate, American Health Information Medical Association Academy</td>
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<tr>
<td>Tammy Fogarty (Part-Time)</td>
<td>Master of Science, Dietetics and Nutrition, Florida International University, Miami, FL</td>
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<tr>
<td>Hailey Kirkpatrick (Part-Time)</td>
<td>Master of Science, Clinical Nutrition / Dietetics, The University of Alabama at Birmingham, Birmingham, AL</td>
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<td>Bachelor of Science, Nutrition &amp; Dietetics, Auburn University, Auburn, AL Certificate, Clinical Nutrition/Dietetics, The University of Alabama at Birmingham, Birmingham, AL</td>
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<tr>
<td>Lindsey Lee (Part-Time)</td>
<td>Masters of Education, Health Education, University of Alabama at Birmingham, Birmingham, AL</td>
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<td>Bachelor of Science, Nutrition and Food Science, Nutrition Diet, Auburn University, Auburn, AL</td>
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<td>Registered Dietitian, State of Alabama</td>
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<td>Jeanette Paez (Part-Time)</td>
<td>Bachelor of Arts, Psychology, Ottawa University, Ottawa, KS</td>
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<td>Associate of Science, Physical Therapy Assistant, LaGuardia Community College, Long Island City, NJ</td>
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<td>Registered Certified Coding Specialist, The National Association of Health Professionals</td>
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<td>Jennifer Pippin (Part-Time)</td>
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<td>Business</td>
<td>Trenaye Bailey (Part-Time)</td>
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<td>Master of Arts, Communications, University of Alabama at Birmingham, AL</td>
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<td>Bachelor of Arts, Business, Faulkner University, Montgomery, AL</td>
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<td>Andy Braun (Part-Time)</td>
<td>Master of Science, Human Resources Development &amp; Administration, Barry University, Miami Shores, FL</td>
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<td>Master of Business Administration, Orlando College, Business Administration, Orlando, FL</td>
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<td>Samantha Eaddy (Part-Time)</td>
<td>Master of Business Administration, Business Administration, Webster University, St. Louis, MO</td>
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<td>Bachelor of Arts, Communication, Florida Atlantic University, Boca Raton, FL</td>
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<tr>
<td>James Guerrina (Part-Time)</td>
<td>Master of Business Administration, Managerial Information Systems, Keller Graduate School of Management, Orlando, FL</td>
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<td>Bachelor of Arts, Economics, Rutgers College, New Brunswick, NJ</td>
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<tr>
<td>Bradley Hamilton (Part-Time)</td>
<td>Master of Business Administration, Business Administration, Webster University, Saint Louis, MO</td>
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<td>Bachelor of Science, Business Administration, Columbia College, Columbia, MO</td>
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<tr>
<td>David Moradian (Part-Time)</td>
<td>Master of Science, CIS &amp; Software Management, University of Detroit Mercy, Detroit, MI</td>
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<td>Master of Business Administration, International Business, The American University, Washington, DC</td>
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<td>Bachelor of Arts, Spanish, Purdue University, West Lafayette, IN</td>
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<tr>
<td>Shannon Park (Part-Time)</td>
<td>Bachelor of Fine Arts, Visual Communications, Northern Arizona University, Flagstaff, AZ</td>
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<tr>
<td>Kristin Sikora (Part-Time)</td>
<td>Master of Business Administration, Accounting, Florida Metropolitan University, Orlando, FL</td>
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<td></td>
<td>Bachelor of Arts, Business Administration, Baldwin-Wallace College, Berea, OH</td>
</tr>
</tbody>
</table>
Richard Wernick (Part-Time)
Master of Business Administration, Business Administration, Long Island University, Brooklyn, NY
Bachelor of Science, Business Management, Long Island University, Brooklyn, NY
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- Registered Nurse License, Kentucky Board of Nursing
- Registered Nurse License, Ohio Board of Nursing
- Registered Nurse License, Florida Department of Health
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Additional Admissions Requirements for Nursing Programs, Page 9

Practical Nursing

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Practical Nursing (PN) program.

1. After successfully achieving an SLE score of a 16 the applicant will be given the opportunity to take the HESI Admission Assessment (A2-PN). The applicant will be informed to select a date and time (maximum time for A2-PN Exam is 4 hours) when he/she will not have external pressures for arrival or departure, will be rested, and not accompanied by children or other persons who need supervision. A staff person who does not report within the admissions department must monitor the proctored examination at a computer terminal in a quiet area. The student may not bring paper, books, cell phone, other electronics, etc. into the testing environment. Calculators are provided by the school, distributed prior to the exam and collected at the end of the exam. These applicants must achieve a minimum score of 66% or higher on (1) English Language Score of the A2-PN exam, and (2) Math Composite Score. The English Language Composite Score is comprised of reading, grammar, and vocabulary exams. Math consists of only one exam, and therefore the applicant must achieve a minimum 66% on the Math exam. While each section mentioned above can have a qualifying score of a 66%, the overall test composite score must be a minimum of 70% to register a qualifying score.
FORTIS COLLEGE
CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog, December 15, 2017, Volume 1, Version 3

Effective date: 4/6/2018

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.

ACREDITATION, LICENSES, AND APPROVALS, PAGE 3

Colorado
Approved and Regulated by the Colorado Department of Higher Education, Division of Private Occupational School Board.
Department of Higher Education,
Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, CO 80202
Telephone: 303-866-2723
http://highered.colorado.gov/dpos

ACADEMIC PROGRAMS, PAGE 19-27

DENTAL ASSISTING (RESIDENTIAL)
Mode of Delivery: Residential *Based on full-time enrollment. Offered only to Ohio residents or residents willing to travel daily from surrounding states.

HEATING, VENTILATING, AIR CONDITIONING & REFRIGERATION (RESIDENTIAL)
Mode of Delivery: Residential *Based on full-time enrollment. Offered only to Ohio residents or residents willing to travel daily from surrounding states.

MEDICAL ASSISTING (RESIDENTIAL)
Mode of Delivery: Residential *Based on full-time enrollment. Offered only to Ohio residents or residents willing to travel daily from surrounding states.

PRACTICAL NURSING (RESIDENTIAL)
Mode of Delivery: Residential *Based on full-time enrollment. Offered only to Ohio residents or residents willing to travel daily from surrounding states.

CYBER SECURITY (RESIDENTIAL/HYBRID)
Mode of Delivery: Residential *Based on full-time enrollment. Offered only to Ohio residents or residents willing to travel daily from surrounding states.

NURSING (RESIDENTIAL/HYBRID)
Mode of Delivery: Residential *Based on full-time enrollment. Offered only to Ohio residents or residents willing to travel daily from surrounding states.

ACCOUNTING TECHNOLOGY (ONLINE)
Mode of Delivery: Residential *Based on full-time enrollment. Offered to residents of multiple states, including Colorado.

BUSINESS MANAGEMENT (ONLINE)
Mode of Delivery: Residential *Based on full-time enrollment. Offered to residents of multiple states, including Colorado.

HUMAN RESOURCES (ONLINE)
Mode of Delivery: Residential *Based on full-time enrollment. Offered to residents of multiple states, including Colorado.

INTERNET MARKETING (ONLINE)
Mode of Delivery: Residential *Based on full-time enrollment. Offered to residents of multiple states, including Colorado.

MEDICAL ASSISTING (ONLINE)
Mode of Delivery: Residential *Based on full-time enrollment. Offered to residents of multiple states not to include Colorado.

MEDICAL BILLING AND CODING (ONLINE)
Mode of Delivery: Residential *Based on full-time enrollment. Offered to residents of multiple states not to include Colorado.
FORTIS COLLEGE
CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog, 12/15/2017, Volume 1, Version 4

Effective date: 4/18/2018

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.

ACADEMIC PROGRAMS

NURSING

Length: 1500 Clock Hours; 96 / 144 Instructional Weeks
Length in Months: 24 / Quarters: 8* (Full-Time);
36 months (Part-Time)
Program Quarter Credits: 106
Credential Awarded: Associate of Applied Science

Mode of Delivery: Hybrid. Courses delivered online as identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.

*Based on full-time enrollment

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may include Saturdays and/or Sundays.

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<tr>
<td>SCI115*</td>
<td>Fundamentals of Human Nutrition**</td>
<td>30</td>
<td>3***</td>
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<tr>
<td>SOC101*</td>
<td>Sociology**</td>
<td>40</td>
<td>4</td>
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Total: 1500 106

*General education/other related course.
**Online delivery.
***Awarding of Academic Credit for Licensed Practical Nurses:

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

Addendum to catalog: 2018 Catalog, 12/15/2017 Volume 1, Version 5

Effective date: May 25, 2018

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.

ATTENDANCE POLICY – RESIDENTIAL, PAGE 31-22

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, tardiness or cutting of class will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student’s permanent academic record.

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

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.

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/Program Associate Deans, 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.

Some programs of study may have specific attendance policies. Students should refer to those Program Handbooks for more details.

STUDENTS USING VA EDUCATIONAL BENEFITS

Students receiving VA education benefits will be terminated on the date attendance drops below 80% of the scheduled hours for the term/module.

Students receiving VA education benefits with absences greater than 20% of the scheduled hours for the term/module will have their enrollment certification terminated effective the day absenteeism exceeded 20%.
FORTIS COLLEGE
CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1, Version 6

Effective date: 7/5/2018

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.

HISTORY AND OWNERSHIP, PAGE 2

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

ACREDITATION, LICENSE, AND APPROVALS, PAGE 3

- Fortis College’s Practical Nursing and Associate Degree in Nursing programs are granted provisional approval status by the Ohio Board of Nursing; 17 South High Street, Suite 660, Columbus, OH 43215-7410; Phone: 614-466-3947; Fax: 614-466-0388; http://www.nursing.ohio.gov

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE 6

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 the Vice President of Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax).

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

GENERAL ADMISSION REQUIREMENTS, PAGE 7

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes an official transcript or official documentation which confirms that the student 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 certificate by a credential evaluation service, which is a member agency of the NACDS.

8. Applicants must meet all financial obligations.

ADDITIONAL ADMISSION REQUIREMENTS FOR CYBER SECURITY, NURSING, AND PRACTICAL NURSING, PAGE 11

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

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

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

TRANSFER OF CREDIT, PAGE 16

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 may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date or re-entry date of the student’s program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the 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) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:
- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Mathematics and prerequisite science courses in Nursing programs must have been completed within the past three years (36 months).
- Mathematics and prerequisite science courses in Nursing programs must have a grade of “B” or higher on the transcript from the awarding institution.
- All other courses must have a grade of “C” or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis College in order for transfer credit to be awarded.
- When warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

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. Minimum scores required in order to receive transfer credit are as follows: AP scores of 4 or higher, CLEP scaled scores of 60 or higher, and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

The 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.

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

ARTICULATION AGREEMENT(S), PAGE 17

Fortis College has established articulation agreement(s) with the following institution(s) for articulation into its Medical Assisting and Dental Assisting programs.

Miami-Jacobs Career College
McCann School of Business & Technology
Miller-Motte Technical College

ACADEMIC ACHIEVEMENT/GRADING, PAGE 28

Other letter grades used by the College include:

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

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

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology

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

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

COURSE AUDIT – CURRENT STUDENTS, PAGE 30

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

A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.
During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student’s full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (12 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

**TRANSCRIPT OF GRADES, PAGE 30**

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost $10.00. All requests for student transcripts must be made in writing to the Registrar's Office. The institution reserves the right to withhold an official transcript if the student’s financial obligations to the College or state or federal loan agencies are not current.

**GRADUATION REQUIREMENTS, PAGE 30**

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

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

**ACADEMIC APPEALS, PAGE 31**

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 or the Dean of Nursing (for students enrolled in nursing courses). The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of one Program Director who was not the instructor for the course if the issue is grade related and the Dean of Education/Nursing. The student may attend, if desired, but without representation. This meeting will be held within fourteen calendar days of the Dean of Education/Nursing receiving the student’s written appeal. The student will be notified in writing via mail and email of the Academic Review Board’s decision. The notification will be sent no later than the end of the seventh 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.

**LEAVE OF ABSENCE (LOA), PAGE 33**

Students who need to interrupt their program of study because of a medical condition for a Family Medical Leave Act (FMLA) circumstance, or active military service or 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 to discuss the need to temporarily interrupt their education and take a Leave of Absence (LOA). The following are the criteria for making an 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; however, in certain semester-based programs, the initial LOA request may be extended to a maximum of 120 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 Fortis College.
- The leave period will end when the student has satisfactorily completed all coursework. The student will be notified in writing via mail and email of the Academic Review Board’s decision. The notification will be sent no later than the end of the seventh business day after the Academic Review Board meeting.
- 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 must 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 extenuating circumstances, a student who cannot continue attending the course(s), 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 in-term LOA request, the student will receive a grade of “L” for each course attempted in the term. The “L” grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student’s progression through the program. If the institution grants this type of in-term LOA, all tuition charges associated with the courses in the term or module started but not completed will be removed. Tuition payments from all sources associated with the courses in the term or module started but not completed will be refunded to the
source of the payment. The only exception to this procedure to remove charges for a term started but not completed would be books, uniforms, laptop computer or similar charges where the item charged was provided and used by the student, and not returned or not eligible return for 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 College 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, Page 33-34**

**Effective Date of Withdrawal**

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

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

**Tuition & Fees (effective 7/1/18), Page 40**

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<th>Enrollment Fee</th>
<th>Textbooks</th>
<th>Testing / Certifications</th>
<th>Uniform / Kit</th>
<th>Background Check</th>
<th>Laptop (Hybrid only)</th>
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<th>Uniforms</th>
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**The tuition charge each quarter is based on a per credit hour rate of $486 for Nursing Courses and $292 for General Education/Other Courses.**

Nursing: The standard tuition charge each quarter is based on the student taking 12 quarter credits or more in the quarter. If less than 12 credit hours are attempted in any quarter, the tuition charge for that quarter will be based on the number credits attempted times the per-credit hour rate. The per-credit hour rate is equal to 1/12th of the standard quarter charge.

As a result of statutory changes made in House Bill 49 that was enacted by the State of Ohio legislature in July 2017, Fortis College is no longer permitted to assess fees related to the student disclosure course directly to students. The chart above reflects this required change addressed by House Bill 49.

**Refund and Cancellation Policies, Page 41**

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

**Refund and Cancellation Policies, Page 41**

**Tuition Refund Policy:** A student wishing to officially withdraw should inform Fortis College at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to Fortis College after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student’s last date of attendance as documented by Fortis College will be used to calculate any money the student owes, and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

**Refund Policy:** The Fortis College Refund Policy exceeds the state-approved refund policy typically used by Ohio’s private and state-supported colleges and universities. Withdrawal in the First Ten Percent of the Semester, Quarter or Term: A student who starts class and with draws during the first 10% of the academic term shall be obligated for ten percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Second Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 10% of the academic term but before completing 20.1% of the academic term, shall be obligated for twenty percent of the tuition and refundable fees for that academic term, plus the registration fee.
Withdrawal in the Third Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 20% of the academic term but before completing 30.1% of the academic term, shall be obligated for thirty percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Fourth Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 30% of the academic term but before completing 40.1% of the academic term, shall be obligated for forty percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Fifth Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 40% of the academic term but before completing 50.1% of the academic term, shall be obligated for fifty percent of the tuition and refundable fees for that academic term, plus the registration fee.

Withdrawal in the Sixth Ten Percent of the Semester, Quarter or Term: A student, who starts class and withdraws after completing the first 50% of the academic term, shall be obligated for all or one hundred percent of the tuition and refundable fees for that academic term, plus the registration fee.

In the event that a student withdraws or is dismissed from the College, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items that have been consumed.

If a refund is due, it will be made within 30 days of the withdrawal date.

**CANCELLATION / REJECTION POLICY, PAGE 41**

The College will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by the College or who enrolls in a program that the College cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

**RIGHT TO CANCEL, PAGE 41**

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) business day after the date the applicant's Enrollment Agreement with the College was signed by the student and a representative of the College. 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, 555 East Alex Bell Road, Centerville, Ohio 45459, Attention Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the applicable Enrollment Fee, to be paid within 30 days.

**OTHER CHARGES, PAGE 41**

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

A $125.00 fee will be charged each time a student changes his or her program. A student must see the Registrar’s Office and Financial Aid to discuss any program changes.

There is no graduation fee.

**ONLINE STUDENTS, PAGE 42**

State of Maryland (for Maryland residents only)

**REFUND AND CANCELLATION POLICIES:**

**Cancellation Prior to Starting Class**

A. A student may voluntarily terminate or cancel the program. If a student chooses to notify the College in writing, a letter of cancellation or withdrawal shall be addressed to the College President at the above address. If a student withdraws without written or verbal notice, termination shall take effect when the student does not begin class.

B. If the College closes or discontinues a course or program, the College shall refund to each currently enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees.

C. In the event that the College does not accept the applicant, a full refund of all monies will be made to the applicant.

D. If an applicant cancels his or her enrollment within seven (7) calendar days after this enrollment agreement is fully executed, whether or not classes have begun, all monies paid by the applicant will be refunded, including refund of the enrollment fee.

E. An applicant requesting cancellation after the expiration of the seven-day cancellation period, but prior to the class starting date, shall be entitled to a refund of all monies paid in excess of the enrollment fee.

F. A full refund will be made to students who do not visit the College prior to enrollment and who then withdraw within three (3) calendar days following either the regularly scheduled orientation or following a tour of the College facilities and inspection of equipment.

**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:

<table>
<thead>
<tr>
<th>Proportion of Total Quarter Taught</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10%</td>
<td>90%</td>
</tr>
<tr>
<td>10% up to but not including 20%</td>
<td>80%</td>
</tr>
<tr>
<td>20% up to but not including 30%</td>
<td>60%</td>
</tr>
<tr>
<td>30% up to but not including 40%</td>
<td>40%</td>
</tr>
<tr>
<td>40% up to 60%</td>
<td>20%</td>
</tr>
<tr>
<td>More than 60%</td>
<td>No Refund</td>
</tr>
</tbody>
</table>
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.

Scholarship Program, Fortis College – Residential Only, Page 45

The College offers two institutional scholarship programs in nursing. Details about each scholarship are listed below. Final selections are those of an independent scholarship committee, based upon their review of all application materials. Should a scholarship recipient decide not to attend the College, an alternate recipient will not be selected.

Scholarship awards will be distributed in equal amounts at the beginning of each term, contingent upon the student meeting the following requirements:

- Maintain satisfactory academic progress
- Be in good standing relative to student conduct, as outlined in the College Catalog.
- Remain continuously enrolled as a student and take the prescribed full course load for each term.

Fortis College Practical Nursing Scholarship: The College will award up to eight scholarships to a maximum value of $1,200 each to students entering into the Practical Nursing program for each of the starting classes during the year.

Qualified candidates must meet the following minimum criteria:

- Score a 70% on each of the four sections of the HESI Admissions Assessment entrance exam.
- Demonstrate previous academic success, especially in the sciences, as evidenced through a high school or College transcript.
- Submit two letters of recommendation indicating the candidate has the attributes and compassion required to be a practical nurse. Recommendation letters may be from an employer, teacher, or clergy.
- Complete a type-written, 500-word essay on the topic “Why I Want to Pursue an Education in Nursing.

Fortis College Associate Degree Nursing (ADN): The College will award up to 10 scholarships up to a maximum value of $2,000 each to students entering into the ADN program for each of the starting classes during the year.

Qualified candidates must meet the following minimum criteria:

- Score a 930 on the HESI LPN Exit examination.
- Demonstrate previous academic success with a minimum 3.2 GPA in his or her Practical Nursing program.
- Submit two letters of recommendation indicating the candidate has the attributes and compassion required to be a registered nurse. Recommendation letters may be from an employer, teacher, or clergy.
- Complete a type-written letter describing his or her community involvement as it relates to the field of healthcare

Satisfactory Academic Progress, Page 45-46

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 16</td>
<td>50%</td>
<td>1.75</td>
</tr>
<tr>
<td>2</td>
<td>16.5 &amp; Higher</td>
<td>66.67%</td>
<td>2.00</td>
</tr>
</tbody>
</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>
</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 32</td>
<td>66.67%</td>
<td>2.00</td>
</tr>
<tr>
<td>3</td>
<td>32.5 &amp; Higher</td>
<td>66.67%</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.

**BEHAVIOR AND STUDENT ACCOUNTABILITY, PAGE 48**

**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
- Unauthorized entry or use of facilities
- 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
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the College for further information.)

**DRESS CODE, PAGE 50**

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 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
- Visible underwear

**Personal Hygiene**

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

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

**Accessories**

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

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small 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 legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code. Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Fortis College. Questions should be addressed to the specific Program Director.

**Family Educational Rights and Privacy Act (FERPA), Page 53**

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

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

**Grievance Procedures, Page 56**

Colorado residents may contact the Division of Private Occupational Schools online or in writing:

Department of Higher Education
Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, CO 80202
Telephone: 303-862-3001
http://highered.colorado.gov/dpos

Complaints must be filed within two years of the student’s last date of attendance. Any person filing a formal complaint of deceptive sales or trade practice with the Colorado Department of Higher Education Division of Private Occupational Schools must first go through the school’s internal grievance process. If after going through the school’s grievance process the person is not fully satisfied, he or she may file an administrative complaint with the Division of Private Occupational Schools.
Arbitration, Page 56

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 this 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 my 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 (unless the student has rejected the arbitration provision in accordance with the terms of his or her signed Enrollment Agreement). 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, Page 68-69

PNR106 FOUNDATIONS OF NURSING
6.0 Credits
110 Clock Hours (30 Lecture Hours / 20 Lab Hours / 60 Clinical Hours)
This course creates the foundation for future learning and the development of the requisite skills and competencies required for nursing practice as a member of the health care team. Content includes communication and interview concepts, teaching learning principles, documentation, and physical assessment and nursing skills. Concepts of holistic care, developmental stages, culture and diversity, evidence-based practice, and the practical nurse's role in promoting health and wellness are explored. Clinical and simulated learning assignments provide hands-on learning experiences that enable the student to develop skills for the provision of safe and effective nursing care with adult clients in a structured environment. Prerequisite(s): PNR104

PNR108 GERONTOLOGICAL NURSING
5.0 Credits
80 Clock Hours (30 Lecture Hours / 20 Lab Hours / 30 Clinical Hours)
This course explores the role of the nurse in helping individuals to maximize health and wellness during the natural and healthy process of aging. The student will learn normal physiologic, psychological, and social changes as well as common health alterations associated with aging. Specific health conditions discussed include: altered sensory input, menopause, osteoporosis, malnutrition, depression, Alzheimer's and dementia, COPD, and CHF. End of life issues are also discussed. Actual and simulated clinical experiences provide students with opportunities to practice the delivery of nursing care to selected client situations. Prerequisite(s): PNR104

PNR200 MENTAL HEALTH NURSING
5.0 Credits
80 Clock Hours (30 Lecture Hours / 20 Lab Hours / 30 Clinical Hours)
This course introduces the student to the use of self within the context of relationships to promote and maximize the health and wellness of clients in diverse settings. The student will explore foundational concepts of mental health such as stress, coping, developmental stage risks, anxiety, depression, common psychiatric disorders, and the interaction between physical and mental health. Emphasis is placed on communication and teaching-learning processes. Prerequisite(s): PNR104

PNR201 MEDICAL-SURGICAL NURSING I
6.0 Credits
108 Clock Hours (33 Lecture Hours / 12 Lab Hours / 63 Clinical Hours)
This course explores the role of the licensed practical nurse in the promotion of health and wellness in individuals within a structured health care setting. The nursing process forms the framework for applying critical thinking and problem-solving skills to client centered nursing care involving common health problems. This holistic approach to client-centered care focuses on adults in diverse settings with primary pathology in the cardiovascular, respiratory, special senses, and integumentary systems. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in the delivery of nursing care in selected client situations. Prerequisite(s): PNR105, PNR106

PNR202 INTRAVENOUS THERAPY
2.0 Credits
31 Clock Hours (10 Lecture Hours / 18 Lab Hours / 3 Clinical Hours)
This course prepares the student to perform IV skills within the scope of practice for LPNs in Ohio. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competency in selected client situations. Prerequisite(s): PNR104

PNR203 MATERNAL-NEWBORN NURSING
5.0 Credits
90 Clock Hours (30 Lecture Hours / 12 Lab Hours / 48 Clinical Hours)
This course focuses on the provision of nursing care to childbearing mothers and newborns utilizing the nursing process and critical thinking skills. Care of the woman and infant during the prenatal, intrapartum, neonatal, and postpartum periods are also explored. Actual and simulated clinical experiences provide the student with opportunities to demonstrate competence in caring for mothers and infants. Prerequisite(s): PNR104

PNR204 PEDIATRIC NURSING
5.0 Credits
90 Clock Hours (30 Lecture Hours / 12 Lab Hours / 48 Clinical)
This course introduces the student to the role of the nurse in promoting health and wellness in children. Growth and development, anticipatory guidance, and common health problems of children from infancy through adolescence are emphasized. Actual and simulated clinical experiences provide the student with opportunities to apply concepts and skills related to nursing of children. Prerequisite(s): PNR106

PNR206 MEDICAL-SURGICAL NURSING II
8.0 Credits
160 Clock Hours (40 Lecture Hours / 120 Clinical Hours)
This course builds upon prior learning to further develop clinical decision-making skills. Students use clinical evidence to plan care for individuals of diverse backgrounds within a structured environment. The nursing process forms the framework for prioritizing care and making basic delegation decisions. A holistic approach focuses on caring for individuals experiencing common health care problems with primary pathology in the endocrine, gastro-intestinal, genito-urinary, musculo-skeletal, and neurologic systems. Actual and simulated clinical experiences provide students with opportunities to demonstrate competency in the delivery of nursing care in selected client situations. Prerequisite(s): PNR201

PNR207 TRANSITION TO PN/VN PRACTICE - CAPSTONE
This capstone course is designed to assist the student in the transition from the educational environment to the work environment. The student is provided opportunities to demonstrate competency in meeting the terminal educational outcomes of the program in actual and simulated clinical environments. Current healthcare workplace issues are examined. The course explores issues of responsibility and accountability for practice and continuing personal and professional growth and development. Role responsibilities as well as licensure application procedures are discussed relative to meeting state licensing requirements for the practical nurse. Emphasis is placed on seminars dedicated to NCLEX-PN preparation using multiple learning methods. Prerequisite(s): All coursework (PNR200, PNR205 and PNR208) may be taken in the same quarter.

**STAFF & FACULTY, PAGE 71-76**

**ADMINISTRATIVE STAFF**

College President ......................................................... Gregory Shields
Dean of Education ...................................................... Lisa Mays-Rudasill
Dean of Associate Dean of Online Education ..................... Stephanie Kidd
Director of Institutional
Effectiveness and Compliance ...................................... LaRee Pingatore
Director of Administration .......................................... Jane Leiker
Registrar ................................................................. Andrea Behr
  Assistant Registrar ............................................. DeAndrea Hattabaugh

Residential
Business Office Manager .............................................. Becky Mills
  Business Office Administrator ................................. Christina Johnson
IT Services .............................................................. Joseph Zennie (Interim)
Nursing Office Manager .............................................. Heather Dryer
Academic Coach/Nursing Advisor ................................... Marilyn Connor
Director of Simulation Lab ............................................ Pauline Hamblin
Receptionist ............................................................. Michelle Holloway
Receptionist .............................................................. Brittney Horstman
Receptionist ............................................................. Sarah Jobe
Test Proctor .............................................................. Warren Kappeler

Online
Director of Administration ............................................ Chad Feavel
  Business Office Administrator ................................. John Fisher
Student Success Coordinator ........................................ Heather Dryer

**ADMISSIONS**

Residential
Director of Admissions ............................................... Angela Cooper
  Admissions Representative ...................................... Frederick (Ken) Chandler
  Admissions Representative ...................................... Sheila Crossty
  Admissions Representative ...................................... Glennna R. Dancy
  Admissions Representative ....................................... Madison Galloway
  Admissions Representative ...................................... Emily Maggard
  Admissions Representative ...................................... Vanessa Moore
  Admissions Representative ......................................... Angela Morris
  Admissions Representative ......................................... Shawn Smith
  Admissions Representative ......................................... Nicole Taylor

Online - East
St. Director of Admissions - Online ................................. Claudia Rybak
  Assistant Director or Admissions .............................. Daniela Williams
  Admissions Representative ...................................... Leticia Gonzalez
  Admissions Representative ...................................... Stephanie Hougrand
  Admissions Representative ........................................ Sheila McClynd
  Admissions Representative ......................................... Paula Tinson
Receptionist ............................................................. Kellie Martin
  Receptionist .......................................................... Ashley Horie

Online - West
Director of Admissions - Online .................................... Brandon Villaereal
  Admissions Representative ......................................... Bonnie Galley

Fortis College  
**Catalog Addendum**  
Page 10
Admissions Representative ........................................ Hayley Johnson
Admissions Representative ........................................ Patricia Hollis
Admissions Representative ........................................ Amanda Magreevy
Admissions Representative ........................................ Haley Smith
Receptionist ............................................................. Heather Nichols

**CAREER SERVICES**
Sr. Director of Career Services (Residential/Online) ............... Marlene Teed
Director of Career Services (Residential) ......................... Robert Laheta
Career Services Representative (Online) ......................... TBD
Career Services Representative (Online) ......................... Greg Ustel

**FINANCIAL AID**
Senior Director of Financial Aid ..................................... Rachel Karmon

Residential
Assistant Director of Financial Aid ................................. Deanne Foster
Financial Aid Officer .................................................. Britni Bastin

Online
Assistant Director of Financial Aid ................................. Maria (Angie) Reyes
Financial Aid Officer .................................................. Jianna Logue
Financial Aid Officer .................................................. Deborah Vaskula

**STUDENT SERVICES**
Online
Assistant Director of Student Services ........................... Michael Rusk
Online Advisor .......................................................... Stefany Basich
Online Advisor .......................................................... Alison Kaley
Online Advisor .......................................................... Katie Mangett
Student Services Advisor .............................................. Darcy Kennedy
Student Services Advisor .............................................. Cynthia Rogers

**ACADEMIC LEADERSHIP**
Program Director, Heating, Ventilating, Air Conditioning & Refrigeration
Robert Dellaposta
--- OCIEB Contractor License in HVACR

Program Director, Heating, Ventilating, Air Conditioning & Refrigeration
John Walker
EPA Universal Certification
Ohio HVAC Master's License
HVACR Diploma, R.E.T.S. Tech Center, Dayton, OH

Dean of Nursing:
Andrea Vancio
Post Master Certificate, Nursing Education, Walden University, Minneapolis, MN
Post Master Certificate, Nursing Informatics, Walden University, Minneapolis, MN
Master of Science in Nursing, Leadership and Management, Walden University, Minneapolis, MN
Associates Degree of Nursing, Midway College, Midway, KY

Dean of Nursing (Interim)
Lisa Ann Gregg
Master of Science in Nursing Administration, The University of Akron, Akron, OH

Associate Dean of Online Education
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Doctor of Philosophy, Higher Education Administration, University of Phoenix, Phoenix, AZ
Master of Arts, Theatre, University of Nebraska at Omaha, Omaha, NE Bachelor of Arts, Theater, Creighton University, Omaha, NE

Program Associate Dean
Karen Kapiotis
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Bachelor of Science in Business Management, University of West Florida, Pensacola, FL
Associates in Business, Business, Mississippi Gulf Coast Community College, Gulfport, MS
Library
LRC Director
Elizabeth Schumacher

LRC Technician
Jade Johnson

LRC Assistant/Hybrid Coordinator
DeAndrea Hattabaugh

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Christina Elser (Part-Time)
Certified Dental Assistant-Expanded Functions and Coronal Polishing, Sinclair Community College, Dayton, OH.

Heating, Ventilating, Air Conditioning & Refrigeration
Luis Aguilar (Part-Time)
HVAC Certification, Great Oaks Career Campuses, Cincinnati, Ohio, NCCER Certification
Robert Dellaposta (Part-Time)
OCIEB Contractor License in HVACR
John Walker (Full-Time)
EPA Universal Certification
Ohio HVAC Master’s License
HVACR Diploma, R.E.T.S. Tech Center, Dayton, OH
Dale Watson (Part-Time)
HVAC, Greene County Career Center, Xenia, OH

Medical Assisting
Brandie Kershaw (Part-Time)
Registered Medical Assistant
Associate Degree in Medical Administrative Assistant, Southwestern College of Business, Middletown, OH

Nursing
Afi Agbo (Part-Time)
Bachelor of Science, Nursing Family Practitioner, Cedarville University, Cedarville, OH
Bachelor of Science, Nursing, Wright State University, Dayton, OH
Bachelor of Science, French, Wright State University, Dayton, OH

Penny Drazer (Part-Time)
Bachelor of Science, Nursing, Indiana Wesleyan University, Marion, IN

Tara Garrett (Full-Time)
Master of Science, Nursing, Capella University, Minneapolis, MN
Bachelor of Science, Nursing, Fortis College, Centerville, OH
Associate of Science, Nursing, Fortis College, Centerville, OH

Laura Molchan (Full-Time)
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Online
Allied Health
Haley Kirkpatrick (Part-Time)
Master of Science, Clinical Nutrition / Dietetics, The University of Alabama at Birmingham, Birmingham, AL
Bachelor of Science, Nutrition & Dietetics, Auburn University, Auburn, AL
Certificate, Clinical Nutrition/Dietetics, The University of Alabama at Birmingham, Birmingham, AL

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Bachelor of Arts, Psychology, Ottawa University, Ottawa, KS
Bachelor of Science, Physical Therapy Assistant, LaGuardia Community College, Long Island City, NY
Registered Certified Coding Specialist, The National Association of Health Professionals
Certified Clinical Medical Assistant, National Healthcareer Association

General Education
Lisa A. McGuire (Part-Time)
Master of Arts, Sociology, Wichita State University, Wichita, KS
Bachelor of Arts, Sociology, Wichita State University, Wichita, KS

Tiffany Smith (Part-Time)
Master of Arts, English, National University, La Jolla, CA
Bachelor of Arts, Major in English, National University, La Jolla, CA
Marisol White (Part-Time)
Master of Arts, Sociology, San Jose State University, San Jose, CA
Bachelor of Arts, Chicano Studies, University of California, Santa Barbara, CA

Charlita Woodruff (Part-Time)
Master of Applied Mathematics, Auburn University, Auburn, AL
Bachelor of Arts, Mathematics, Tuskegee University, Tuskegee, AL

Angelia Wilson (Part-Time)
Master of Fine Arts, Academy of Art University, San Francisco, CA
Bachelor of Arts, Education, Webster University, St. Louis, MO

Tamara K. Wellman (Part-Time)
Doctor of Nursing Practice, University of Kentucky, Lexington, KY
Master of Science in Nursing, University of Kentucky, Lexington, KY
Bachelor of Science in Nursing, Ohio University, Athens, OH
ARNP License, Kentucky Board of Nursing
Registered Nurse License, Kentucky Board of Nursing
Registered Nurse License, Ohio Board of Nursing
Registered Nurse License, Florida Department of Health
Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1, Version 7

Effective date: 8/1/2018

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.

ACADEMIC PROGRAMS, PAGE 23-27

ONLINE PROGRAMS

ACCOUNTING TECHNOLOGY (ONLINE)
Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online
*Based on full-time enrollment
Effective March 2, 2018 the campus is no longer enrolling in the Accounting Technology online program.

BUSINESS MANAGEMENT (ONLINE)
Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online
*Based on full-time enrollment
Effective March 2, 2018 the campus is no longer enrolling in the Business Technology online program.

HUMAN RESOURCES MANAGEMENT (ONLINE)
Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online
*Based on full-time enrollment
Effective March 2, 2018 the campus is no longer enrolling in the Human Resources Management online program.

INTERNET MARKETING (ONLINE)
Length: 1300 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 96
Credential Awarded: Associate of Applied Business
Mode of Delivery: Online
*Based on full-time enrollment
Effective March 2, 2018 the campus is no longer enrolling in the Internet Marketing online program.

MEDICAL ASSISTING (ONLINE/HYBRID)
Length: 1360 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 94
Credential Awarded: Associate of Applied Science
Mode of Delivery: Hybrid. Some courses are delivered partially or fully at residential campuses as identified below; all other courses are delivered online.
*Based on full-time enrollment
Effective March 2, 2018 the campus is no longer enrolling in the Medical Assisting online program.

MEDICAL BILLING AND CODING (ONLINE/HYBRID)
Length: 1360 Clock Hours; 72 Instructional Weeks
Length in Months: 17 / Quarters: 6*
Program Quarter Credits: 94
Credential Awarded: Associate of Applied Science
Mode of Delivery: Hybrid. Some courses are delivered partially or fully at residential campuses as identified below; all other courses are delivered online.
BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN), PAGE 32-33

With the exception of scheduled holiday and breaks, the College programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The 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 or her status as an otherwise active and enrolled student in the College during these brief periods.

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

1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.
2) The student must otherwise be in good academic and financial standing with the School and sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.
3) The student must be able to return to the same payment period, or term for which the SPN is granted.
4) The Campus President and Financial Aid Director must approve the SPN request.
5) Any approved SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

ACADEMIC LEAVE OF ABSENCE, PAGE 33

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student’s immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision.

To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

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

1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the College may grant an ALOA on behalf of a student without prior written request as long as the College can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

2) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the College prior to the student’s initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

TRADITIONAL LEAVE OF ABSENCE, PAGE 33

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

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

1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the College may grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This
would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

2) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) The initial leave period requested be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All TLOA extension paperwork and documentation must be turned into the College prior to the student's initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

4) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

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

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

**STAFF & FACULTY, PAGE 71-76**

**Administrative Staff**
College President .......................................................... Gregory Shields
Dean of Education .......................................................... Lisa Mays-Rudasill
Director of Institutional Effectiveness and Compliance .................. LaRee Pingatore
Director of Administration ............................................. Jane Leiker
Registrar ................................................................. Andrea Behr

**Residential**
Business Office Manager ................................................. Becky Mills
Business Office Administrator ........................................... Christina Johnson
IT Services ................................................................. Joseph Zennie (Interim)
Nursing Office Manager .................................................. Heather Dryer
Academic Coach/Nursing Advisor ................................. Marilyn Connor
Director of Simulation Lab ............................................. Pauline Hamblin
Receptionist ............................................................... Michelle Holloway
Receptionist ............................................................... Britney Horstman
Receptionist ............................................................... Sarah Jobe
Test Proctor ............................................................ Warren Kappeler

**Admissions**
Director of Admissions ................................................ Angela Cooper
Admissions Representative ............................................. Sheila Crossty
Admissions Representative ............................................. Glenna (Rachelie) Dancy
Admissions Representative ............................................. Emily Maggard
Admissions Representative ............................................. Shawn Smith
Admissions Representative ............................................. Anisha (Nicole) Taylor

**Career Services**
Director of Career Services (Residential) .................. Robert Laheta
Career Services Representative (Online) ....................... Greg Ustel

**Financial Aid**
Senior Director of Financial Aid .................................. Rachel Karmon
Assistant Director of Financial Aid ................................ Deanne Foster
Financial Aid Officer .................................................... Britni Bastin

**Student Services**
Online ............................................................... Assistant Director of Student Services Michael Rusk

Fortis College Catalog Addendum Page 3
Online Advisor .............................................................. Stefany Basich
Online Advisor .............................................................. Alison Kaley
Online Advisor .............................................................. Katie Mangett
Student Services Advisor .............................................. Cynthia Rogers

**ACADEMIC LEADERSHIP**

**Program Director, Medical Assisting**
Shreya Chakravarti, M.D.
- Doctor of Medicine, Medical University of Lublin, Lublin, Poland
- Bachelor of Psychology, Rutgers University, Newark, NJ
- Certified Clinical Medical Assistant, National Healthcareer Association

**Program Director, Medical Assisting**
Melanie Estes
- Bachelor of Arts, Psychology, Wright State University, Dayton, OH

**Faculty**

**Residential**

**Heating, Ventilating, Air Conditioning & Refrigeration**

Erin Shumard (Part-Time)
- HVACR Diploma, RETS Tech Center, Centerville, OH

**Medical Assisting**
Shreya Chakravarti, M.D. (Full-Time)
- Doctor of Medicine, Medical University of Lublin, Lublin, Poland
- Bachelor of Psychology, Rutgers University, Newark, NJ
- Certified Clinical Medical Assistant, National Healthcareer Association

Melanie Estes (Full-Time)
- Bachelor of Arts, Psychology, Wright State University, Dayton, OH
- Diploma, Practical Nursing, Hondros College, West Chester, OH

Kari Clements (Part-Time)
- Associate of Science, Nursing, Edison State Community College, Piqua, OH
- Licensed Practical Nurse, Hondros College, West Chester, OH

Brandie Kershaw (Part-Time)
- Registered Medical Assistant
- Associate Degree in Medical Administrative Assistant, Southwestern College of Business, Middletown, OH

**Nursing**

Kathy Gonce (Part-Time)
- Master of Science, Health Services Administration, Central Michigan University, Mount Pleasant, MI
- Bachelor of Science, Nursing, Andrews University, Berrien Springs, MI

Jocelyn Smith (Part-Time)
- Bachelor of Science, Nursing, Ohio State University, Columbus, OH

**Online**

**Nursing**

Debra Fey (Part-Time)
- Master of Science in Nursing, American Sentinel University, Aurora, CO
- Bachelor of Science in Nursing, Northern Kentucky University, Highland Heights, KY
- Associate of Applied Science, Nursing, Northern Kentucky University, Highland Heights, KY

Zachary Nethers (Part-Time)
- Doctor of Nursing Practice, Chatham University, Pittsburgh, PA
- Master of Science in Nursing, Chamberlain University, St. Louis, MO
- Master of Business Administration, DeVry University, Downers Grove, IL
- Bachelor of Science in Nursing, Chamberlain University, St. Louis, MO
**ACADEMIC PROGRAMS, PAGE 18**

**DIPLOMA PROGRAMS**

**HEATING, VENTILATING, AIR CONDITIONING & REFRIGERATION (RESIDENTIAL) – Effective 1/7/2019**

Length: 960 clock hours; 48 Instructional Weeks

Length in Months: 12 / Quarters: 4*

Program Quarter Credits: 64

Credential Awarded: Diploma

Mode of Delivery: Residential *Based on full-time enrollment

**OBJECTIVE**

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

**DESCRIPTION**

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

**CAREER OPPORTUNITIES**

The graduate is prepared to seek entry-level employment in HVACR including but not limited to: service technician, installation technician, and apprentice heating technician. This occupation has a bright outlook (expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations).

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<th>COURSE TITLE</th>
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<td>HVR110</td>
<td>Practical Applications of Electricity</td>
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<td>Commercial Refrigeration Concepts</td>
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<tr>
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<td>Electric Heat and Heat Pumps</td>
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The image contains a page from a Fortis College Catalog Addendum, specifically focusing on HVACR courses and their associated costs. Here is a structured representation:

### Tuition & Fees, Page 40

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<tr>
<th>Diploma Program (Residential)</th>
<th>Tuition</th>
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<td>$25</td>
<td>$735</td>
<td>$18,879</td>
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</table>

### Course Descriptions, Page 64

**HVR105 Thermodynamics**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual "J" calculations. At the conclusion of this course students will have a basic understanding of heat, pressure, temperature, conduction and radiation. **Prerequisite(s): None**

**HVR110 Practical Applications of Electricity**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process. **Prerequisite(s): None**

**HVR115 HVACR Controls**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
In this course students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical, electromechanical, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state their characteristics. **Prerequisite(s): None**

**HVR120 Controls, Motors and Motor Controls**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications. **Prerequisite(s): None**

**HVR125 Refrigerants**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces the physics of the basic refrigeration cycle, refrigerants, the pressure and temperature relationship, and pressure-enthalpy to the student. The methods and principles associated with evacuation, recovery and charging of refrigeration and air conditioning equipment are explored. At the completion of this course students will be prepared to identify the main components in a refrigeration cycle, use a pressure temperature chart, measure superheat and sub-cooling, plot a pressure-enthalpy diagram, correctly recover, evacuate and charge an air conditioning or refrigeration system within compliance of EPA608 guidelines, identify refrigerants, and determine the temperature application. **Prerequisite(s): None**
HVR130 Residential Air Conditioning  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
In this course students become familiar with indoor air quality and major air conditioning system components including: condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about use of manual J to apply proper selection of equipment and installation and use of major air conditioning components. Prerequisite(s): None

HVR135 Commercial Air Conditioning  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
This course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able recognize components and types of commercial air conditioning systems. Prerequisite(s): HVR125

HVR140 Commercial Refrigeration Concepts  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
Commercial Refrigeration Concepts provides the student with a basic understanding of the components, methods, principles and troubleshooting associated with HVAC-R equipment used in commercial HVAC-R systems. Topics include the major components, controls and accessories used in refrigeration systems, the identification of appropriate systems for given applications, and diagnosis and service of refrigeration systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, components and troubleshooting strategies involved in commercial refrigeration. Prerequisite(s): HVR125

HVR145 Industrial Refrigeration  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with transport refrigeration and in large-scale industrial facilities. Topics include methods of refrigerated transport, and the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing transport- and industrial-style refrigeration systems. Prerequisite(s): HVR125

HVR150 Electric Heat and Heat Pumps  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
Students are introduced to the principles and theory of electric heat and heat pump systems. Focus is on the equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At completion of this course the student should be prepared to identify the components, trace electrical schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems. Prerequisite(s): HVR105

HVR155 Gas Heating Systems  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as installation of gas heating systems. Prerequisite(s): None

HVR160 Oil Heating Systems  
4.0 Quarter Credits  
60 Clock Hours (20 Lecture/40 Lab Hours)  
Oil Heating Systems introduces students to the equipment and controls of oil heating components. Throughout the course students will gain valuable knowledge and experience with different types of oil furnaces, the combustion process, and oil heating equipment. After successfully completing this course, students will have the skills necessary to begin supervised maintenance and repair of oil heating systems and equipment. Prerequisite(s): HVR105
HVR165 HVAC System Performance
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices assure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual "J" will be introduced. At the completion of this course the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance. Prerequisite(s): HVR105

HVR170 Water-Based Heating Systems
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems, and be able to explain procedures used to create indoor quality air. Prerequisite(s): HVR105

HVR175 HVAC Troubleshooting and Service Calls
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment. Prerequisite(s): HVR105, HVR125

HVR180 EPA Certification Preparation
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II and Type III certifications will be covered. Emphasis will be place on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification-Universal Exam. Prerequisite(s): HVR140
The objective of the Network Administration and Security program is to provide students with real world job skills and prepare them for an Information Technology career with emphasis in system and network security.

The program in Network Administration and Security prepares students to support the information security needs of businesses and enable them to seek entry-level employment in the Network Administration and Security field. In this program, students will be given education giving them focused study and practice in computer hardware, common operating systems, networks standards and protocols, risk management, security, and many security tools.
CREDENTIALING EXAMS
A minimum of two (2) full certifications should be completed prior to graduation. A maximum of six (6) full certifications are included in the cost of the program, inclusive of re-tests due to failed certifications. To meet ordering and fulfillment requirements, a student must request (in writing to the program lead) for any and all certification(s), at least thirty (30) days prior to graduation. Upon completion of graduation requirements, the graduate assumes full responsibility for the costs and fees associated with any and all certifications attempted after graduation. Graduates of the Network Administration and Security program will receive an Associate of Applied Science degree and are prepared to sit for the various credentialing exams which can be scheduled as requested at the Pearson VUE testing center on campus or any testing center across the United States. School staff can assist students with the scheduling process.

CAREER OPPORTUNITIES
Upon completion of the Network Administration and Security program a graduate will be prepared to describe Linux features and Microsoft Windows Client and Server operating systems. Identify network hardware standards and protocols and explain computer and network security models. Graduates will be able to differentiate between a security threat and risk and develop a network security solution for various scenarios. Implement features and benefits of different virtualization platforms and languages used in writing computer programs.

PLAN OF STUDY

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>CLOCK HOURS</th>
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<tr>
<td>MAT101*</td>
<td>College Mathematics***</td>
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<tr>
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<td>Online College Success***</td>
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<td>Security Operations</td>
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<td>Network Security Control and Standards</td>
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<td>SEC216</td>
<td>Access Controls</td>
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<td>4</td>
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<td>SEC225</td>
<td>Capstone</td>
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<td>SOC101*</td>
<td>Sociology***</td>
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*Indicates a General Education course.
***Online delivery

TUITION & FEES, PAGE 40

<table>
<thead>
<tr>
<th>DEGREE PROGRAMS (RESIDENTIAL)</th>
<th>TUITION</th>
<th>ENROLLMENT FEE</th>
<th>TEXTBOOKS</th>
<th>TESTING / CERTIFICATIONS</th>
<th>UNIFORM / KIT</th>
<th>BACKGROUND CHECK</th>
<th>LAPTOP (HYBRID ONLY)</th>
<th>TOTAL COST</th>
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<td>$78</td>
<td>$43</td>
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COURSE DESCRIPTIONS, PAGE 57

CYB101 Computer Applications
2.0 Quarter Credits
20 Clock Hours (20 Lecture Hours)
This course begins with a review of keyboarding skills and then introduces students to commonly used Microsoft applications, Outlook, Word, and PowerPoint. An introduction to Excel is also provided. Familiarity with this software is gained through assignments and projects. At the end of this course, students will be familiar with the professional applications of Microsoft Office software and its uses in the workplace. Prerequisite(s): None
This course is designed to provide instructor led and hands-on training that enables students to grasp personal computer service issues. Students are trained to build, upgrade, and repair personal computers as well as troubleshoot common problems. Installation, configuration, and maintenance of peripheral devices including monitors and printers will be introduced. The student will also learn how to conduct repairs in portable computers and print devices. This course helps prepare students for the day-to-day job as a computer technician. At the completion of this course, students will gain skills in preparation for the CompTIA 220-901 and 220-902 A+ exams. Prerequisite(s): None

**CYB115 Windows Client**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces students to the Microsoft Windows client operation system, and the theory and process behind configuring and troubleshooting it with practical application of real world skills. Students will be required to work alone as well as a part of a team to develop and implement solutions to common desktop administration challenges. Students will be exposed to all aspects of the operating system through demonstration of features as well as hands on labs. At the end of this course, students will be familiar with installing and deploying Windows client operating systems, configuring hardware, applications, network connectivity, configuring access to resources, mobile computing, and backup and recovery options. In this course, students will gain skills in preparation for a current Microsoft Windows Client / Workstation certification exam. Prerequisite(s): CYB105

**CYB125 Windows Server**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces students to the current Microsoft Windows Server platform, along with many of the features in the Active Directory environment. Students will be able to create and maintain Active Directory objects, configure Active Directory Certificate Services, understand different the roles of a Windows server, implement replication, and all aspects of GPOs. In this course, students will gain skills in preparation for a current Microsoft Windows Server certification exam. Prerequisite(s): CYB115

**CYB200 Network Infrastructure**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course serves as a foundation for learning about computer networks. Many aspects of data communications are covered, including the theoretical concepts of the OSI and TCP/IP models, the logical concepts of coding and decoding, multiplexing, circuit and packet switching, and hardware devices used in typical network environments. Also included are surveys of industry standards and protocols, along with developing networking technologies. Prerequisite(s): None

**CYB205 Virtualization Technology**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces students to the industry standard platforms for virtualization including Microsoft Hyper-V and VMware. Students will learn to design and implement a virtual machine environment in a controlled lab environment and gain an understanding of common uses and security requirements. Prerequisite(s): CYB125

**CYB210 Router Technology**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course explores the application of TCP/IP protocols towards network design and implementation. The students will learn the necessary protocols for router communication and network convergence, planning and deployment of network addressing structures, as well as configuration details for common routers and switches. Prerequisite(s): CYB200

**CYB215 Disaster Recovery**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of disaster recovery planning. Disaster recovery planning is the process of assessing risks that an organization faces, and then developing, documenting, implementing, testing, and maintaining procedures that help the organization quickly return to normal operations and minimize losses after a disaster. This course will enable individuals to become disaster recovery planning team leaders and members. The disaster recovery planning process covered in this course is broken down into eight major steps. Organizing the team, assessing risks in the enterprise, establishing roles across departments and organizations, developing policies and procedures, Documenting disaster recovery procedures, preparing to handle disasters, Training, testing, and rehearsal, and Ongoing management. Prerequisite(s): FOR220

**CYB220 Introduction to Programming**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course serves as a foundation for understanding the logical function and process of computer programming. Students will get an overview of computer programming knowledge, skills in logic, and general syntax. They will be exposed to a variety of tools, and gain an understanding of the coding convention and procedures in relation to each programming language environment. Prerequisites(s): CYB101, CYB105

**CYB225 Introduction to Database Security**
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course introduces relational database concepts and the associated security requirements. The course introduces basic data modeling, structure, normalization, relational database management systems (RDBMS), and introductory structured query language (SQL). Students will also learn about security concerns related to different database platforms. Prerequisite(s): CYB220
FOR101 Introduction to Computer Forensics & Investigations
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is designed to provide students with the fundamentals of computer forensics. Students will be exposed to numerous digital forensic tools in learn how to use them in various operating systems to locate, identify, and capture various forensic data. In addition, students will learn the essentials of evidence collection and computer forensic methodologies. Prerequisite(s): FOR220

FOR220 Cyber Crime and Security
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This case study based course focuses on the current legal climate of digital forensics in society today. Students will evaluate and discuss cases involving the use of computers and digital devices in the commission of a crime and develop strategies for preventing and identifying similar breaches. Prerequisite(s): CYB115

SEC102 Network Security
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course is intended to provide the student with a fundamental understanding of network security principles and implementation. Students will learn about the technologies used and principles involved in creating a secure computer networking environment. Students will learn about authentication, types of attacks and malicious code that may be used against your network, threats and countermeasures for e-mail, Web applications, remote access, and fire and print services. A variety of security topologies are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Upon completion of this course, students should have the abilities to understand and implement security policies and protections. The course offers training necessary to assist the student to prepare for the CompTIA Security+ exam. Prerequisite(s): CYB200

SEC106 Linux Administration and Security
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This Linux Administration and Security course is designed to provide students with a strong foundation of the administrative tools available in the Linux operating system. Secondly, the course will give students in depth knowledge of the security features of Linux and the common methods with which to secure the operating system in a network environment. Students will gain the skills and knowledge necessary to pass the CompTIA LX0-101 exam, one of two exams necessary to become Linux+ certified. Prerequisite(s): CYB101, CYB105

SEC110 Security Operations
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the policies and procedures for building and managing a secure and available IT environment. Topics include the corporate role of security, responsibilities of the information security officer, risk management and the challenges in integrating security with business. Students learn best practices for securing a converged network, content inspection in different size companies and protecting proprietary data. Prerequisite(s): SEC102

SEC201 Perimeter Defense
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
The Perimeter Defense course is designed to provide the in-depth knowledge of network protocols necessary to secure a network from security threats. With new products hitting the market on a daily basis, this course focuses on root knowledge of the protocols and concepts of network security and less on specific brands or products. Students will have the opportunity to secure their lab networks by using Access Control Lists, designing and configuring firewalls, and by using the native features of the TCP/IP protocol. In addition, students will learn how to secure wireless networks as well as design and configure intrusion detection systems. Prerequisite(s): FOR220

SEC210 Network Security Controls and Standards
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides a basis for the security principles in today’s modern computing environment. Students will learn the factors influencing security decisions, the principles behind them, and the practical application and required balance with an organization’s needs for confidentiality, integrity, and availability. Topics include definitions of terms, concepts, elements and goals incorporating industry standards and practices. This course will provide content to support a student’s preparation for the CompTIA Security+ exam. Prerequisite(s): FOR220

SEC216 Access Controls
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course focuses on the seven domains of security, the CIA triad, and how each domain has its own requirements, along with the different modes in security. The student will gain exposure to the requirements for the System Security Certified Practitioner exam, which may be achieved in part from the result of this course and documentable industry experience. Prerequisite(s): SEC201, SEC210

SEC225 Capstone
4.0 Quarter Credits
60 Clock Hours (20 Lecture/40 Lab Hours)
This course provides an opportunity for students to work on a comprehensive project that includes the design, planning and implementation of a network security solution for solving specific business problems. Students will draw upon all aspects of the Cyber Security program including not only the technical but also the business and professional aspects, and apply these skills learned in this lab intensive course. Prerequisite(s): SEC210
OCS100 Online College Success
4.0 Quarter Credits
40 Clock Hours (40 Lab Hours)
This course explores elements critical to online students’ academic success. Course topics include time, stress, and financial management strategies, as well as healthy lifestyle habits, study skills to accommodate students’ learning styles, online study tips, and information literacy. Special attention is given to accessing and using resources within the online environment including tutoring services, the online library, and the writing center. Upon successful completion of this course, students will be able to discuss and demonstrate skills necessary to identify and achieve their academic goals within the online learning environment. Prerequisite(s): None

PDC200 Career Development
4.0 Quarter Credits
40 Clock Hours (40 Lab Hours)
This course is designed to provide the students with career planning and job search techniques and skills. Topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success. Prerequisite(s): None

ENG101 English Composition
4.0 Quarter Credits
40 Clock Hours (40 Lab Hours)
Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication. Prerequisite(s): None

MAT101 College Mathematics
4.0 Quarter Credits
40 Clock Hours (40 Lab Hours)
This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one variable, percent, basic geometry, solving applied problems, and operations with integers. Prerequisite(s): None

PSY101 General Psychology
4.0 Quarter Credits
40 Clock Hours (40 Lab Hours)
This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of oneself and others. Prerequisite(s): None

SOC101 Sociology
4.0 Quarter Credits
40 Clock Hours (40 Lab Hours)
Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world. Prerequisite(s): None
Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1 Version 10

Effective date: 1/4/2019

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

The following information applies to all students who enroll for start dates February 18, 2019 and later:

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS, PAGE 8

In addition to the General Admissions Requirements, the following is an additional admissions requirement for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.

2. The applicant must pass the school’s Online Readiness Assessment with a 70% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school’s Online Readiness Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.
Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1 Version 11

Effective date: March 1, 2019

*Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

The following information applies to all students who enroll for start dates April 8, 2019 and later.

ASSOCIATE DEGREE PROGRAMS, PAGE 22

NURSING (RESIDENTIAL/HYBRID)
Length: 1500 Clock Hours; 96 Instructional Weeks / 144 Instructional Weeks
Length in Months: 24 / Quarters: 8 (Full-Time), 36 months (Part-Time)
Program Quarter Credits: 106
Credential Awarded: Associate of Applied Science
Mode of Delivery: Hybrid. Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery.
*Based on full-time enrollment

PLAN OF STUDY

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<td>AHP217</td>
<td>Anatomy and Physiology II</td>
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<td>Microbiology</td>
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<td>CMP105*</td>
<td>Introduction to Informatics**</td>
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<td>COM205*</td>
<td>Effective Communication**</td>
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<td>Maternal-Newborn Nursing</td>
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<td>NUR203</td>
<td>Pediatric Nursing</td>
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<td>NUR204</td>
<td>Leadership and Management</td>
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<td>Transition to Practice-Capstone</td>
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<td>Fundamentals of Human Nutrition**</td>
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<td>Sociology**</td>
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*General education/other related courses
**Online delivery
***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded only 21 quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.

ACADEMIC POLICIES & SERVICES, PAGE 28

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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<tr>
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<td>95 to 100</td>
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<tr>
<td>A-</td>
<td>90 to 94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87 to 89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83 to 86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>80 to 82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>78* to 79</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>73 to 77</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>70** to 72</td>
<td>1.7</td>
</tr>
<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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<td>F</td>
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<tr>
<td>P</td>
<td>Proficient in the course</td>
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</tr>
</tbody>
</table>

Other letter grades used by the College include:

- I  Incomplete
- W  Withdrawn
- WF Withdrawn Failing
- TR Transfer Credit/AP Credit
- L  Leave of Absence
- P  Proficient in Course
- AU Audit
- CR Block credit award to LPN students entering ADN program

- A course in which a student receives a “TR” or a “CR” grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

SATISFACTORY ACADEMIC PROGRESS, PAGE 45

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, as well as “CR” credits, 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.)
COURSE DESCRIPTIONS, PAGE 57
COM205 Effective Communication
4.0 Credits
40 Clock Hours (40 Lecture Hours)
This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication. Prerequisite(s): None
Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1 Version 12

Effective date: 3/19/2019

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

OTHER ADMISSION REQUIREMENTS FOR ALL APPLICANTS TO THE ASSOCIATE DEGREE IN NURSING PROGRAM, PAGE 9

6. All required immunizations, with the exception of Hepatitis B, are to be completed as outlined in the Nursing Program’s Health and Clinical Requirements. Hepatitis B immunization is administered in a series. The entire series must be completed as outlined in the Nursing Program’s Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

PRACTICAL NURSING PROGRAM, PAGE 10

7. All required immunizations, with the exception of Hepatitis B, are to be completed as outlined in the Nursing Program’s Health and Clinical Requirements. Hepatitis B immunization is administered in a series. The entire series must be completed as outlined in the Nursing Program’s Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

ALL NURSING PROGRAMS, PAGE 10

6. All required immunizations, with the exception of Hepatitis B, are to be completed as outlined in the Nursing Program’s Health and Clinical Requirements. Hepatitis B immunization is administered in a series. The entire series must be completed as outlined in the Nursing Program’s Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

NURSING PROGRAMS HEALTH AND CLINICAL REQUIREMENTS, PAGE 14

<table>
<thead>
<tr>
<th>Vaccination/ Screening</th>
<th>Requirements in Brief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis B</td>
<td>– Serologic proof of immunity or;</td>
</tr>
<tr>
<td></td>
<td>– Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2).</td>
</tr>
</tbody>
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Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1 Version 13

Effective date: 5/6/2019

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR ALL NURSING PROGRAM APPLICANTS, PAGE 8

1. Applicants must submit to and pass a drug-screening test and results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense within 24 hours at a 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 nursing program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in dismissal from the program. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dismissed from the program as per the Nursing Substance Abuse and Drug Screening policy.

2. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent his or her being eligible to achieve nursing licensure by a state Board of Nursing. If there are any questions regarding this process, the applicant should contact the Dean of Nursing.

3. The applicant must provide a valid form of identification with a picture, name and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.

4. Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the nursing program. Fortis College / Institute must maintain a signed copy of the student's current (American Heart Association BLS Healthcare Provider Course) CPR card. Students are required to have their CPR card with them at all times during class, laboratory, and clinical activities. This CPR certification must be maintained throughout the length of the program. If the CPR card expires during the nursing program, the student may not participate in any clinical activities and may be dismissed from the program. Missed clinical experiences will be considered an unexcused absence, and may result in failure of the course. CPR certification and renewal will be at the applicant's/student's expense.

5. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The College does not provide health insurance.

6. Hepatitis B immunization is administered in a series. Students must complete the initial dose of the hepatitis B immunization by the first week of the first academic term in a nursing program. The entire series must be
completed as outlined in the Nursing Programs Health and Clinical Requirements. Failure to submit all requirements may result in dismissal from the program.

**ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM, PAGE 8**

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

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

1. The LPN applicant must possess a current, valid unencumbered Practical Nurse license.

2. After the admission interview, the applicants who are not Fortis College/Institute or formerly MedVance Institute Practical Nursing Program graduates will be given the opportunity to take the Evolve Reach Admission Assessment Exam (A2-RN).

3. Graduates from a Fortis College/Institute or formerly MedVance Institute PN program may be provisionally admitted to the Associate Degree Nursing program contingent upon obtaining a valid, current, unencumbered Practical Nursing license. Failure to obtain a current, valid Practical Nursing license prior to the end of their first term will result in immediate dismissal from the Associate Degree in Nursing program.

4. LPN applicants to the ADN program who are Fortis College/Institute or formerly MedVance Institute PN program graduates are exempt from taking the HESI Admission Assessment Exam (A2-RN).

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

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

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

**FIRST DAY OF CLASS, PAGE 17**

**RESIDENTIAL PROGRAMS**

**ASSOCIATE DEGREE IN NURSING AND PRACTICAL NURSING PROGRAMS**

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<thead>
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Each quarter is 12 weeks in length. Term dates are subject to change.

**NETWORK ADMINISTRATION AND SECURITY, DENTAL ASSISTING AND MEDICAL ASSISTING PROGRAMS**

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Each module is 6 weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

HEATING, VENTILATING, AIR CONDITIONING & REFRIGERATION PROGRAM (12 MONTHS)

<table>
<thead>
<tr>
<th>Start Dates</th>
<th>End Dates</th>
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</table>

Each quarter is 12 weeks in length. Term dates are subject to change.

ACADEMIC LEAVE OF ABSENCE, Page 33

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

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

1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the School may grant an ALOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy, and will have the same impact as usual. SAP will need to be calculated for the student before a decision on the LOA is determined. If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.
3) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar day.

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

TRADITIONAL LEAVE OF ABSENCE, Page 33

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

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

1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the School may grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an TLOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of “L” for each course attempted in the term. The “L” grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student’s progression through the program. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.

3) The applicant for the TLOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial TLOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the School. The School cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party
supporting documentation. All TLOA extension paperwork and documentation must be turned into the School prior to the student’s initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

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

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

**BRIEF PERIODS OF NON-ENROLLMENT OR STANDARD PERIOD OF NON-ENROLLMENT (SPN), Page 32-33**

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

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

1) The student must be currently enrolled and actively attending in a program of study that delivers instruction in modules.

2) The student should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

3) The student must sign a Standard Period of Non-Enrollment Request Form wherein the student affirms that he/she will attend the next module.

4) The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.

5) The Campus President and Financial Aid Director must approve the SPN request.

6) Any approved SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.
Fortis College
CATALOG ADDENDUM

Addendum to catalog: 2018 Catalog 12/15/2017, Volume 1 Version 14

Effective date: 7/1/2019

Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.

TUITION AND FEES, PAGE 40
The following information applies to all students who enroll for start dates July 8, 2019 and later

<table>
<thead>
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<th>RESIDENTIAL PROGRAMS</th>
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<th>ENROLLMENT FEE</th>
<th>SCRUBS / UNIFORMS</th>
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<th>CERTIFICATION / LICENSURE EXAM</th>
<th>BACKGROUND CHECK</th>
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**The tuition charge each quarter is based on a per credit hour rate of $491 for Nursing Courses and $295 for General Education/Other Courses.
**Veterans' Benefits, Page 43**

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

**Arbitration, Page 56**

Disputes, claims, or controversies between a student and Fortis College may be subject to arbitration. Please refer to your Enrollment Agreement for applicable provisions.
Eligibility requirements to sit for the National Council Licensure Examination (NCLEX-RN) and apply for licensure in Ohio.

Ohio Administrative Code > 4723 Ohio Board of Nursing:

4723-7-02 Requirements and application for licensure by examination of a nurse:

(A) The NCLEX-RN shall be the approved examination for licensure as a registered nurse in Ohio.

(B) The NCLEX-PN shall be the approved examination for licensure as a licensed practical nurse in Ohio.

(C) To apply for licensure by examination to practice nursing as a registered nurse in Ohio, an applicant shall have successfully completed a registered nursing education program that satisfies one of the following:

(1) Is approved by the board according to section 4723.06 of the Revised Code and Chapter 4723-5 of the Administrative Code;

(2) Is approved by a jurisdiction of the national council of state boards of nursing; or

(3) Has been determined to be acceptable by the board for a foreign educated nurse graduate according to rule 4723-7-04 of the Administrative Code.

(D) To apply for licensure by examination to practice nursing as a licensed practical nurse in Ohio, an applicant must have successfully completed a practical nursing education program that satisfies one of the following:

(1) Is approved by the board according to section 4723.06 of the Revised Code and Chapter 4723-5 of the Administrative Code;

(2) Is approved by a jurisdiction of the national council of state boards of nursing; or

(3) Has been determined to be acceptable by the board for a foreign educated nurse graduate according to rule 4723-7-04 of the Administrative Code.

(E) In addition to the requirements set forth in paragraphs (C) and (D) of this rule, an applicant for licensure by examination shall:

(1) Submit to the board a completed application on the form required by the board, located at http://www.nursing.ohio.gov/forms.htm (revised October 2013);

(2) As required by section 4723.09 of the Revised Code, submit to a criminal records check completed by the bureau of criminal identification and investigation the results of which indicate that the individual has not been convicted of, pleaded guilty to, or had a judicial finding of guilt for any violation set forth in section 4723.092 of the Revised Code;

(3) As required by section 4723.09 of the Revised Code, not be required to register under Chapter 2950. of the Revised Code or a substantially similar law of another state, the United States, or another country;

(4) Submit to the board the applicable licensure application fee required by section 4723.08 of the Revised Code; and

(5) Complete the registration process for examination required by the testing service.

(F) Prior to the board determining an applicant is eligible to take an examination, the board shall have received the following:

(1) For an applicant who has successfully completed an Ohio nursing education program approved by the board, written notification of the applicant's completion of the program, submitted directly by the education program administrator or designee to the board, according to paragraph (B)(9) of rule 4723-5-09 of the Administrative Code. If the program has closed, the board may accept a copy of the applicant's official transcript certified to be a true copy by the custodian of the original transcript, instead of a program completion letter.
(2) For an applicant who has successfully completed a nursing education program approved by a jurisdiction of the national council of state boards of nursing, other than Ohio, an official transcript from the nursing education program submitted directly by the education program administrator or designee to the board that sets forth the completed program requirements and the date on which it was completed. If the program has closed, the board may accept other documentation evidencing that the applicant's educational preparation is substantially similar to that required for programs approved by the board.

(3) For an applicant who is a foreign educated nurse graduate, the information set forth in paragraph (A) of rule 4723-7-04 of the Administrative Code.

(G) The board may propose to deny admission to the licensure examination pursuant to an adjudication under Chapter 119. of the Revised Code. Based on the results of the adjudication, the board may grant admission to the licensure examination, deny admission to the licensure examination, or condition admission to the licensure examination on the applicant's successful correction of the area of deficiency identified by the board.

(H) If an application for licensure by examination submitted to the board remains incomplete for one year, the application shall be considered void and the fee submitted with the application shall be forfeited. All applications provided or required by the board shall state this limitation.

Effective: 02/01/2014
R.C. 119.032 review dates: 10/15/2016
Promulgated Under: 119.03
Statutory Authority: 4723.07
Rule Amplifies: 4723.06, 4723.08, 4723.09, 4723.10

Additional information, including licensure requirements for individuals who may have previously held a nursing license in Ohio or another state can be found at [http://codes.ohio.gov/oac/4723-7](http://codes.ohio.gov/oac/4723-7).