



# YOUR LIFE POWERED BY LEARNING

## **2025 - 2026 Catalog**

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## **FORTIS College**

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## CALENDARS

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### CAMPUS HOLIDAY AND BREAK SCHEDULE

*(No classes scheduled on the following days)*

*This section has been revised. See addendum version 3 and 4.*

2025	
01.01.2025	New Year's Day
01.20.2025	Martin Luther King Day
05.26.2025	Memorial Day
06.19.2025	Juneteenth
06.30.2025 - 07.06.2025	Summer Break
09.01.2025	Labor Day
11.27.2025	Thanksgiving Day
11.28.2025	Day After Thanksgiving
12.22.2025 - 12.28.2025	Winter Break

2026	
01.01.2026	New Year's Day
01.19.2026	Martin Luther King Day
05.25.2026	Memorial Day
06.19.2026	Juneteenth
07.03.2026	Independence Day
07.03.2026 - 07.5.2026	Summer Break
09.07.2026	Labor Day
11.26.2026	Thanksgiving Day
11.27.2026	Day After Thanksgiving
12.24.2026 – 12.27.2026	Holiday Break

### START DATES

Allied Health Programs:		Trade Programs:	
2025			
01.27.2025	09.01.2025	01.27.2025	09.01.2025
03.10.2025	10.13.2025	03.10.2025	10.13.2025
04.21.2025	11.24.2025	04.21.2025	11.24.2025
06.02.2025	01.12.2026	06.02.2025	01.12.2026
07.21.2025	02.23.2026	07.21.2025	02.23.2026

Allied Health Programs:		Trade Programs:	
2026			
01.12.2026	08.10.2026	01.12.2026	08.10.2026
02.23.2026	09.21.2026	02.23.2026	09.21.2026
04.06.2026	11.02.2026	04.06.2026	11.02.2026
05.18.2026	12.14.2026	05.18.2026	12.14.2026
06.29.2026		06.29.2026	

<b><u>Dental Hygiene Program:</u></b>		<b><u>Radiologic Technology Programs:</u></b>	
<b>2025 - 2026</b>			
04.21.2025	04.06.2026	06.2.2025	05.18.2026
10.13.2025	09.21.2026	11.24.2025	11.02.2026

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

## INTRODUCTION AND OVERVIEW

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### HISTORY AND OWNERSHIP

Fortis College in Smyrna, GA 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 diploma and degree programs. Dan Finuf is the President and Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc. Fortis College is a private career training institution devoted to providing students with the skills necessary to enter the job market. Fortis College is a non-main campus of Fortis Institute-Towson main campus, located in Towson, Maryland.

Jack Tolbert founded Medix School in 1969. Medix School changed ownership in 1983 and again in 1986. In addition, in October 1988, the ownership changed to EFC Trade, Inc. and in June of 2005, Education Affiliates, Inc. purchased EFC Trade, Inc. The Accrediting Bureau of Health Education Schools originally accredited Medix School in 1999. In 2008, the name changed to Medix College, and the College started offering Associate of Occupational Science degree programs.

In 2011, Medix College name was changed to Fortis College.

### CONSUMER INFORMATION

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

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

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

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

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

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

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 2140 South Cobb Drive, Smyrna, GA 30080.

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

### ACCREDITATION, LICENSES, AND APPROVALS



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

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

- Fortis College has accreditation from the Accrediting Bureau of Health Education Schools, (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD, 20852. telephone: (301) 291-7550, [www.abhes.org](http://www.abhes.org).
- Fortis College holds institutional and associate degree-granting approval granted by the Georgia Nonpublic Postsecondary Education Commission (NPEC), 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305, (770) 414-3300, <https://gnpec.georgia.gov/>
- Fortis College Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission 's web address is: <http://www.ada.org>.
- Fortis College is exempt from Programmatic Review with the Alabama Commission of Higher Education, effective June 7, 2023; expires April 30, 2027.
- Fortis College is exempt from the requirement to seek licensure from the South Carolina Commission on Higher Education per Carolina Code of Laws 59-58-50, and 59-58-20.
- Fortis College is exempt from the requirement to seek licensure from Tennessee Higher Education Commission per T.C.A. § 49-7-2007.

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

## **MISSION AND PURPOSES**

Fortis 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 an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound diploma and 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.

### **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 administrator should be consulted to obtain the information listed:

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

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

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

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

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

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

### **PROGRAM AND POLICY CHANGES**

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

### **FACILITIES AND EQUIPMENT**

Fortis College occupies a 44,858 square-foot facility and is located at 2140 S. Cobb Dr., Smyrna, GA 30080. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals.

Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines, hospital beds, mannequins, training models, simulation equipment and other medical training equipment as applicable. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty.

Fortis 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, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices.

Clinical and externship sites are in the area of doctor's offices, hospitals, and other professional medical facilities. The facility is handicapped accessible.

### **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 characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and 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 Academic Affairs at Education Affiliates, Inc. at [vpaa@edaff.com](mailto:vpaa@edaff.com).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc via email at [vpaa@edaff.com](mailto:vpaa@edaff.com). A student is not required to make an informal resolution attempt. A hearing will be scheduled within five business days of the notification. However, at the discretion of the Institution, the complaint process may be delayed or extended for good cause. Good cause includes, but is not limited to, the unavailability of witnesses or the need for language assistance. At the hearing, the student has the right to present additional relevant evidence and bring witnesses, if desired, to support his or her position.

If the College determines that discrimination based on disability may have occurred, the Institution will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

Vice President, Academic Affairs

[vpaa@edaff.com](mailto:vpaa@edaff.com)

5026D Campbell Blvd.

Baltimore, Maryland 21236

443-678-2143 (voice)

410-633-1844 (fax)

### **NOTICE OF NON-DISCRIMINATION**

Fortis College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

If you are pregnant and have questions or concerns about modifications you may need, contact the Title IX Coordinator.

Inquiries about Title IX may be referred to the Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The Title IX Coordinator is:

#### Title IX Coordinator

Attention: Suzanne Peters

5026D Campbell Blvd

Baltimore, MD 21236

Telephone: 330-805-2819

Email Address: [speters@edaff.com](mailto:speters@edaff.com)

The Fortis College nondiscrimination policy and grievance procedures can be located at

<https://www.fortis.edu/consumer-information/title-ix.html>.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator. You may also use the reporting tool at <https://www.edaff.com/title-ix-contact-us.php>.

## ADMISSIONS INFORMATION

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### ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions advisor 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 the required documentation. All records received become the property of Fortis College.

### GENERAL ADMISSION REQUIREMENTS

1. The student must be a high school graduate or possess the recognized equivalent of a high school diploma. The student must provide documentation of graduation from high school or college in the form of a valid high school diploma or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other 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 diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of the College.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admissions advisor 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 the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills. 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 programs are as follows:

#### Diploma Programs

Dental Assisting	11
HVAC-R	11
Medical Assisting	11
Welding Technician	11

#### Associate Degree Programs

Dental Hygiene	22
Radiologic Technology	17

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

6. Applicants must complete all tuition payment requirements.
7. Applicants must meet all financial obligations.
8. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE MEDICAL-TECHNOLOGY PROGRAMS**

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

1. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or prior to being readmitted following a withdrawal period of 90 days, and the results of the CBC must be in the student file prior to starting the program. The conviction for certain criminal offenses may bar an applicant from participating in certain externship/clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. 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 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.

2. The applicant must submit to and pass a drug screen and must be in the student file prior to starting the program. 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 Fortis 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 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 Substance Abuse and Drug Screening policy.
3. The Medical Technology programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.
4. The applicant must schedule and complete an interview with the program director of his/her selected program and/or his or her designee. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.
5. After achieving a score on the SLE, of 17 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a Verbal Skills score of 268 and a quantitative skill score of 241 to be eligible for enrollment in the Radiologic Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections are eligible to retake the low scoring section. However, a minimum of seven days must elapse after the first test before the 2nd attempt may be administered.

6. The applicant must submit a valid form of identification with a picture, name, and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
7. Applicants must read and sign the technical functions statement of understanding.

Once the above admissions requirements have been completed, applicants will be notified of acceptance or denial. An applicant who is not accepted for the start of a class may re-apply for a future class.

#### **ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM**

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

1. After achieving a score on the SLE of 22 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a (minimum) Verbal Skills score of 268 and a (minimum) quantitative skills score of 241 to be eligible for enrollment in the Dental Hygiene program. The WBST examination may only be taken one time by applicants for the Dental Hygiene program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections, will be eligible to retake the WBST examination in six (6) months and apply for a future class start.
2. The applicant must complete a 2 to 4-page typed essay outlining (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene program. The Dental Hygiene Program Director may elect to include an additional topic. The essay may be completed offsite. It must be submitted by email to the Dental Hygiene Program Director or his or her designee no less than one week prior to the interview with the program director or his or her designee. After the essay is completed, the applicant will meet with the program director. The program director or his or her designee scores the essay using the Essay Rubric.
3. The applicant must schedule and complete an interview with the Dental Hygiene Program Director and/or his or her designee.
4. The applicant must submit a current and valid form of picture identification. For example, a current and valid driver's license or U.S. Passport.
5. The applicant must submit either a valid medical insurance card or sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
6. 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. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.
7. 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/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
8. With the exception of Hepatitis B, all required immunizations are to be completed prior to or within the first week of the first term that the student starts a dental hygiene program.
9. When all the above admissions requirements are completed with the exception of immunizations as noted, the Applicant Rating Form and Rubric and the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the College President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to

make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.

10. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote.
11. After the Dental Hygiene Program Admission Committee meets and makes its determinations, applicants will be notified of acceptance or denial.
12. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene program for a future class. If desired by the applicant, he or she will have the opportunity to retake the SLE in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted. An applicant who is not accepted for the start of a class may re-apply for a future class and will be placed into the new pool of applicants for ranking.
13. The applicant for the Dental Hygiene program must be 18 years of age at the time he or she would start the clinical/externship portion of the program

#### **Ranking for Student Admission into the Dental Hygiene Program**

Students will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, and (5) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

- Interview with the Dental Hygiene Program Director. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5.
- Written Essay. The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.
- High School Grade Point Average (GPA), GED and College GPA if applicable. The high school or college GPA or GED will have a possible score ranging from 0 to 60. Ten (10) additional points will be awarded for students who have a cumulative 3.0 GPA in college science courses. Total possible score in this category is 70.

High School /College GPA/GED Range	Points
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No transcript	0
CGPA 3.0 or higher in college science courses	+10

- Wonderlic Scholastic Level Exam (SLE) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 16 required.

Test Score Range	Points
22 – 25	10
26 – 29	20
30 – 50	30

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

Years of Experience	Points
1 – 2 years, 11 months	10
3 – 5 years, 11 months	20
6 + years	30

### **Essential Skills and Functional Abilities for Dental Hygiene Students**

An applicant for the Dental Hygiene program should possess the following essential skills and functional abilities:

#### **Motor Abilities**

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

#### **Manual Dexterity**

- Ability of the student to demonstrate fine motor skills sufficient to accomplish required tasks and to provide necessary patient care.

#### **Perceptual/Auditory Ability**

- Sensory and perceptual ability to assess patients for providing dental hygiene care

#### **Behavioral/Interpersonal/Emotional**

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

Upon completion of the Dental Hygiene program, graduates are eligible to apply to take the National Dental Hygiene Examination and the regional and/or state clinical and written examinations, all of which require passing scores before a graduate can complete an application for dental hygiene licensure. Dental hygiene licensure is required by all states before a graduate can practice as a dental hygienist. The written examination is a computerized exam given as the National Board Dental Hygiene Exam (NBDHE). The clinical examination, with a computerized component, is administered by several regional testing agencies in various locations and passing the exam is required for states within a specific region.

Regional board exams are given by the following agencies: CDCA/CRDTS/SRTA/CITA. Each state requires completion of a licensure application following submission of passing scores on both the NBDHE and one of the regional or independent state examinations before a graduate can practice as a dental hygienist.

### **MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS**

#### **Hardware (Windows or Mac)**

- 2.2 GHz CPU or greater with minimum of 8 GB RAM (16 GB Recommended)
- Broadband Connection: Cable or DSL preferred
- Web Cam with functional microphone
- Speakers or headphones

#### **Software**

- Windows Operating System: Windows ® 11 or higher
- Apple Mac Operating System: Mac OSX or higher
- Microsoft Office 365

#### **Browsers**

- Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)

#### **Plugins (most recent versions)**



- Java™ Runtime Environment
- Adobe Reader

Note that Chromebooks are not compatible with online class technology.

### **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](http://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 an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA) and within one year (12 months) of their LDA for truck driving programs. Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the National Director of Restart Programs. 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 he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

A former student who wishes to be considered for admission to a different program of study should contact the Admissions office. The Admissions Director should consult with the Dean Education or the Program Director to determine the appropriate transfer of credits, Satisfactory Academic Progress status, and course scheduling prior to enrolling the student.

Any students who have been dismissed for conduct violations, including violations of academic integrity, are not permitted to re-enter any of the Education Affiliates' programs, which includes Fortis, St. Paul's School of Nursing, All- State Career Schools, or Denver College of Nursing.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator or the staff person designated to coordinate readmissions. The applicant must meet with the Student Success Coordinator, or the staff person designated to coordinate readmissions to discuss and document the circumstances that led to the prior withdrawal and what the applicant has done to ensure that these or other issues will not interrupt the completion of the program of study if the applicant is approved for readmission.

Applications for re-admission are reviewed by a committee comprised of the Campus President, Dean of Education, and/or the Dean of Nursing, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) 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. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing/Dean of Education who will determine which course credit(s) previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission 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 institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/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 (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

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

## **ORIENTATION**

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

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

## **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 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 with 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).

### **Criteria**

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 Medical Technology programs must have been completed within the past five years (60 months).
- Mathematics and prerequisite science courses in Medical Technology programs must have a grade of "B" or higher on the transcript from the awarding institution.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis College in order for transfer credit to be awarded.
- The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.
  - The Campus will accept credit earned in a similarly titled program from another affiliated College or Institute up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

- 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.

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 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
- 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.

### **Additional Requirements for Specific Programs**

- Radiologic Technology students must complete at least 51% of all concentration courses at the College. Therefore, students may receive transfer credit for no more than 49% of concentration courses in the program.
- Dental Hygiene courses completed at another postsecondary institution are not eligible for transfer of credit. The only exceptions are dental hygiene courses completed at another Education Affiliates campus.

### **Veterans**

A Veterans Administration (VA) funded student enrolling in any of the Campus 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 Campus will evaluate and grant credit, if appropriate. Training time will be adjusted, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

The Campus must receive and evaluate official transcripts from all postsecondary schools 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).

### **Appeal Process**

1. Students who wish to appeal a decision must appeal in writing to the Campus President/Director.
  - a. The student must write a letter, stating very clearly why they should receive credit.
  - b. The student must supply additional documentation to support the appeal. If no additional documentation is received, the appeal will be automatically denied.
2. All appeals should be requested within 14 days of the decision to deny credit.
3. Decisions related to appeals will be returned to students within 14 days of their receipt.

### **Returning or Transferring Students**

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.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
  - a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of D or higher if a D is passing for that program.
  - b. Courses that are not a part of the enrolled program will be evaluated for transfer credits as per normal policy.

- c. This is applicable for campus-to-campus transfers within the same program, and campus to campus transfers into new programs that share course codes.
- 2. Students who are re-enrolling into the same Campus or re-entering into a new program or program version will have all applicable courses Associated to the new program. Any courses that cannot be Associated may be evaluated for transfer credit.
  - a. Associated courses are evaluated and documented like transfer credits, using the same forms and procedure.
  - b. Applicable courses are those course codes that are the same between programs.
  - c. All courses are Associated, whether passed, failed or withdrawn, and should be included in all future SAP calculations for the program.
  - d. Shared courses with a D or higher will not need to be retaken, unless that is considered a failing grade in the new program.

### **ARTICULATION AGREEMENTS**

Fortis College has no established articulation agreements.

### **STUDENT PHYSICAL LOCATION**

Fortis College reviews admissions applications and may enroll students who are residents of Georgia, Alabama, South Carolina, and Tennessee only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, student attestation, lease agreement, or other verified documentation of physical location will be utilized to determine state of residency. Documentation must be provided at the time of enrollment. This policy is applicable to all students enrolled at Fortis College, Georgia.

Should the student change their address while enrolled at Fortis College, the student is required to notify the School's Registrar to make an update to their physical location as needed. Should the student move out of one of the above listed states while enrolled at Fortis College the College may be required to withdraw the student from the program prior to completion. Students must notify the campus of a change in physical location within 30 days and provide proof of location change via approved documentation as noted above.

## HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS

### HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR THE DENTAL ASSISTING AND MEDICAL ASSISTING PROGRAMS

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

Students are responsible for all costs of program immunizations and medical clearance required for admission and continuation within the 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 an externship experience, or while performing other campus/program related activities during enrollment in the program.

#### **Current BLS CPR Card** *This section has been revised. See addendum version 3.*

Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the 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 externship activities. If the CPR card expires during the program, the student may not participate in any externship activities until the CPR certification is renewed, and the student may be dropped from the program until it is renewed. Students are required to complete 100% of externship hours or will fail the externship course.

#### **Student Health Requirements**

It is essential that students be able to perform a number of physical and cognitive activities in the classroom, externship and learning laboratory portions of the program. Students are not to enter any externship facility with contagious conditions or injuries. A student must consult with the externship instructor if an illness, medical condition, or injury is present prior to entering the externship facility. The College or externship 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, immunosuppression, pregnancy, back injury, behavioral health, etc.

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

NOTE: Any changes in physical or mental health must be reported immediately to the program director within 24 hours or before entering an externship area (whichever comes first).

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

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

#### **IMMUNIZATIONS**

Vaccination/ Screening	Requirements in Brief
COVID-19 Vaccination	A COVID-19 vaccination may be required for students to permit them to go into a hospital-based externship medical practice

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

Proof of immunizations may be required and will be verified as complete prior to the student being permitted to enter any externship site (whether for the assigned course activities or for orientation at the externship site prior to the course start).

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 for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation must include specific information about the type of healthcare provider and the immunizations administered and/or verified.

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

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

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

### **Serological Evidence of Immunity**

- **COVID-19 Vaccination**

A COVID-19 vaccination may be required for students to permit them to go into a hospital-based externship medical practice.

- **Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency-based externship 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 an externship experience. Expense may also include testing of the patient in the event of 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 required documentation to the College and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

- **Tetanus, Diphtheria, Pertussis (Td/Tdap)**

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

- **Seasonal Influenza**

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

- **Tuberculosis/Tuberculin Skin Test (TST)**

Students are not permitted to practice in any externship, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in a 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 a 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 externship 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 to the first week of the Semester/Quarter in which the student initially enrolls in a 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 externship experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

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

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

### **HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE MEDICAL TECHNOLOGY PROGRAMS**

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

Students enrolled in the Dental Hygiene program should complete the Student Physical Form and all required immunizations listed below within the first week of the first term (with the exception of Hepatitis B) that the student starts the program.



- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)
- Hepatitis B vaccination is administered in a series of three doses. Students must complete the first two doses of Hepatitis B immunizations within 30 days after starting the first term.
- Hepatitis B (first two in the series of three shots or positive titer).

Students enrolled in the Radiologic Technology (RAD) program must complete the following prior to starting clinical/externship:

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

#### **Additional Immunizations/Vaccinations for Medical Technology Programs**

Immunization/vaccination requirements are based on the current Centers for Disease Control (CDC) recommendations for healthcare workers and the Advisory Committee on Immunization Practices (ACIP). Externship sites where students will be assigned may have additional health clearance and immunization requirements beyond the current recommendations by the CDC or ACIP. Most hospital based clinicals and externship sites require COVID-19 Immunization. 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 program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Students are required to provide documentation within the designated timeframe in order to maintain enrollment and progress. All additional requirements are at the student's expense.

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

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

- Applicants for the Radiologic Technology (RAD) programs must complete a 300-word essay explaining why he or she wants to enter into the specific occupational field and how he or she plans to succeed in achieving this educational goal. This essay must be handwritten on-site and submitted to the program director and/or his or her designee. The program director or designee (when needed) will review the essay and provide appropriate advising as necessary.
- Applicants must sign the physical or technical statement specific to the chosen program.
- The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.
- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results.
- Since some externship sites may be farther than 50 miles from the campus, applicants must sign a statement of understanding of the travel requirements.
- The Medical Technology programs require that the student be 18 years of age at the time he or she starts the clinical/externship portion of the program.

# ACADEMIC PROGRAMS

## DIPLOMA PROGRAMS

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### DENTAL ASSISTING

Length: 1040 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 60
Total Clock Hours, including Recognized Outside Clock Hours: 1,360	
Credential Awarded: Diploma	Mode of Delivery: Residential

#### Objective

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

#### Description

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

#### Externship

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

#### Credentialing Exams

Graduates of this program are eligible for taking the Dental Assisting National Board 's (DANB) Radiation Health and Safety (RHS) Exam, and the Infection Control Examination (ICE) Exam. Graduates will also be eligible to participate in the Expanded Functions Preparation and certification course and the Expanded Functions Dental Assisting (EFDA) certification exam

#### Career Opportunities

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

## PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction To Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy And Physiology	60	4
DAS110	Fundamentals Of Dental Assisting	60	4
DAS116	Infection Control	60	4
DAS120	Dental Procedures And Techniques	60	4
DAS125	Dental Materials And Lab Techniques	60	4
DAS130	Dental Restorative Procedures	60	4
DAS135	Dental Radiology	60	4
DAS140	Dental Office Procedures And Billing	60	4
DAS145	Dental Specialties And Expanded Functions	60	4
DAS151	Capstone And Career Development	60	4
DAS190	Externship I*	160	6
DAS195	Externship II*	160	6

### Schedule

*Morning: 8:00 A.M. – 1:00 P.M. Monday Through Thursday Evening: 6:00 P.M. – 11:00 P.M. Monday Through Thursday.*

*\*Required Externship Hours May Be Scheduled Outside Of Typical Class Sessions. Externship Hours Will Be Available During Typical Office Hours. Hours Are Subject To Change.*

## HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 960 Clock Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Total Clock Hours, including Recognized Outside Clock Hours: 1,600	
Credential Awarded: Diploma	Mode of Delivery: Residential

### Objective

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

### Description

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

### Credentialing Exams

Graduates are eligible to take the EPA Universal Certification Exam.

### Career Opportunities

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

## PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
SKW101	Introduction To The Skilled Professions	60	4
HVR105	Thermodynamics	60	4
HVR110	Practical Applications Of Electricity	60	4
HVR115	HVACR Controls	60	4
HVR120	Controls, Motors, And Motor Controls	60	4
HVR125	Refrigerants	60	4
HVR130	Residential Air Conditioning	60	4
HVR140	Commercial Refrigeration Concepts	60	4
HVR141	Industrial Refrigeration And Commercial Air Conditioning	60	4
HVR150	Electric Heat And Heat Pumps	60	4
HVR155	Gas Heating Systems	60	4
HVR161	Regional Systems	60	4
HVR165	HVAC System Performance	10	4
HVR170	Water-Based Heating Systems	60	4
HVR175	HVAC Troubleshooting And Service Calls	60	4
HVR180	EPA Certification Preparation	60	4

### Schedule

*Morning: 8:00 A.M. – 1:00 P.M. Monday Through Thursday Evening: 6:00 P.M. – 11:00 P.M. Monday Through Thursday.*

## MEDICAL ASSISTING

Length: 780 Clock Hours / 36 Instructional Weeks	Program Quarter Credits: 46
Total Clock Hours, including Recognized Outside Clock Hours: 975	
Credential Awarded: Diploma	Mode of Delivery: Residential

### Objective

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

### Description

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

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.

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

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

### Externship

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

### Credentialing Exams

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

### Career Opportunities

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

### PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction To Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy And Physiology	60	4
MAS110	Clinical Procedures And Techniques	60	4
MAS115	Laboratory Procedures And Techniques	60	4
MAS125	Invasive Clinical Procedures	60	4
MAS135	Certification Review And Career Development	60	4
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records And Insurance	60	4
MOA120	Electronic Health Records	60	4
MAS190	Externship*	180	6

#### Schedule

*Morning: 8:00 A.M. – 1:00 P.M. Monday Through Thursday Evening: 6:00 P.M. – 11:00 P.M. Monday Through Thursday.*

*\*Required Externship Hours May Be Scheduled Outside Of Typical Class Sessions. Externship Hours Will Be Available During Typical Office Hours. Hours Are Subject To Change.*

## WELDING TECHNICIAN

Length: 960 Clock Hours / 48 Instructional Weeks	Program Quarter Credits: 64
Total Clock Hours, including Recognized Outside Clock Hours: 1280	
Credential Awarded: Diploma	Mode of Delivery: Residential

### Objective

Welding technology is widely used in a variety of modern industries. This includes, but not limited to, infrastructure construction, high rise building construction, ship building, and energy and transportation. The objective of the Welding Technology program is to prepare students to seek entry-level employment or advance their career in welding and industrial repairs.

### Program Description

Welding encompasses study in electrical, metallurgy, chemistry, physics, design, and mechanical engineering. Welders may work on various structures; including but not limited to bridges, buildings, pressure vessels and heat exchangers. This would include welding items such as nuclear systems, boilers, storage vessels, transmission and transportation vehicles for water, land, air and space travel, and production and processing machines of all types. The curriculum provides students with a foundation in welding techniques, skills, welding mathematics, and career development. The successful graduate is trained to enter the welding profession as an entry-level Welder.

### Credentialing Exams

The Welding Technician program prepares students to take certification exams required by D1.1 Standards used in structural steel.

### Career Opportunities

The graduate is prepared to seek entry-level employment in positions such as Aluminum Welder, Brazer, Fabrication Welder, Fabricator, Fitter/Welder, Maintenance Welder, M I G Welder, Solderer, Arc Operator, Welder, and Welder Fitter/Fabricator.



### PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
SKW101	Introduction To The Skilled Professions	60	4
MAT110	Applied Mathematics	60	4
WLD101	Principles Of Welding Technology	60	4
WLD105	Welding Symbol Interpretations And Inspection	60	4
WLD110	Cutting Processes	60	4
WLD115	Shielded Metal Arc-Welding	60	4
WLD120	Shielded Metal Arc-Welding Fit And Alignment	60	4
WLD125	Gas Metal Arc-Welding	60	4
WLD130	Gas Metal Arc-Welding Fit And Alignment	60	4
WLD135	Flux Core Arc-Welding	60	4
WLD140	Flux Core Arc-Welding Applications	60	4
WLD145	Gas Tungsten Arc-Welding	60	4
WLD150	Gas Tungsten Arc-Welding Applications	60	4
WLD155	Pipe Welding Techniques	60	4
WLD160	Welding Fabrication Concepts	60	4
WLD165	Welding Certification And Career Development	60	4

#### **Schedule**

*Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday Evening: 6:00 p.m. – 11:00 p.m. Monday through Thursday.*

## ASSOCIATE DEGREE PROGRAMS

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### DENTAL HYGIENE

Length: 120 Instructional Weeks/Ten 12-Week Quarters	Program Quarter Credits: 141.5
Total Clock Hours, including Recognized Outside Clock Hours: 2412	
Credential Awarded: Associate of Science	Mode of Delivery: Residential

*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.*

#### Educational Outcomes

The objective of the Dental Hygiene Program is to prepare students to become licensed oral health professionals who practice as an integral part of the dental health team. Students in this program are trained to provide preventative, educational and therapeutic services supporting the total health of their patients while controlling oral disease symptoms and promoting good oral health. Students will acquire knowledge and exhibit competency in clinical skills required to perform oral health procedures including oral health care assessment, removal of calculus, stains, and plaque from teeth, exposing and developing radiographs, periodontal treatment procedures, application of preventative and therapeutic agents, and educational methods for assisting patients to achieve good oral hygiene. Dental Hygienists can be employed in a variety of health care settings including private dental offices, schools, public health clinics, hospitals, correctional institutions, nursing homes, government agencies as an advisor or researcher, as an educator or administrator of a program, or dental sales.

This program is offered at the Associate of Science degree level and students enrolled in this curriculum will be scheduled for general education and intermediate level skills courses. These courses are designed to provide students with the knowledge and skills to promote success in their chosen careers. Instructional delivery for this program of study is conducted on campus, and through approved clinical experiences.

The Dental Hygiene program requires that students successfully pass all course work. A student failing a course will be dismissed from the program and must complete the re-entry process prior to re-admission. The minimum score for the successful completion of each concentration course is 78%.

#### Accreditation Status

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

#### Eligibility For Dental Hygiene Licensure Examination

During the last term of the program, the student is eligible to sit for the National Dental Hygiene Examination and the Central Regional Dental Testing Service Examination, both requiring passing scores before a graduate can complete an application for Dental Hygiene licensure. The cost of these examinations is approximately \$1400.00. Dental Hygiene licensure is required by all states before a graduate can practice as a Dental Hygienist.

### PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
COM205	Effective Communication*	40	4
ENG101	English Composition*	40	4
MAT101	College Mathematics*	40	4
MED110	Human Anatomy and Physiology I	60	4
MED115	Human Anatomy and Physiology II	60	4
AHP206	Ethics and Jurisprudence	40	4
PSY101	General Psychology*	40	4
SOC101	Sociology*	40	4
SCI118	Chemistry I*	60	4
BIO205	Microbiology*	60	4
SCI120	Biochemistry*	60	4
DAS114	Radiology I	60	4
DHG100	Nutrition**	60	4
DHG104	Introduction To Dental Hygiene Lab I	60	4
DHG105	Introduction To Dental Hygiene Lab II	60	4
DHG110	Anatomy, Histology, Embryology Of Facial Structures I	60	4
DHG111	Anatomy, Histology, Embryology Of Facial Structures II	60	4
DHG112	Process Of Care I	60	4
DHG197	Dental Hygiene Clinic I	120	4
DHG198	Dental Hygiene Clinic II	120	4
DHG199	Dental Hygiene Clinic III	120	4
DHG200	Dental Materials	60	4
DHG212	Process Of Care II	60	4
DHG220	Periodontology I	60	4
DHG230	Health Promotion	60	4
DHG240	General/Oral Pathology	60	4
DHG250	Pharmacology And Pain Control	60	4
DHG297	Advanced Dental Hygiene Clinic I	144	4.5

DHG298	Advanced Dental Hygiene Clinic II	144	4.5
DHG299	Advanced Dental Hygiene Clinic III	144	4.5
DHG312	Process Of Care III	60	4
DHG314	Radiology II	60	4
DHG320	Periodontology II	60	4
DHG330	Community Oral Health	60	4
PDC200	Career Development	60	4

\* Indicates General Education Course

\*\*Indicates Dental Hygiene Concentration

## RADIOLOGIC TECHNOLOGY

Length:96 Instructional Weeks	Program Quarter Credits: 126
Total Clock Hours, including Recognized Outside Clock Hours:: 2210	
Credential Awarded: Associate of Applied Science	Mode of Delivery: Residential

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.

### PROGRAM DESCRIPTION

The Radiologic Technology (RT) program prepares competent, entry-level radiographers to serve the public healthcare needs. The radiologic technology field is fascinating because it is part science and part art. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking, and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses, and experienced radiologic technologists. Licensing is required to work as a Radiologic Technologist.

Upon graduating from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R).

### RADIOLOGIC TECHNOLOGY MISSIONS, GOALS, AND STUDENT LEARNING OBJECTIVES

#### Program Mission

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

#### Program Goals And Student Learning Outcomes

Goal 1: Students will be clinically competent.

Student Learning Outcomes:

Students will apply positioning skills. Students will select technical factors.

Students will utilize radiation protection.

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

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

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

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

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

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

Upon completion of the Radiologic Technology program, graduates are eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R):

American Registry of Radiologic Technologists

1255 Northland Drive

St. Paul, MN 55120

651- 687-0048

[www.arrt.org/](http://www.arrt.org/)

The cost for one test is paid by the school. Candidates for the Radiologic Technology program should be aware that any background findings may prevent eligibility to take the ARRT certification exam. Therefore, these candidates are advised to submit a pre-application to the ARRT Ethics Review Committee for review prior to enrolling in the program. The application and associated fee can be found at the following web address [www.arrt.org/pdfs/Ethics/Ethics-Review-PreApplication.pdf](http://www.arrt.org/pdfs/Ethics/Ethics-Review-PreApplication.pdf).

### PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
BIO205*	Microbiology	60	4
COM205*	Effective Communication	40	4
ENG101*	English Composition	40	4
MAT101*	College Mathematics	40	4
MED110	Anatomy And Physiology I	60	4
MED115	Anatomy And Physiology II	60	4
PSY101*	General Psychology	40	4
RAD101	Introduction To Radiology	50	4
RAD105	Introduction To Patient Care	60	4
RAD110	Radiation Biology And Protection	40	4
RAD115	Positioning – Chest, Abdomen And Upper Extremities	60	4
RAD120	Radiographic Image Production	50	4
RAD125	Positioning – Lower Extremities And Pelvis	60	4
RAD130	Digital Radiographic Image Production	50	4
RAD135	Radiation Physics	40	4
RAD140	Positioning – Spine And Bony Thorax	60	4
RAD147	Radiography I	150	5
RAD150	Radiographic Physics	50	4
RAD157	Radiography II	180	6
RAD205	Positioning – Contrast Procedures	60	4
RAD210	Positioning – Skull And Face Bones	60	4
RAD 215	Radiographic Pathology	50	4
RAD220	Pharmacology For Radiography	60	4
RAD227	Radiography III	180	6
RAD232	Radiography IV	180	6
RAD237	Radiography V	180	6
RAD242	Radiography VI	150	5
RAD245	Radiographic Registry Review	60	4
SOC101*	Sociology	40	4

\*General Education Course

## ACADEMIC POLICIES

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### ACADEMIC ACHIEVEMENT/GRADING

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

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

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

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

Other letter grades used by the College include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
AW	Administrative Withdrawal	Yes	No
TR	Transfer Credit	Yes	No

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

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

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

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

For the purposes of satisfactory academic progress and CGPA calculation:

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

#### **\*Dental Hygiene Students**

For successful completion of Dental Hygiene and prerequisite 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. The minimum grade of "C-" (70%) is required to pass all other courses (non-Dental Hygiene and non-science courses) in the program curriculum.

A minimum grade of "C+" (78%) is required to pass all STEM (AHP, SCI, and MAT) and concentration (DAS and DHG) courses in the Dental Hygiene program. If a student earns any grade below "C+" (78%) in any of their STEM or concentration courses, the student will be officially dropped from the program.

The minimum grade of a "C+" (78%) is required to pass all Dental Hygiene courses and the following prerequisite science courses:

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology
- Mathematics

#### **\*Medical Technology Students**

The Minimum Passing Grade For Courses In The Medical Technology Programs Is 78% (C+).

#### **\*Radiologic Technology Students**

- A minimum grade of "C+" (78%) is required to pass all Radiologic Technology courses. A minimum grade of "A-" (90%) is required to pass all individual competency exams in the program. Students with a repeat failure in any of the Radiologic Technology courses will be dropped from the program.

### **ACADEMIC HONORS**

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

#### **Dean's List**

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

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



**President's List**

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

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

**Valedictorian**

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

**CLINICAL EVALUATION**

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

The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. 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 Incomplete ("I") at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director or Dean of Education before turning the form into the Registrar for recording.

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

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

**COURSE REPEAT POLICY**

If a student fails a course, they must repeat it and earn a passing grade. All repeated courses must fulfill prerequisite requirements, and all courses must be passed for graduation. If a student withdraws from a course, they must successfully complete it according to prerequisite requirements. If a higher grade is achieved in the repeated course, it will be used to calculate the Cumulative Grade Point Average (CGPA). Repeated courses count towards credit hours earned/attempted for satisfactory progress. Repeated courses are marked with two asterisks on the official transcript.

Students who need to repeat a course (due to failure or withdrawal) must meet with the Dean or Director of Education or Dean of Nursing to discuss their course plan before scheduling the retake. Students are also responsible for meeting with a financial aid officer to arrange payment for repeat courses, including any additional fees.

A student who fails a course must repeat it at the next available opportunity, subject to space limitations. A student who withdraws from a course must retake it as soon as possible. Failing or withdrawing from a course and the subsequent required repeat may interrupt enrollment, delay expected graduation, affect financial aid eligibility, and impact satisfactory academic progress.

### **COURSE AUDIT**

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

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

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU;" neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (six weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

### **COURSE REFRESHER**

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

### **TRANSCRIPT OF GRADES**

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

### **GRADUATION REQUIREMENTS**

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

To be eligible for graduation, students must have:

Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.

- 1) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
- 2) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
- 3) Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
- 4) Returned any school property, including books and equipment.
- 5) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

### **LICENSURE, CERTIFICATION, AND REGISTRATION**

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

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

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

## **STUDENT HANDBOOKS**

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

## **COUNSELING/ADVISEMENT**

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

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

*If a student has a problem that cannot be addressed by the Fortis College team members, that student is referred to the student assistance program. The student assistance program is a professional, confidential service provided by Fortis College, which give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-hour service is prepaid for by the College and there is no cost to the student. All members of the campus have 24/7 access to the licensed student assistance program counselors at (866) 200-7350.*

## **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 are experiencing difficulty understanding and learning the material contained within the training programs should contact the instructor or Dean of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Dean of Education.

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

## **ACADEMIC APPEALS**

### **Final Course Grade Appeals**

A student has the right to appeal a final course grade if one or more of the following reasons can be substantiated:

- A grading decision was made on some basis other than the student's classroom performance.
- A grading decision was based on significantly different standards from those applied to other students in the same course in the same term with the same instructor.
- A grading decision was based on a significant and unannounced departure from the course syllabus.
- The student experienced a significant extenuating circumstance within the last 7 days of the course term that prevented the student from participating in class or submitting coursework.

Before initiating a grade appeal, the student is strongly encouraged to work directly with the course instructor to resolve the concern. Per the Grade Appeal Policy, if the student still chooses to appeal their final grade the student must complete, sign, and submit the school's Grade Appeal Form by the 3<sup>rd</sup> day following the end of the term. The form must be accompanied by any relevant documentation to support the student's reason for the appeal. The burden of proving the reason for the appeal rests solely with the student. An appeal cannot be made solely based on a disagreement with the instructor's decisions. Students can obtain the Grade Appeal Form from their Dean of Education or Registrar.

### **Dismissal Appeals**

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals*

& *Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

An academic appeal must be received within 14 calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education. The appeal must include a description of the academic decision the student is requesting be reviewed and the relevant facts explaining the reason for a review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Dean or designee and Campus President. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing (via mail and/or email) of the Academic Review Board's decision. The notification will be sent no later than the end of the 3rd business day after the Academic Review Board meeting.

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

## **ATTENDANCE**

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

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

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

A student attending the 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 or she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

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

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

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

## **Additional Program Attendance Policies**

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

## **MAKE-UP WORK**

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

## **TARDINESS/EARLY DEPARTURE**

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for all make-up 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.

## ACADEMIC LEAVE OF ABSENCE

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

The following are the criteria for making 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 needed 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 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 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 must 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 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 school prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

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

SPN's will not exceed a 6-week period plus scheduled holiday breaks and must be non-consecutive. An SPN is used on the rare occasion that outside factors beyond the control of the institution occur, such as weather events or other outside factors that could prevent normal scheduled classes. The SPN status may also be employed to support a student's progression and is applied when a student has a course that is not available. The SPN status is not to be used in conjunction with externship courses or included in the Satisfactory Academic Progress calculation.

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 a program of study that delivers instruction in modules.
- 2) The student must 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 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.
- 4) The Campus President and Financial Aid Director **must** approve the SPN request.
- 5) Any SPN means that the School will not charge the tuition, books or fees for the module of instruction for which the student is not in attendance.

## **WITHDRAWAL**

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

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all of their courses, and therefore from the College, must submit the request in writing to the College. The withdrawal request is to be submitted to the program director/dean. If a student is considering withdrawing from a course or from the College, the student should contact and meet with the Dean of Education or the Campus President to receive information about the possible options and to be fully aware of the implications of withdrawal from a course. Students may not be aware of the range of resources available to support their ability to continue in their academic program or may not be fully aware of the impact withdrawal may have on their academic standing, financial obligations, or ability to complete the program. If a student decides to proceed with withdrawal, the student is required to notify the Campus President and the Registrar in writing and meet with the Director of Financial Aid to review and complete an acknowledgement of the Student Responsibility (see below).

Students who withdraw from a course or from the 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.

### **Effective Date Of Withdrawal**

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

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

### **Dismissal from the Program and the College**

Students who have been dismissed from the College may not be eligible for reinstatement, 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 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.

There is no on-line or distance education instruction at Fortis College.

### **CLOCK HOUR OF INSTRUCTION**

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

### **CLOCK TO CREDIT HOUR CONVERSION FORMULA**

#### **Definition of a Credit Hour**

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

One quarter credit hour is defined as:

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

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

### **OUT-OF-CLASS WORK**

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

#### **Types of Out-of-Class Work**

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

#### **Assignment of Out-of-Class Work**

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

## MAXIMUM CLASS SIZE

*This section has been revised for Dental Hygiene. See addendum version 3.*

Course Component	Medical Assisting	Dental Assisting	Dental Hygiene	Radiologic Technology	TRADES
Lecture	35:1	35:1	25:1	35:1	35:1
Lab	20:1	12:1	10:1	10:1	20:1
Radiology	N/A	5:1	5:1	N/A	N/A
Clinical/Externship Rotation	N/A	N/A	5:1	1:1	N/A
Computer	24:1	N/A	N/A	N/A	N/A

## 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.

Class schedules are subject to change. Classes may be scheduled between 7:00 a.m. and 11:00 p.m., Monday through Friday; and 7:00 a.m. and 5:00 p.m. on Saturday.

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

## EMERGENCY PREPAREDNESS PLAN

### Purpose

The purpose of the Emergency Preparedness Plan (EPP) is to ensure the safety of students, faculty, staff, and visitors to Fortis College in the event of an emergency.

The plan describes emergency communication, response, and evacuation procedures.

The goals are to:

- Protect lives.
- Prevent injury.
- Protect property.
- Preserve the sustainability of the organization throughout the emergency.
- Prepare for dealing with emergencies and mitigate their negative consequences.
- Continuity of instruction.

Copies of the Emergency Preparedness Plan are maintained with the Campus President and administrative personnel.

### Distribution of Plan and Training

- A copy of the Emergency Preparedness Plan is distributed to all faculty and staff during the new hire on-boarding process.
- Faculty and staff receive the Emergency Preparedness Plan at regular in-service training and updates.
- Students are trained on the Emergency Preparedness Plan during the New Student Orientation.
- A copy of the Emergency Preparedness Plan is posted on the Fortis College, 'Ignite to Learn' site.

## COLLEGE CLOSURES

The College reserves the right to close the College during weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted on the Student Bulletin Board and/or portal, or a recorded phone announcement of closure or delayed opening will be available to students by calling the College's telephone number.

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



## **COURSE ADD/DROP**

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

## **CLINICALS 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 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 considered where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with whom the College has an existing relationship. Should the student want to introduce a new site to the College the College will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.

- b. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Externship Handbook.
6. Scheduling
- a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is 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 once during the time the student is assigned there to observe the student firsthand 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 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 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 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 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 is a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information

- a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
- b. Additional information can also be obtained from the program director or the program's externship instructor.
- c. Any program specific requirements are stated in the program section of this Catalog.

### **ACADEMIC IMPROVEMENT PLANS**

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

### **FACULTY EVALUATIONS**

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

### **LEARNING RESOURCE CENTER**

#### **Mission Statement**

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

#### **Objectives**

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

#### **Definition**

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is 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 databases and web-based resources that are accessible on computers in the LRC or at any location in the College. The LRC provides a quiet environment for study or research and is staffed by knowledgeable and trained professionals.

### **CAREER SERVICES**

Career Services continuously promote 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 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 school frequently to inquire about job openings.

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

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

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

***While graduate employment assistance will be provided, the College cannot promise or guarantee employment or a specific salary.***

## TUITION AND FEES

*This section has been revised. See addendum version 2.*

PROGRAM	TUITION	ADMIN & TECH FEE	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	LAPTOP FEE	TEXTBOOKS	TOTAL COST
<b>DIPLOMA PROGRAMS</b>									
DENTAL ASSISTING	19,920	203	486	540	-	-	432	545	22,126
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	19,736	100	776	25	-	-	432	585	21,654
MEDICAL ASSISTING	16,359	178	35	132	-	-	432	549	17,685
WELDING TECHNICIAN	20,760	100	564	325	-	-	432	649	22,830
<b>DEGREE PROGRAMS</b>									
DENTAL HYGIENE	55,053	353	3315	2085	60	37	432	2711	64,046
RADIOLOGIC TECHNOLOGY	48,686	303	288	225	60	37	432	1576	51,607

*Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.*

The Enrollment Agreement obligates the student and the College by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this College catalog. The content and schedule for the programs and academic terms are described in this catalog. Tuition and fees are charged each Quarter. A returned payment fee of \$25.00 may be charged for each returned check or rejected payment.

### REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, 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.

### 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.

Student refunds are based on the formula below:

<b>Proportion of Term or Module Taught</b>	<b>Refund Percentage</b>
10% or Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

### **BOOKS AND EQUIPMENT RETURN POLICY**

The College does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in their original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

### **RIGHT TO CANCEL**

An applicant to Fortis 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) calendar day after the date the Applicants Enrollment Agreement with Fortis 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, 2140 South Cobb Drive, Smyrna, GA 30080, 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, to be paid within 30 days.

### **CANCELLATION/REJECTION POLICY**

Fortis College will refund, within 30 days, all monies paid by an applicant who is rejected for enrollment by Fortis College or who enrolls in a program that Fortis College cancels, or who cancels within five (5) 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. The student is responsible for payment of these charges.

*See addendum version 3 for the Collections Policy.*

## FINANCIAL ASSISTANCE PROGRAMS

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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, *Do you need money for college or trade/career school?*, published by the U.S. Department of Education. This important document may be obtained from the College's Financial Aid Office or online at <https://studentaid.gov/> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the College's *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at <http://www.fortis.edu/>.

### **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](http://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 based on 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 based on 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, he or she is notified by letter.



## **VETERANS' BENEFITS**

Fortis College Here 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.

Fortis College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Fortis College will ensure that your educational 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, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES**

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

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

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

## **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 in one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurements.

Credit Hour Programs:

No. of Days Completed in the Payment Period through Withdraw Date Total Number of Days in the Payment Period

Clock Hour Programs:

Clock Hours Scheduled to be Completed through the Withdraw Date Total Clock Hours in Period

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

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

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

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

**Return of Unearned FSA Funds**

The College must return the lesser of the following:

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

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

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

If a student earned more aid than was disbursed, the College may owe the student a Post-Withdrawal Disbursement (PWD) which must be paid as soon as possible, but no later than 180 days from the date the school determined the student withdrew (for loans) or no later than 45 days from the date the school determined the student withdrew (for grants). The school is required to notify the student in writing within 30 days of the date it determined that the student withdrew that he/she is eligible for a PWD of Title IV loan funds; however, if the student (or parent in the case of a PLUS loan) is eligible to receive a PWD of loan funds, the student or parent borrower must first confirm in writing whether he/she accepts/declines all or some of the loan funds offered as a PWD. A PWD of Federal grant funds does not require student acceptance or approval and the grant funds may be applied directly to the student's account to satisfy tuition and fees, or to the student. The College will seek the student's authorization to use a PWD for all other educationally related charges in addition to tuition and fees. All Direct Loan refunds will be made by EFT to the U.S. Department of Education and COD disbursement records will be updated when refunds are made. The student is notified by letter from the College of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

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

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

### **ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS**

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

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

### **SATISFACTORY ACADEMIC PROGRESS**

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

#### **SAP Evaluation Periods**

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

#### **Maximum Time Frame**

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

#### **Quantitative Requirement Credit Completion**

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

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

The College measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

#### **Academic/Financial Aid Warning**

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

A student whose enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

### **SAP Tables**

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

#### **Programs of Study of Less Than One Academic Year (Quarter Credit Programs)**

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

#### **Programs of Study of One Academic Year (Quarter Credit Programs)**

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

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

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

### Dental Hygiene and Radiologic Technology Programs (Quarter Credit Programs)

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

#### 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. An SAP appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Dean of Education, and Financial Aid Director, or their designees.

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

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

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

#### Cancellation of Aid

If a student's financial assistance is 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 the students' own expense or through transferring credits into the College.

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

### **Transfer and Readmitted Students/Students Changing Majors**

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

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

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

### **Remedial Courses**

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

### **Termination**

The College reserves the right to terminate a student's enrollment if, during the student's program of study, the College determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the College's rules and regulations as published in the College's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the College for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making an 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

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### STUDENT RIGHTS

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

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

### BEHAVIOR AND STUDENT ACCOUNTABILITY

#### Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

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

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

#### Standards of Student Professional Conduct – Academic Integrity

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

- Cheating

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

### **Standards of Student Professional Conduct – General Conduct**

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

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

- Knowingly furnishing false information to the College
- Theft of the College's property; theft, damage, forgery, alteration, misuse or mutilation of the College 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.)

### **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 Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the College.

### **COPYRIGHT PROTECTION POLICY**

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

Additional information is included in the College's *Consumer Information Guide*, available online at <http://www.fortis.edu/consumer-information/>.

### **VIDEO-RECORDING OR AUDIO-RECORDING POLICY**

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

### **INTERNET USAGE**

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

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

The equipment, services, and technology provided via the Internet are the property of the College. As such, the College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening,

harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone based on 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 rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

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

- Sending, printing, or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements

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

## **SOCIAL MEDIA**

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The College values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the College also recognizes the potential danger for misuse, inappropriate behavior, and

abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty, or staff members on a social media site.
- Students are prohibited from sharing, disseminating, or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all times.
- 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 its students. The College encourages the promotion of positive interpersonal relations among members of the school community. The use of

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

### **DRESS CODE**

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

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

- Any clothing showing obscenities
- Clothing in ill repair (e.g., ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- 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 all dental, medical technology, and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

### **Accessories**

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

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

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

Students are issued a minimum of two uniform scrub sets for dental, medical technology, and allied health 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, sweatpants, 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.

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

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

### **NON-SMOKING/NON-TOBACCO POLICY**

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

### **DISCIPLINARY ACTION**

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

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

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

**Dismissal** means that the student has been permanently withdrawn (expelled) from the College. The student will be notified by the Dean or Program Director by e-mail using the official School e-mail and the dismissal notice will also be mailed to the student (with return-receipt requested) within three business days of the dismissal decision. The dismissal information will identify the reason for the dismissal, and information as to the individual's right to appeal the decision, if applicable. If the dismissal is due to

the failure of two or more medical technology and/or required courses. The required courses are the anatomy and physiology, microbiology, nutrition, general biology, and Math 101. Please refer to the Student Appeal Policy.

### **TERMINATION OR EXPULSION POLICY**

All students are expected to conduct themselves as responsible adults, to attend their scheduled course sessions, and to maintain a satisfactory level of academic achievement.

Any behavior that threatens the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the College. Students dismissed for conduct violations will not be eligible for appeal.

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 in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Standards of Student Professional Conduct section.

### **STUDENT APPEAL PROCESS**

Students who are dismissed by the College have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the College to the Campus President within 30 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 14 calendar days of receipt of the request.

### **Satisfactory Academic Progress**

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

### **CRIME AWARENESS AND CAMPUS SECURITY ACT**

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

- The Campus Security Statistics Report is distributed to all enrolled students and employees and is available upon request to prospective students. Students receive a direct URL/link to the Campus Crime Statistics Report prior to enrollment via the Student Acknowledgement Form. It should be noted that this report is updated annually and distributed via email by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education Statistics' 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 [https://www.fortis.edu/content/dam/edaff/compliance/Consumer Information Guide 2022-2023.pdf](https://www.fortis.edu/content/dam/edaff/compliance/Consumer%20Information%20Guide%202022-2023.pdf) 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 Advisor.

## **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 on page 67 and the Termination or Expulsion Policy can be found on page 68 of this Catalog. 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. 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. Pregnant students who have questions or concerns about possible modifications may contact the Title IX Coordinator. The school's Lactation Policy can be obtained from the Campus President.

### Title IX Coordinator

	Title IX Coordinator
	Suzanne Peters Esq., M.Ed.
Address:	5026D Campbell Blvd.
	Baltimore, Maryland 21236
Telephone:	330-805-2819
E-Mail Address:	<a href="mailto:speters@edaff.com">speters@edaff.com</a>

## **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975** *This section has been revised. See addendum version 3.*

Fortis College is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Vice President of Academic Affairs at the completion of the investigation.

The Vice President of Academic Affairs will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the College determines that discrimination based on race, color, national origin, or age may have occurred, Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty.
2. assistance in connecting to community-based counseling services.
3. assistance in connecting to community-based medical services.
4. assistance with obtaining personal protective orders.
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

#### Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of the Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.Carns@edaff.com, Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees,, and other third parties are expected to fully comply with Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

#### Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator  
Suzanne Peters Esq., M.Ed.  
Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236  
Telephone: 330-805-2819  
E-Mail Address: speters@edaff.com

#### **PERSONAL PROPERTY**

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

## **VISITOR POLICY**

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

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

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

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

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

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

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

Directory information includes the student's name, address, 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.

## **PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE**

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

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

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The College maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the



curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which is school sponsored. The College recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in college sponsored activities.

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

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

### **HIPAA REQUIREMENT**

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

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

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

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

### **STUDENT ACTIVITIES**

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

### **FIELD STUDIES**

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

### **HOUSING ASSISTANCE**

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the Director of Student Services at 678-384-9975 to request a list of community resources.

### **SIGNIFICANT MEDICAL CONDITIONS**

Fortis College encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. Fortis College encourages students to obtain written clearance from their physician, specifically citing any restrictions on activity or weightlifting, and to report such restrictions immediately to the student's program director and instructor.

*Note: For policy information regarding declared pregnant students in the Dental Assistant program, please refer to the disclosure signed during enrollment (copy from student file available upon request)*

## GRIEVANCE PROCEDURE

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

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

A student has the right to submit a grievance with respect to:

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

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

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 Colleges SAP policy.

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, with the Dean of Education.
2. If the dispute has not been resolved through addressing the Dean of Education, the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date, or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve the issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances.

The Campus President will investigate the student's concern, including gathering additional data about the issue or incident, as necessary. The Campus President will then convene the Campus Review Committee which will consist of the Campus President and the heads of the relevant departments. It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution.

A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Review Committee's decision. The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will conduct an investigation of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-

mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Students will submit the request for reconsideration to the Corporate Vice President (VP) of Education at Education Affiliates. This request for reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.
5. If the dispute remains unresolved after evaluation by the VP of Education of Education Affiliates, the student may choose to address his or her concerns by directing them to the State Licensing Authority, the College's accrediting body, and/or any Programmatic Accrediting/Approving Agencies – see list below). Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority is:

Georgia Nonpublic Postsecondary Education Commission (GNPEC)

2082 East Exchange Place, Suite 220

Tucker, GA 30084-5305

(770) 414-3300

<https://gnpec.georgia.gov/student-resources/complaints-against-institution>

National Accreditor Complaint Procedure:

Accrediting Bureau of Health Education Schools (ABHES)

ABHES' online complaint system: <https://complaintsabhes.com>

Dental Hygiene Program:

The Commission on Dental Accreditation

211 East Chicago Avenue

Chicago, IL 60611

(312) 440-4653

<http://www.ada.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.

**Complaint Policy for Alabama Residents:**

Students at out-of-state institutions need to utilize all available administrative procedures allowed by the institution before they can complete a formal written complaint to the Portal Agency (ASPA). The complaint form can be found on their website at: <http://www.ache.alabama.gov/Content/SARA/StudentComp.pdf>.

**Complaint Policy for South Carolina Residents:** If students are unable to resolve the complaint through the institution and various entities, the student may file a complaint with the Commission on Higher Education. The complaint can be filed by filling in a complaint form and submitting it to the Commission. The complaint form can be found on their website along with their complaint procedures at: <https://www.usca.edu/academic-affairs/complaints/complaint-form/file>.

**Complaint Policy for Tennessee Residents:** Students may complete the complaint form against institutions authorized by the Tennessee Higher Education Commission and regulated by the Division of Postsecondary School Authorization, which can be found on their website:

<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

## COURSE DESCRIPTIONS

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### EXPLANATION OF COURSE NUMBERING SYSTEM

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

AHP .....	Allied Health
BIO .....	Biology
COM .....	Communications
DAS .....	Dental Assisting
DHG .....	Dental Hygiene
ENG .....	English
HVR .....	Heating, Ventilation, Air Conditioning and Refrigeration
MAS .....	Medical Assisting
MAT .....	Mathematics
MED .....	Medical Technology Professions
MOA .....	Medical Office Administration
PSY .....	Psychology
RAD .....	Radiologic Technology
SCI .....	Science
SOC .....	Sociology
WLD .....	Welding Technician

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

### AHP101 INTRODUCTION TO HEALTH PROFESSIONS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

### AHP105 MEDICAL TERMINOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

### **AHP106 MEDICAL ANATOMY AND PHYSIOLOGY**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

Prerequisite(s): None

### **AHP206 ETHICS/JURISPRUDENCE**

4.0 Quarter Credit Hours

60 Clock Hours (60 Lecture Hours)

This course prepares the allied health student to manage 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

### **BIO205 MICROBIOLOGY**

4.0 Credits 60 Clock Hours (20 Lecture Hours/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.

Radiologic Technology Prerequisite(s): None; Dental Hygiene Prerequisite(s): SCI118 and SCI120

### **COM205 EFFECTIVE COMMUNICATION**

4.0 Quarter Credit Hours

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

### **DAS110 FUNDAMENTALS OF DENTAL ASSISTING**

4.0 Quarter Credit Hours

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

### **DAS114 RADIOLOGY I**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/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): None

### **DAS116 INFECTION CONTROL PREVENTATIVE DENTISTRY AND NUTRITION**

4.0 Quarter Credit Hours

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 Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): DAS110

### **DAS125 DENTAL MATERIALS AND LAB TECHNIQUES**

4.0 Quarter Credit Hours

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 INTRODUCTION TO RADIOLOGY**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will be introduced to the principles of radiology. 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 Credit Hours

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. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.

Prerequisite(s): DAS110

**DAS140 DENTAL OFFICE PROCEDURES AND BILLING**

*This course description has been revised. See addendum version 3.*

4.0 Quarter Credit Hours

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 Credit Hours

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

**DAS151 CAPSTONE AND CAREER DEVELOPMENT**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): DAS135

**DAS190 EXTERNSHIP I**

6.0 Quarter Credit Hours

160 Clock Hours (10 Lecture /150 Extern Hours)

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

Prerequisite(s): All program courses

**DAS195 EXTERNSHIP II**

6.0 Quarter Credit Hours

160 Clock Hours (10 Lecture /150 Extern Hours)

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

### **DHG100 NUTRITION**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

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

### **DHG104 INTRODUCTION TO DENTAL HYGIENE LAB I**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, deposit and disease indices, oral infection control, and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Bloodborne Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences. Ethical concepts related to the Professional Dental Hygienist are presented.

Prerequisite(s): DHG111

### **DHG105 INTRODUCTION TO DENTAL HYGIENE LAB II**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students will practice on student-partners in the clinic.

Prerequisite(s): DHG104

### **DHG110 ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL STRUCTURES I**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

Information presented in this course is designed to develop a firm foundation for the dental hygiene student in morphology and function of the head, neck and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc.), development and growth of the jaws and the origin and stages of tooth and root formation.

Prerequisite(s): MED110 and MED115

### **DHG111 ANATOMY, HISTOLOGY, EMBRYOLOGY OF FACIAL STRUCTURES II**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course presents the anatomy, histology and embryology of the human facial structure and presents a comprehensive coverage of the anatomy of the head and neck and surrounding hard and soft tissues.

Prerequisite(s): MED110 and MED115

### **DHG112 PROCESS OF CARE I**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course builds on the foundations of DHG104 and DHG105. The focus is the elements of the dental hygiene process of care. As part of an introductory approach to implementing more advanced dental hygiene services, topics include risk assessments, patients with medical, physical and psychological conditions as well as the dental hygiene treatment modifications for those



patient communities. In addition, the theoretical foundation for sealant placement, chemotherapies, ultrasonic and sonic instrumentation, and instrument sharpening is presented.

Prerequisite(s): DHG105

### **DHG197 DENTAL HYGIENE CLINIC**

4.0 Quarter Credit Hours

120 Clock Hours (0 Lecture Hours/0 Lab Hours/120 Clinic Hours)

This course is designed to enable the beginning dental hygiene students to assess the systemic and oral health of a student partner and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.

Prerequisite(s): DHG104 and DHG105

### **DHG198 DENTAL HYGIENE CLINIC**

4.0 Quarter Credit Hours

120 Clock Hours (0 Lecture Hours/0 Lab Hours/120 Clinic Hours)

This course is designed to enable the beginning dental hygiene students to assess the systemic and oral health of a student partner and allow for the delivery of clinical dental hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.

Prerequisite(s): DHG197

### **DHG199 DENTAL HYGIENE CLINIC**

4.0 Quarter Credit Hours

120 Clock Hours (0 Lecture Hours/0 Lab Hours/120 Clinic Hours)

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

Prerequisite(s): DHG198

### **DHG200 DENTAL MATERIALS**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

DHG200 is an integrated lecture laboratory course that introduces students to the dental laboratory environment. DHG200 focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The primary goal of this course is to enhance the student's ability to make clinical judgments regarding the use and care of dental materials based on how these materials react in the oral environment. Lecture topics include dental material standards, dental material properties, and impression materials. Classifications for restorative dentistry, direct restorative materials, indirect restorative materials, removable dental prostheses, sealants, and implants are also covered in this course. Students will have hands-on laboratory experience in the proper manipulation of dental materials commonly employed in dentistry.

Prerequisite(s): DHG105

### **DHG212 PROCESS OF CARE II**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is designed to present to the dental hygiene student an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, and pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, the principles of local anesthesia administration and nitrous oxide sedation as allowed by state law. Didactic and lab sessions are presented for the clinical skills associated with: Chemotherapeutics, dentinal hypersensitivity, and advanced instrumentation.

Prerequisite(s): DHG112

### **DHG220 PERIODONTOLOGY I**

#### 4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatic and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology.

Prerequisites: DHG105, DHG111, DAS114 and DHG112

### **DHG240 GENERAL ORAL PATHOLOGY**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

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

Prerequisite(s): DHG105

### **DHG250 PHARMACOLOGY AND PAIN CONTROL**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

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

Prerequisites: DHG212

### **DHG297 ADVANCED DENTAL HYGIENE CLINIC I**

4.5 Credits 144 Clock Hours (144 Clinic Hours)

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

Prerequisite(s): DHG 199

### **DHG298 ADVANCED DENTAL HYGIENE CLINIC II**

4.5 Credits 144 Clock Hours (144 Clinic Hours)

This course is a continuation of DHG 297 and is designed to refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in an independent manner. The students will have experience with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components.

Prerequisite(s): DHG297

### **DHG299 ADVANCED DENTAL HYGIENE CLINIC III**

4.5 Credits 144 Clock Hours (144 Clinic Hours) This is a companion course with DHG 298 intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG298

### **DHG312 PROCESS OF CARE III**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

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

Prerequisite(s): DHG212

### **DHG314 RADIOLOGY II**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course is a continuation of DAS114 and builds on the foundations of basic radiology. Topics include additional experiences in digital radiography, intra oral photography, and extra oral radiography. Advanced topics include: interpretation of films, complex exposure techniques and management of patients with clinical or systemic issues. During this course, students are assigned to the radiology clinic and provide selected imaging services.

Prerequisites: DAS114

### **DHG320 PERIODONTOLOGY II**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

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

Prerequisite(s): DHG220

### **DHG330 COMMUNITY ORAL HEALTH**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture Hours/40 Lab Hours)

This course introduces the history and principles of community dental health and provides knowledge of skills and behaviors necessary to promote dental health and prevent dental disease through organized community-based programs. Topics include the prevention of oral disease, health promotion and communication theories, dental epidemiology and oral indices, and principles of community program assessment, planning, implementation, and evaluation. Issues surrounding access to care and the development of community dental programs are presented. In addition, students will gain insight into research design, statistical methods, and evaluation through a project to evaluate

### **ENG101 ENGLISH COMPOSITION**

4.0 Quarter Credit Hours

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

### **HVR105 THERMODYNAMICS**

4.0 Quarter Credit Hours

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 Credit Hours

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 and 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 Credit Hours

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 Credit Hours

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 Credit Hours

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 Credit Hours

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

Prerequisite(s): None

### **HVR140 COMMERCIAL REFRIGERATION CONCEPTS**

4.0 Quarter Credit Hours

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

### **HVR141 Industrial Refrigeration and Commercial Air Conditioning**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with large-scale industrial facilities. Topics include 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 industrial-style refrigeration systems.

Additionally, 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 to recognize components and types of commercial air conditioning systems.

*Prerequisite:* HVR125

### **HVR150 ELECTRIC HEAT AND HEAT PUMPS**

4.0 Quarter Credit Hours

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 Credit Hours

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

### **HVR161 REGIONAL SYSTEMS**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

The Regional Systems course allows a custom approach to the needs of each region of the country. Where heating with oil is not a common heating method, or where state or regional certifications are required, this course can be tailored to the needs of each school. Oil Heating introduces students to the equipment and controls of oil heating components. Solar Energy teaches the integration of solar energy systems to the HVAC industry. The installation and operation of Mini-Splits are discussed, along with installation and tune-up techniques for single and multi-split heat pump systems. Zoning Controls teaches the operation and wiring of ducted zone systems. Duct Fabrication gives hands-on experience with the most common air distribution techniques. And the Natural Gas Technician provides specific regional instruction on gas pip sizing, combustion air requirements, and venting for natural gas appliances.

Prerequisite(s): HVR105

### **HVR165 HVAC SYSTEM PERFORMANCE**

4.0 Quarter Credit Hours 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 ensure 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 Credit Hours

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 Credit Hours

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 EPACERTIFICATION PREPARATION**

4.0 Quarter Credit Hours

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 placed on the safe and proper handling of refrigerants

in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification Universal Exam.

Prerequisite(s): HVR140

### **MAS110 CLINICAL PROCEDURES AND TECHNIQUES**

4.0 Quarter Credit Hours

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 Credit Hours

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

### **MAS125 INVASIVE CLINICAL PROCEDURES**

4.0 Quarter Credit Hours

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

### **MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT**

4.0 Quarter Credit Hours

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 examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

Prerequisite(s): MAS110

### **MAS190 EXTERNSHIP**

6.0 Quarter Credit Hours

180 Clock Hours (180 Externship Hours)

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

adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Prerequisite(s): All program courses

### **MAT101 COLLEGE MATHEMATICS**

4.0 Quarter Credit Hours

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

### **MAT110 APPLIED MATHEMATICS**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides students with an introduction and review of basic mathematical concepts by associating math with events that occur in their lives and on the job site. The course is designed to develop and reinforce students' mathematical reasoning abilities. It also builds a knowledge basis for students, which they can apply in the classroom and workplace. Whole numbers, fractions, decimals, and percentages are introduced, reviewed, and applied to life and job site events. Measurement in English and metrics are introduced and calculated. Pre-algebra and algebra concepts are explained, reviewed, and used to solve problems and equations. Practical plane geometry, solid figures, triangle trigonometry, and trigonometric ratio are introduced, discussed, and computed. Statistical analysis is introduced and calculated.

Prerequisite(s): None

### **MED110 HUMAN ANATOMY AND PHYSIOLOGY I**

4.0 Quarter Credit Hours

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

This course introduces students to the normal structure and function of the human body. This course emphasizes the primary and accessory structures associated with cells, human tissues, sense organs, integumentary, musculoskeletal, nervous, and endocrine systems. The understanding of complex principles among and between body systems will be clarified with the use of collaborative learning techniques, hands-on laboratory assignments and group exercises. Virtual laboratory experiences are also included in this course.

Prerequisite(s): None

### **MED115 HUMAN ANATOMY AND PHYSIOLOGY II**

4.0 Quarter Credit Hours

60 Clock Hours (40 Lecture Hours/20 Lab Hours)

Upon completion of this course, students will understand the general anatomical principles of human body systems. Study will focus upon cardiovascular systems, digestive system, urinary system, respiratory system, endocrine system and reproductive system. Students will also understand the complex interaction between organ systems through the integrating principle of homeostasis and how loss of homeostasis leads to malfunction and disease of the body.

Prerequisite(s): MED110

### **MOA110 MEDICAL OFFICE PROCEDURES**

4.0 Quarter Credit Hours

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 skill 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 Credit Hours

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 Credit Hours

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, offices 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 with 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*

### **PSY101 GENERAL PSYCHOLOGY**

4.0 Quarter Credit Hours

40 Clock Hours (40 Lecture Hours)

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

*Prerequisite(s): None*

### **RAD101 INTRODUCTION TO RADIOGRAPHY**

4.0 Credits 50 Clock Hours (30 Lecture /20 Lab Hours) Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content also provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts, and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice. Content provides the knowledge base necessary to perform standard imaging procedures. Consideration is given to the evaluation of optimal diagnostic images.

*Prerequisite(s): None*

### **RAD105 INTRODUCTION TO PATIENT CARE**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

*Prerequisite(s): None*

### **RAD110 RADIATION BIOLOGY AND PROTECTION**

4.0 Credits 40 Clock Hours (40 Lecture)

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

Prerequisite(s): MED115, MAT 101, RAD101

### **RAD115 POSITIONING - CHEST, ABDOMEN AND UPPER EXTREMITIES**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): MED115, RAD101

### **RAD120 RADIOGRAPHIC IMAGE PRODUCTION**

4.0 Credits 50 Clock Hours (30 Lecture /20 Lab Hours)

This course is designed to introduce the radiologic sciences and to establish a knowledge base in factors that govern the image production process. Also presented are guidelines to enhance basic math skills and the radiation physics needed for the radiologic technologist. Factors that affect image quality are also explored.

Prerequisite(s): MAT101

### **RAD125 POSITIONING - LOWER EXTREMITIES AND PELVIS**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): RAD115

### **RAD130 DIGITAL RADIOGRAPHIC IMAGE PRODUCTION**

4.0 Credits 50 Clock Hours (30 Lecture /20 Lab Hours)

Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving quality and retrieval are discussed. *Prerequisite(s): RAD120*

### **RAD135 RADIATION PHYSICS**

4.0 Credits 40 Clock Hours (40 Lecture)

Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The different types of generators and their efficiency are also explained. The need for filtration and its benefit to the patient and the technologist is defined.

Prerequisite(s): MAT101, RAD120

### **RAD140 POSITIONING - SPINE AND BONY THORAX**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): RAD125

### **RAD 147 RADIOGRAPHY I**

5.0 Credits 150 Clock Hours (150 Externship Hours)

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

adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Prerequisite(s): RAD105, RAD 110, RAD115, RAD120

### **RAD150 RADIOGRAPHIC PHYSICS**

4.0 Credits 50 Clock Hours (30 Lecture /20 Lab Hours)

Content establishes a knowledge base in object-image-distance, alignment and motion, automatic exposure control and fluoroscopic and mobile equipment requirements and design. The content also provides a basic knowledge of standardizing techniques and quality control. Content is also designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) and other imaging modalities. Content is not intended to result in clinical competency.

Prerequisite(s): MAT101, RAD130, RAD135

### **RAD157 RADIOGRAPHY II**

6.0 Credits 180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): RAD125, RAD147

### **RAD205 POSITIONING – CONTRAST PROCEDURES**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): RAD140

### **RAD215 Radiographic Pathology**

4.0 Credits 50 Clock Hours (30 Lecture /20 Lab Hours)

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

Prerequisite(s): MED115

### **RAD210 POSITIONING - SKULL AND FACIAL BONES**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): RAD205

### **RAD220 PHARMACOLOGY FOR RADIOGRAPHY**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): MAT101, MED115

### **RAD227 RADIOGRAPHY III**

6.0 Credits 180 Clock Hours (180 Externship Hours)

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

the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Prerequisite(s): RAD140, RAD157

#### **RAD232 RADIOGRAPHY IV**

6.0 Credits 180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): RAD205, RAD227

#### **RAD237 RADIOGRAPHY V**

6.0 Credits 180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): RAD210, RAD232

#### **RAD242 RADIOGRAPHY VI**

5.0 Credits 150 Clock Hours (150 Externship Hours)

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

Prerequisite(s): RAD237

#### **RAD245 RADIOGRAPHIC REGISTRY REVIEW**

4.0 Credits 60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): \*\* All preceding program courses as prerequisites, except RAD242.

#### **SCI118 CHEMISTRY**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture/40 Lab Hours)

This course introduces chemistry concepts including measurements, matter and energy, atoms and elements, nuclear chemistry, ionic and molecular compounds, chemical quantities and reactions, gases, solutions, and acids & bases, and equilibrium.

Prerequisite(s): None

#### **SCI120 BIOCHEMISTRY**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture/40 Lab Hours)

This course provides instruction in the introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.

Prerequisite(s): SCI118

### **SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students will receive an overview of the trade's professions, and learn the basics of safety, equipment uses and a variety of construction prints. Students will learn directives and guidelines set forth by government agencies for the trade's career field. To help students transition successfully into the college environment, this course also explores learning strategies such as reading, critical thinking, test-taking, and using computer technology for resources and class assignments.

Prerequisite(s): None

### **SOC101 SOCIOLOGY**

4.0 Quarter Credit Hours

40 Clock Hours (40 Lecture Hours)

Sociology is the systematic study of the relationship between human beings and society. In this course students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

Prerequisite: None

### **WLD101 PRINCIPLES OF WELDING TECHNOLOGY**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an introduction to welding technology with an emphasis on developing welding safety habits for identifying health concerns and potential hazards; wearing of personal protection equipment, safety inspection of welding equipment, equipment repair and maintenance; and adhering to laboratory principles and rules. Additionally, students will be introduced to the welding certification requirements and practice oxy-fuel, plasma arc, and carbon arc- cutting processes.

Prerequisite(s): None

### **WLD105 WELDING SYMBOL INTERPRETATION AND INSPECTION**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces basic elements of weld sketches, drawings, and welding symbols found in shop drawings, welding prints, and basic welding forms. Emphasis is placed on interpreting sketch and symbol information to fabricate a weldment. Destructive and non-destructive testing methods will be developed through practicing examination, exploring their functionality and usability in the industry, and visually inspecting and measuring welds to identify discontinuities and defects. At the conclusion of this course, students will be able to utilize print reading, inspection, and testing procedures for weldments according to drawings and standards used in the industry.

Prerequisite(s): None

### **WLD110 CUTTING PROCESSES**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, the student is introduced to basic air carbon arc, oxy- fuel, and plasma arc cutting processes. Development of thermal cutting processes including identification of safety hazards (ANSI Z49.1 Safety in Welding, Cutting and Allied Processes), and wearing of protective equipment; proper assembly, maintenance, testing, and use of equipment; and the production of quality cuts. Students will practice a variety of cutting techniques through the practical experience of the laboratory. At the end of this course, students will be able to make basic cuts using a variety of cutting processes.

Prerequisite(s): None

### **WLD115 SHIELDED METAL-ARC WELDING**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the fundamental concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, electrode selection, and the production of quality groove and fillet welds in the 1G, 2G, 1F, and 2F positions. Students will develop a theoretical understanding of the SMAW process, and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection. After this course the student will be able to perform basic SMAW welding processes.

Prerequisite(s): WLD101

### **WLD120 SHIELDED METAL ARC-WELDING FIT AND ALIGNMENT**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course develops the concepts and techniques involved with the shielded metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, qualification testing, and electrode selection. Students will develop the production of quality groove and fillet welds in the 1G, 2G, 3G, and 4G, 1F, 2F, 3F and 4F positions. Students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. At the conclusion of this course students will be prepared to perform quality groove and fillet welds using SMAW processes.

Prerequisite(s): WLD101

### **WLD125 GAS METAL ARC-WELDING**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the student to gas metal arc welding processes. Included in GMAW processes is continued development of identification of safety hazards and wearing of proper protective equipment. Assembly, maintenance, repair, and testing of GMAW equipment is introduced; the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions are practiced in the labs and reinforced through self and peer inspection. At the conclusion of this course students will be able to perform basic GMAW processes.

Prerequisite(s): WLD101

### **WLD130 GAS METAL ARC-WELDING FIT AND ALIGNMENT**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course develops the concepts and techniques involved with the gas metal arc-welding process, safety hazards and proper procedures, equipment set up, electrical theory and machine selection, maintenance and repair, and qualification testing. Students will develop the production of quality groove and fillet welds in the 1G, 2G, and 3G; 1F, 2F, and 3F positions and students will build practical experience in the laboratory where a variety of welding techniques will be practiced and reinforced through self and peer inspection. Additionally, students will be introduced to production of groove and fillet welds in the 4G and 4F positions and welds utilizing the GMAW spray transfer in a variety of positions. *Prerequisite(s): WLD101*

### **WLD135 FLUX CORE ARC-WELDING**

4.0 Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the fundamental concepts and techniques involved with the flux core arc welding process, safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 1F, 2F, and 3F positions. Students will develop a theoretical understanding of the FCAW process and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

Prerequisite(s): WLD101

### **WLD140 FLUX CORE ARC-WELDING APPLICATIONS**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture /40 Lab Hours)

This course covers advanced concepts and techniques involved with the flux core arc welding process, as well as a review of such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, and safety testing. Additionally, students will produce quality fillet and groove welds in the 1F, 2F, 3F, and 4F and 1G, 2G, 3G, and 4G positions. Students will develop the FCAW-S process and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

Prerequisite(s): WLD101

### **WLD145 GAS TUNGSTEN ARC-WELDING**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the concepts and techniques involved with the gas tungsten arc welding process, safety procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation, and the production of quality groove and fillet welds in the 1G, 2G, 3G, 4G, 1F, 2F, 3F, and 4F positions. Students will be introduced to GTAW process with carbon steel and Austenitic Stainless Steel and then build upon that foundation through practical experience in the laboratory where a variety of welding techniques will be taught through practical exercises and reinforced through self and peer inspection.

Prerequisite(s): WLD101

### **WLD150 GAS TUNGSTEN ARC-WELDING APPLICATIONS**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course covers concepts and techniques involved with the gas tungsten arc welding process with a focus on the production of quality groove and fillet welds on austenitic stainless steel in the 1G, 2G, 3G, 1F, 2F, and 3F positions and 1G, 2G, 1F, and 2F positions on aluminum. Additionally, this course covers fundamental concepts such as safety hazards and proper procedures, equipment assembly, electrical theory and machine selection, maintenance and repair, safety testing, electrode selection and preparation.

Prerequisite(s): WLD101

### **WLD155 PIPE WELDING TECHNIQUES**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students are provided an introduction to welding of pipe using the shielded metal arc welding process (SMAW). Included are electrode selection, equipment setup, and safety procedures. The student will describe equipment and required pipe preparation, perform 1G and 2G welds using various electrodes, and practice up and downhill piping techniques. Students will evaluate their performance abilities to troubleshoot for potential problems. Students will develop interpretation of the welding coding system and use available materials and equipment properly.

Prerequisite(s): WLD101

### **WLD160 WELDING FABRICATION CONCEPTS**

4.0 Quarter Credit Hours

60 Clock Hours (20 Lecture/40 Lab Hours)

In this course, students gain a comprehensive overview of metal fabrication techniques. Through lab projects, they practice skills such as using blueprints and taking accurate measurements. Labs allow for gaining competency with fabrication tools, especially

automated devices, such as shears, and press brakes. At the end of this course, students will be competent in metal fabrication techniques.

### **WLD165 WELDING CERTIFICATION AND CAREER DEVELOPMENT**

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will develop and practice the skills necessary to pass the D1.1 certification test. Pre-testing will be administered at the completion of 30 hours in both GMAW and SMAW. Pretesting identifies student readiness for an official Certification Test and provides students with direction for continued lab work and hands on practice. This course will also provide the student with marketable job search techniques and skills.

Prerequisite(s): WLD101



## STAFF AND FACULTY

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### **ADMINISTRATIVE STAFF**

Campus President	Mark Williams
Business Office Manager	Sharon Dietz
Registrar	Hannah Leonard-Hinds
Administrative Assistant	Nina Pak
Dental Clinic Manager	Kathy Boykin-Price

### **ADMISSIONS**

Director of Admissions	Carolyn James
Admissions Advisor	Chuck Barnett
Admissions Advisor	Carlo Barden
Admissions Advisor	LaSondria Elston
Admissions Advisor	Ethel Gaines
Admissions Advisor	LaTicia Gibbes
Admissions Advisor	Kristina Goober
Admissions Advisor	Jason Newell

### **CAREER SERVICES**

Director of Career Services	Susan D'Anna
Career Services Advisor	Ashley Manns

### **FINANCIAL AID**

Director of Financial Aid	Richard Williams
Financial Aid Officer	Ashley Harris
Financial Aid Officer	Janice Harper
Financial Aid Officer	Rebecca Allen

### **LIBRARY**

Learning Resource Center Manager	Cynthia Payne
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### **ACADEMIC LEADERSHIP**

#### **DEAN OF EDUCATION**

Raymon Spottsville (Full-Time)  
*MBA, University of Phoenix*  
*Bachelor of Science, Biomedical Engineering, Case Western Reserve University, Cleveland, OH*

#### **DIRECTOR OF STUDENT SERVICES**

Arlisa Turner (Full-Time)  
*MBA, Kennesaw State University*  
*MT, University of Virginia, Charlottesville, VA*  
*Bachelor of Arts, Mathematics, University of Virginia, Charlottesville, VA*

**DIRECTOR OF THE DENTAL ASSISTING PROGRAM:**

Mohamed Ragab (Full-Time)  
*Doctor of Dental Surgery, Alexandria University, Egypt (US Equivalent)*  
*Ph.D., Healthcare Management, North Central University*  
*Master of Business Administration, Keller School, DeVry University*  
*Bachelor of Dental Medicine & Surgery, Alexandria University, Egypt*

**DIRECTOR OF THE DENTAL HYGIENE PROGRAM:**

Melissa Baker (Full-Time)  
*Licensed Registered Dental Hygienist Program, Georgia Board of Dentistry*  
*Master of Science, Public Health, School of Public Health, Emory University*  
*Bachelor of Science, Dental Hygiene, Clayton State University, Morrow, GA*

**DIRECTOR OF THE HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION PROGRAM:**

VACANT

**DIRECTOR OF THE ALLIED HEALTH PROGRAM:**

Serena Sledge (Full-Time)  
*Master of Science, Psychology, Walden University, Minneapolis, MN*  
*Bachelor of Science, Business Management, Cornerstone University, Grand Rapids, MI*  
*American Association of Medical Assistants (AAMA)*  
*Certified Clinical Medical Assistant (CCMA)*

**DIRECTOR OF THE RADIOLOGIC TECHNOLOGY PROGRAM:**

Alethea Ricard (Full-Time)  
*Certified Radiologic Technologist, R.T (R)*  
*The American Registry of Radiologic Technologists (ARRT)*  
*Master of Science, (M.S) Management, Colorado Technical University, Denver, Colorado*  
*Bachelor of Science, Medical Imaging, Emory University School of Medicine, Atlanta, GA*

**DIRECTOR OF THE WELDING TECHNICIAN PROGRAM:**

Torrey Alexis (Full-Time)  
*Certified Welding Inspector (SMAW, FCAW), American Welding Society, Miami, FL*

**FACULTY****GENERAL EDUCATION**

April Brown (Part-Time)  
*Master of Science School Counseling, Mercer University*  
*Bachelor of Arts Psychology, Spellman College*

**DENTAL ASSISTING PROGRAM**

LaKizzy Green (Part-Time)  
*Master of Science, Public Administration, DeVry-Keller School of Management*  
*Bachelor of Science, Public Administration, DeVry-Keller School of Management*  
*Certified Dental Assistant, CDA*

Toccare Harden (Full-Time)  
*Master of Business Administration, University of Phoenix*

*Bachelor of Healthcare Management, University of Phoenix,  
Associate in Healthcare Administration, University of Phoenix  
Certified Dental Assistant, CDA*

Andrea Peterson (Part-Time)  
*Bachelor of Healthcare Management, American Continental University  
Dental Assistant Diploma, Atlanta Technical College  
Certified Dental Assistant, CDA*

Judy Moffitt-Owens (Part-Time)  
*Associate of Business Management, Fortis College  
Certified Dental Assistant, CDA*

Jessica Newell (Part-Time)  
*Associate in Dental Hygiene, West Georgia Technical College  
Registered Dental Hygienist, RDH, Georgia Board of Dentistry,  
Dental Assisting Diploma, Dental Careers School*

#### **DENTAL HYGIENE PROGRAM**

Anquetta Cooper (Part-Time)  
*Bachelor of Science, Dental Hygiene, University of Louisiana, Monroe, LA  
Associate of Applied Science, Dental Hygiene, Southeaster Technical College, Vidalia, GA  
Business Administration Health Care, (MBA), South University, Savannah, GA*

Bianca Stuart (Part-Time)  
*Bachelor of Science, (BS) in Dental Hygiene, Southern Illinois University*

James Boulton (Full-Time)  
*Endodontics, University of Alabama at Birmingham School of Dentistry Oral Pathology, Emory University  
DDS, University of Texas Center for Health Science  
Bachelor of Science, Chemistry, University of Tennessee at Chattanooga*

LaQuita Holt-Lymon (Part-Time)  
*Supervising Dentist DDS, MeHarry Medical College  
Licensed Dentist, Georgia Board of Dentistry*

Letisha Edwards (Part-Time)  
*DDS, Meharry Medical College  
Master of Public Health, Health Policy and Management, Emory University  
Bachelor of Science, Biology/Chemistry, Claflin University*

Lyudmila Tkachuk (Part-Time)  
*Doctor of Chiropractic, Life University, (DC) Atlanta, GA  
Dental Assisting Certificate, (RDH) New Hampshire Technical Institute  
Associate of Applied Science, Dental Hygiene, Athens Technical College  
Bachelor of Science, (BS) Biology, Savannah State University*

Mireddy Benet  
*Supervising Dentist, DDS, Indiana University  
Licensed Dentist, Georgia Board of Dentistry*

Robert Long (Part-Time)

*Supervising Dentist DDS, Medical College of Georgia  
Licensed Dentist, Georgia Board of Dentistry*

Rosemary Popp (Part-Time)  
*Supervising Dentist, AA, DDS, Pensacola Jr College, Pensacola, FL  
Bachelor of Arts, Dekalb College, Clarkston, GA  
Licensed Dentist, Georgia Board of Dentistry*

Erica Tessereau (Part-Time)  
*A.A.S Dental Hygiene, (RDH), West Georgia Technical College, Douglasville, GA*

Amanda Winn (Part-Time)  
*Bachelor of Science in Dental Hygiene, (BS), Georgia Highlands College, Rome, GA,  
Associate of Science in Dental Hygiene, (RDH), Georgia State College, Dunwoody, GA,  
Higher National Certificate in Dental Technology, Diploma, South London College, SE London, United Kingdom*

Neil Edens (Part-Time)  
*Associate of Science in Dental Hygiene, (RDH), Fortis College, Smyrna, GA*

Jacquenia Williams (Full-Time)  
*Certification in Dental Assisting, (EFDA), Santa Fe College, Gainesville, FL,  
Associate of Science in Dental Hygiene, (CRDH), Santa Fe College, Gainesville, FL,*

Danielle Romatz (Part-Time)  
*Bachelor Science, (BS) Dental Hygiene, (RDS) Georgia Highlands College, Rome, GA  
Masters in Public Health, Georgia Southern University, Statesboro, GA*

Allan Rivera (Part-Time)  
*Associate of Science in Dental Hygiene, (RDH), Tarrant County College, Fort Worth, TX,  
Bachelor of Science, (BSAS), Tarleton State University, Stephenville, TX*

Lakeena Powell (Part-Time)  
*Bachelor of Science in Biology, (BS) University of West Georgia, Carrollton, GA,  
Dental Assisting, Diploma, AAS  
Dental Hygiene, (RDH) West Georgia Technical College, Douglasville, GA*

Holly Schuler (Part-Time)  
*Master Degree in Dental Hygiene, University of Tennessee Health Science Center, Memphis, TN  
Associate of Science in Dental Hygiene, (RDH) Georgia Perimeter College, Dunwoody, GA,  
Bachelor of Science in Business Administration, (BS) Florida State University, Tallahassee, FL*

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

Carl Browne (Full-Time)  
*HVAC-R, Diploma, Interactive College of Technology, Chamblee, GA*

Brian Iannotti (Part-Time)  
*HVAC-R, Diploma, Gwinnett Technical College, Gwinnett, GA*

Curtis Ferrell (Part-Time)

*Certified HVAC Technician, (HVAC-R), Diploma, Fortis College, Smyrna GA,  
ESCO Institute EPA Certified, Certified/Forklift*

Jamal O'Daniel (Part-Time)  
*HVAC-R Diploma, Fortis College, Smyrna, GA*

Dana Young (Full-Time)  
*HVAC-R Diploma, Fortis College, Smyrna, GA*

Dexter Hayes (Part-Time)  
*HVAC Diploma, Atlanta Area Technical, Atlanta, GA*

#### **MEDICAL ASSISTING, MEDICAL OFFICE ADMINISTRATION AND PHARMACY TECHNICIAN PROGRAMS**

Chris Bailey  
*EMT & Paramedic Diploma, Fortis College, Smyrna, GA*

Christy Jowers (Full-Time)  
*Medical Assisting Program Certificate, Vocational Nursing, Kilgore College  
Licensed Practical Nurse, Georgia Board of Examiners of Licensed Practical Nurses*

Lisa Welch-Austin (Part-Time)  
*Certified Medical Billing and Coding Specialist, (NCCT), (NCICS), Harold Washington City College, Chicago, IL,  
Chicago State University, Chicago, IL,  
CPR Certified Instructor,*

Kanayo Kenneth Egwuatu, MD (Part-Time)  
*Nizhny Novgorod State Medical Academy, Privolzhsky Research Medical University of Russia*

Sabriya Brawner (Part-Time)  
*Bachelor of Science, Psychology, Argosy University  
Medical Assisting Diploma, Sanford Brown College*

Sefiamo Ntumi (Part-Time)  
*Certified Pharmacist  
Master of Science, Walden University  
Bachelor of Pharmacy, University of Science & Technology*

Salema Omoregie (Part-Time)  
*Certified Phlebotomist Technician  
Associates in Medical Assisting, Fortis Institute, Birmingham, AL*

#### **RADIOLOGIC TECHNOLOGY PROGRAM**

Tiffany Huntley (Full-Time)  
*Certified Radiologic Technologist, R.T (R) The American Registry of Radiologic Technologists (ARRT)  
Master of Science, Psychology, (MS) Life University  
Bachelor of Science, Psychology, (BS) Life University  
Associate of Science, Psychology, Life University*

Iza Sheikh (Part-Time)

*Certified Radiologic Technologist, The American Registry of Radiologic Technologists (ARRT)*  
*Bachelor of Science, Radiologic Sciences, University of Texas*  
*Bachelor of Science, Medical Radiologic Technology/Science, MD Anderson Cancer Center*  
*Associate of Arts, Biology, San Jacinto College*

#### **WELDING TECHNICIAN PROGRAM**

Troy Stringer (Part-Time)

*Technical Certificate in Structural Steel and Pipe Welding, Ridge Vocational College, Winter Haven, FL*  
*Certification in 6G Carbon Steel Pipe, AWS D1.1*  
*Certification in Shielded Metal Arc Welding, American Welding Society*

Dallas Manus (Part-Time)

*Welding Technician, Diploma, Tri County Community College, Murphy, NC*

Carlton O'Shea (Part-Time)

*Welding Technician, Diploma, Fortis College, Smyrna, GA*

Armando Juarez (Part-Time)

*Welding Technician, Diploma, Fortis College, Smyrna, GA*

# Fortis College

## CATALOG ADDENDUM

Addendum to 2025-2026 Catalog 04/29/2025 Volume 1, Version 2

Effective date: 7/7/2025

*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 53

*The following information applies to all students who enroll for start dates July 7, 2025 and after.*

PROGRAM	TUITION	ADMIN & TECH FEE	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	LAPTOP FEE	TEXTBOOKS	TOTAL COST
<b>DIPLOMA PROGRAMS</b>									
DENTAL ASSISTING	20,320	203	532	540	-	-	475	538	22,608
HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION	20,524	100	835	25	-	-	475	661	22,620
MEDICAL ASSISTING	16,686	178	35	136	-	-	475	534	18,044
WELDING TECHNICIAN	21,592	100	577	325	-	-	475	712	23,781
<b>DEGREE PROGRAMS</b>									
DENTAL HYGIENE	52,365	350	2,968	1,718	60	46	475	2,495	60,477
RADIOLOGIC TECHNOLOGY	49,640	303	288	225	90	92	475	1,559	52,672

*Certain deliverable items are billed throughout the length of the program, upon a student's withdrawal, the balance of the remaining cost of all items already received by the student, will be charged to the student ledger.*

# Fortis College

## CATALOG ADDENDUM

Addendum to 2025-2026 Catalog 04/29/2025, Volume 1, Version 3

Effective date: 10/16/2025

*Fortis College reserves the right to make changes within the terms of the catalog, which may affect any of the information published, and to make such changes, by notifying individual students. As such changes may occur, these will be published in a catalog addendum, which is intended as, and is to be regarded as, an integral part of this catalog. Information presented in this addendum is meant to supersede language presented in the catalog.*

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### CALENDARS

#### **CAMPUS HOLIDAY AND BREAK SCHEDULE, PAGE 5**

*(No classes scheduled on the following days)*

11.27.2025 – 11.30.2025	Thanksgiving Break
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### STUDENT POLICIES

#### **TITLE VI CIVIL RIGHTS ACT OF 1964/AGE DISCRIMINATION ACT OF 1975, PAGE 69**

Fortis College is committed to maintaining a healthy and safe learning environment where no person shall be discriminated against or excluded from, participating in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

A complainant is not required to file a complaint within any specified timeframe following the alleged incident. A complainant is not required to make an informal resolution attempt with the other party.

Once a complaint has been received by the Title VI/Age Discrimination Coordinator, an investigation will be conducted thoroughly and promptly. The complainant may provide evidence and any other information, including the names of witnesses. Once the investigation is complete, the Title VI/Age Discrimination Coordinator will provide a report of findings and recommendations to the Chief Transformation Officer at the completion of the investigation.

The Chief Transformation Officer will make a final determination of whether the Institution's Title VI Policy or the Age Discrimination Policy were violated, will notify all parties, and describe any disciplinary sanctions or remedies. If the College determines that discrimination based on race, color, national origin, or age may have occurred, the Institution will take steps proactively designed to promptly and effectively end the offending behavior or the threat of the offending behavior, prevent its recurrence, and address its effects.

Supportive measures, among other things, may include:

1. academic support services and accommodations, including the ability to reschedule exams and assignments, transfer course sections, or withdraw from courses or programs without penalty;
2. assistance in connecting to community-based counseling services;
3. assistance in connecting to community-based medical services;
4. assistance with obtaining personal protective orders;
5. mutual restrictions on communication or contact; or
6. a combination of any of these measures.

Appeal Process:

Either party may appeal from a determination regarding responsibility, or from Institution's dismissal of a formal complaint or any allegations, on the following bases:

- Procedural irregularity that affected the outcome of the matter;



- Newly discovered evidence that was not reasonably available prior to the determination of responsibility that could affect the outcome of the matter; or
- One or more of Institution's Title VI personnel had a conflict of interest or bias that affected the outcome of the matter.

A notice of appeal must be in writing and must be filed with the Title VI Coordinator within 10 calendar days after the delivery of the decision to be appealed. The notice of appeal must include the name of the complainant, the name of the respondent, the decision or action being appealed, and an explanation of the grounds for appeal.

Upon receiving a notice of appeal, the Institution will provide formal notice to the parties of the appeal. Each party will be given a minimum of ten calendar days to provide a written statement supporting or challenging the appealed action.

The Title VI Coordinator will designate an Appeal Officer to hear and make a decision with regard to the appeal. The Appeal Officer must be free from bias or conflict of interest and must not be the Title VI Coordinator, the Investigator, or the Decision-maker(s).

As soon as it is reasonably practicable, and generally, within 14 calendar days after receipt of the parties' written statements, the Appeal Officer will issue a written decision regarding the appeal simultaneously to both parties. The decision will describe the result of the appeal and the rationale for the decision. The decision of the Appeal Officer is final.

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact [Dondi.Kuennen@edaff.com](mailto:Dondi.Kuennen@edaff.com), Vice President of Human Resources. A Title VI complaint by an employee not involving a student will result in a report of findings and recommendations to the Vice President of Human Resources responsible for the Institution.

All students, employees, and other third parties are expected to fully comply with the Institution's Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school's compliance with the Institution's Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

#### Title VI Coordinator

Attention: Title VI/Age Discrimination Coordinator  
Suzanne Peters Esq., M.Ed.  
Senior Corporate Attorney

Address: 5026D Campbell Blvd.  
Baltimore, Maryland 21236

Telephone: Phone: 330-805-2819

E-Mail Address: [speters@edaff.com](mailto:speters@edaff.com)

## HEALTH, CLINICAL, AND PROGRAM CONTINUATION REQUIREMENTS

### HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR THE DENTAL ASSISTING AND MEDICAL ASSISTING PROGRAMS, PAGE 19

#### 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 program. The College must maintain a current signed copy of the student's CPR card within the student file. Students will be provided BLS for Healthcare Providers training prior to the completion of the initial 18 weeks of the program, prior to any externship or clinical activities. Upon successful completion of BLS for Healthcare Providers training, students are required to always have their physical CPR card on them during class, laboratory, and externship activities. If the CPR card expires during the program, the student may not participate in any externship activities until the CPR certification is renewed, and the student may be dropped from the program until it is renewed.

## ACADEMIC POLICIES

### MAXIMUM CLASS SIZE, PAGE 47

Course Component	Dental Hygiene
Lecture	25:1
Lab	5:1*, 10:1**, or 20:1***
Clinical/Externship Rotation	5:1
Online	N/A

\* Clinic style labs

\*\* Dental Materials labs

\*\*\* Classroom application activities

## TUITION AND FEES

### **COLLECTIONS POLICY**

All students that have an in-school payment responsibility will be given a Retail Installment Contract outlining the specific amounts and dates due. Monthly statements delivered by the 25th and emailed past-due notices by the 30th, and progressive interventions: at 30 days past due a meeting is requested (student may still attend class), at 60 days a meeting is required (student barred from class until cleared by the Business Office), and at 90 days possible dismissal based on factors such as meeting with the Campus President, student circumstances, communication, and amount owed; revised payment plans must avoid balloon payments and not extend past graduation. While class access may be restricted for failure to meet with the Business Office, no student may be denied supplies, equipment, or services—those who refuse resolution may be dismissed.

## COURSE DESCRIPTIONS

### **PAGE 78**

#### **DAS140 Dental Office Procedures and Billing**

60 Contact Hours (20 for Lecture / 40 for Laboratory)

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 dental practice management software where the students 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. Career development techniques along with the importance of professional oral and written communication in the dental office are also examined.

*Prerequisite: None*

# Fortis College

## CATALOG ADDENDUM

Addendum to 2025-2026 Catalog 04/29/2025, Volume 1, Version 4

Effective date: 11/25/2026

*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 the language presented in the catalog.*

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### CALENDARS

PAGE 5

#### **CAMPUS HOLIDAY AND BREAK SCHEDULE**

*(No classes scheduled on the following days)*

**2025**

12.31.2025	New Year's Eve
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A background image of two graduates, a man and a woman, wearing black caps and gowns. They are both smiling and looking towards the camera. The image has a blue tint.

**YOUR LIFE**  
POWERED BY LEARNING

A stylized yellow flame icon.

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