FORTIS INSTITUTE

2025-2026 CATALOG

Effective Date: October 22, 2026

700 York Road, Towson, MD 21204
Phone: 410-337-5155 / Fax: 410-337-5104
For consumer info visit www.fortis.edu



Table of Contents

Calendars 4

- Campus Holiday and Break Schedule 4
- Start Dates 4

Introduction and Overview 6

- History and Ownership 6
- Consumer Information 6
- Accreditation, Licenses, and Approvals 7
- Mission and Purposes 7
- Critical Strengths of Fortis Institute-Towson 8
- Program and Policy Changes 8
- Facilities and Equipment 8
- Accommodations for Students with Disabilities 9
- Notice of Non-Discrimination 10

Admissions Information 11

- Admissions Requirements and Procedures 11
- General Admission Requirements 11
- Additional Admissions Requirements 12
- Technology Requirements for Students 13
- Availability of GED Testing 13
- Readmission 14
- Orientation 15
- Transfer of Credit 15
- Articulation Agreements 16
- Student Physical Location 17

Health, Clinical and Program Continuation Requirements 18

- Health, Externship and Program Continuation Requirements for the Dental Assisting, Massage Therapy, Medical Assisting, Medical Office Administration, and Pharmacy Technician Programs 18

Academic Policies 23

- Academic Achievement/Grading 23
- Academic Honors 24
- Clinical Evaluation 24
- Incomplete Grade Policy 25
- Course Repeat Policy 25
- Course Audit 25
- Course Refresher 26
- Transcript of Grades 26
- Graduation Requirements 26
- Licensure, Certification, and Registration 26
- Student Handbooks 26
- Counseling/Advisement 26
- Tutoring 27
- Academic Appeals 27
- Attendance 27
- Make-Up Work 28
- Tardiness/Early Departure 28
- Academic Leave of Absence 29
- Traditional Leave of Absence 29
- Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN) 30
- Withdrawal 31
- Educational Delivery Systems 31
- Clock Hour of Instruction 32
- Clock to Credit Hour Conversion Formula 32
- Out-of-Class Work 32
- Maximum Class Size 33
- Course Programming 33
- Institute Closures 33
- Course Add/Drop 33
- Clinicals and Externships 33
- Academic Improvement Plans 36
- Faculty Evaluations 36
- Learning Resource Room 36
- Career Services 36
- Emergency Preparedness Plan 37

Tuition and Fees 38

- Tuition And Fees 38
- Refund and Cancellation Policies 38
- Refund Determination Policy 38
- Tuition Refund Policy 39
- Books and Equipment Return Policy 39
- Student's Right to Cancel Enrollment 39
- Cancellation/Rejection Policy 40
- Other Charges 40
- Collections Policy 40
- VA Education Benefits 40

Financial Assistance Programs 41

- Federal Pell Grant 41
- Federal Supplemental Educational Opportunity Grant (FSEOG) 41
- Federal Direct Loan Program (FDLP) 41
- Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program 41

Federal Work-Study Program (FWSP) . . . 41
Veterans' Benefits . . . 42
School, Private, State, and Local Financial Resources . . . 42
Verification . . . 43
Return of Title IV Funds Policy . . . 43
Additional Information Regarding Financial Assistance Programs . . . 44
Satisfactory Academic Progress . . . 44

Student Policies . . . 48

Student Rights . . . 48
Behavior and Student Accountability . . . 48
Anti-Hazing Policy . . . 50
Copyright Protection Policy . . . 50
Video-Recording or Audio-Recording Policy . . . 50
Internet Usage . . . 50
Social Media . . . 52
Cyberbullying . . . 52
Dress Code . . . 52
Drug and Alcohol Policy . . . 54
Non-Smoking/Non-Tobacco Policy . . . 54
Disciplinary Action . . . 54
Termination or Expulsion Policy . . . 54
Student Appeal Process . . . 55
Crime Awareness and Campus Security Act . . . 55
Title IX and Violence Against Women Act (VAWA) . . . 55
Title VI Civil Rights Act of 1964/Age Discrimination Act of 1975 . . . 56
Personal Property . . . 57
Visitor Policy . . . 57
Family Educational Rights and Privacy Act (FERPA) . . . 58
Professional Liability and Student Accident Insurance . . . 58
HIPAA Requirement . . . 59
Student Activities . . . 59
Field Trips . . . 59
Housing Assistance . . . 59
Significant Medical Conditions . . . 59

Grade Appeal and Grievance Procedure . . . 61

Staff and Faculty . . . 63

Administrative Staff . . . 63
Admissions . . . 63
Career Services . . . 63
Financial Aid . . . 63
Academic Leadership . . . 63
Faculty . . . 64

Programs . . . 67

Dental Assisting (Day and Evening) . . . 67
Heating, Ventilation, Air Conditioning and Refrigeration . . . 68
Massage Therapy . . . 69
Medical Assisting (Day and Evening) . . . 71
Medical Office Administration (Day and Evening) . . . 72
Pharmacy Technician . . . 74

Courses . . . 76

Explanation of Course Numbering System . . . 76
AHP - Allied Health Professions . . . 76
DAS - Dental Assisting . . . 77
HVR - Heating, Ventilation, Air Conditioning and Refrigeration . . . 79
MST - Massage Therapy . . . 83
MAS - Medical Assisting . . . 86
MBC - Medical Billing and Coding . . . 87
MOA - Medical Office Administration . . . 88
PHT - Pharmacy Technician . . . 89
SKW - Skilled Workforce Professions . . . 91

Calendars

Campus Holiday and Break Schedule

(No classes scheduled on the following days)

2025

Date	Holiday/Break
01.01.2025	New Year's Day Holiday
01.20.2025	Martin Luther King Holiday
05.26.2025	Memorial Day
06.19.2025	Juneteenth
06.30.2025 – 07.06.2025	Independence Day
09.01.2025	Labor Day Holiday
11.27.2025 – 11.30.2025	Thanksgiving Holiday
12.22.2025 -12.28.2025	Winter Break
12.31.2025	New Year's Eve

2026

Date	Holiday/Break
01.01.2026	New Year's Day Holiday
01.19.2026	Martin Luther King Holiday
05.25.2026	Memorial Day
06.19.2026	Juneteenth
07.03.2026 - 07.05.2026	Summer Break - Day Program Only
09.07.2026	Labor Day Holiday
11.26.2026 – 11.27.2026	Thanksgiving Holiday
12.24.2026 - 12.27.2026	Winter Break

Start Dates

Allied Health Programs

2025	2026
01.27.2025	01.12.2026
03.10.2025	02.23.2026
04.21.2025	04.06.2026
06.02.2025	05.18.2026
07.21.2025	06.29.2026
09.01.2025	08.10.2026
10.13.2025	09.21.2026

2025	2026
11.24.2025	11.02.2026
	12.14.2026

Each module is 6 weeks in length. Each term is 12 weeks in length. Dates are subject to change.

Evening Program

2025	2026
01.13.2025	01.21.2026
03.05.2025	03.16.2026
04.28.2025	05.06.2026
06.18.2025	06.29.2026
08.11.2025	
10.01.2025	
11.24.2025	

Each module is 7.5 weeks in length. Each term is 15 weeks in length. Dates are subject to change.

Massage Therapy Program

2025	2026
03.03.2025	02.23.2026
05.12.2025	05.04.2026
07.21.2025	07.13.2026
09.29.2025	09.21.2026
12.08.2025	11.30.2026

Each module is 5 weeks in length. Each term is 15 weeks in length. Dates are subject to change.

Introduction and Overview

History and Ownership

Fortis Institute-Towson, Towson, MD is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Laurence (Larry) Hinz is the Chief Financial Officer of Education Affiliates, Inc.

Fortis Institute - Towson was established in 1969 and is located at 700 York Road, Towson, Maryland 21204, which is accredited by ABHES. The Institute was founded by Jack Tolbert and has been in continuous operation under various names since that date. The Institute changed ownership in 1983 and 1986. In October 1988, the Institute was acquired by EFC Trade, Inc. In June 2005, Education Affiliates, Inc. purchased EFC Trade, Inc. In December 1989 the Institute moved to its current location at 700 York Road, Towson, Maryland 21204. Additional classroom space is located at 111 Allegheny Avenue, Towson, Maryland 21204. The contact information for the Institute is phone number (410) 337-5155 and fax number (410) 337-5104.

Fortis Institute - Towson has four branch campuses:

- Fortis College: 2140 South Cobb Parkway, Smyrna, Georgia 30080
- Fortis College: 11499 Chester Road, Suite 200, Sharonville, Ohio 45246
- Fortis College: 4151 Executive Parkway, Suite 240, Westerville, Ohio 43081
- Fortis College: 246 Stonebridge Drive, Suite 101, Columbia, South Carolina 2921

Consumer Information

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

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

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

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

Fortis Institute-Towson 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, 700 York Road, Towson, Maryland 21204

Please see the Consumer Disclosures tab found on the Institutes website www.fortis.edu for information regarding student achievement data and other important information.

Accreditation, Licenses, and Approvals

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

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

- Fortis Institute - Towson has institutional accreditation from the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. 301.291.7550, www.abhes.org.
- Fortis Institute - Towson is approved by the Maryland Higher Education Commission (MHEC), 6 N Liberty Street, Baltimore, Maryland, 21201, telephone (410) 767-3301; www.mhec.state.md.us.
- Fortis Institute – Towson has programmatic accreditation for the Medical Assisting program by the Accrediting Bureau of Health Education Schools (ABHES), 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. 301.291.7550, www.abhes.org.
- Fortis Institute is exempt from Pennsylvania Department of Education registration per 22 Pa. Code § 31.1(e).
- Fortis Institute is exempt from District of Columbia Education Licensure Commission approval per D.C. Code §38-1302(11).
- Fortis Institute – Towson is exempt from Pennsylvania Department of Education Registration per Private Licensed Schools Memorandum #78.

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

Mission and Purposes

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

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

- 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 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 Institute-Towson

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

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

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

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

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

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

Director 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 Institute - Towson occupies the entire first floor (19,600 square feet) of the Tolbert Garage located at 700 York Road, Towson, Maryland. The Institute is divided into training rooms that include medical laboratories, classrooms, Mock Pharmacy, a student lounge, staff lounge, faculty workroom, student library/study area, and various administrative offices.

Additional classroom space (13,880 square feet) is located at 111 Allegheny Avenue, Towson, Maryland. This space is divided into multi-use lecture rooms, dental labs, and a wet lab, a student lounge, student massage clinic, Esthetics lab, and program chair offices.

All classrooms in both locations are equipped with wireless computer access.

Dental Assisting Facilities

The Dental Assisting facilities include lecture rooms, a laboratory that is outfitted with complete dental operatories and all accessories necessary to perform four-handed dentistry and an additional laboratory that is outfitted with the necessary equipment and supplies to teach students how to take impressions and work with amalgams. Additionally, there are dual station x-ray units and a Panorex unit. Students use digital imaging for x-rays and are trained in the use of traditional x-ray methods employing manual and automatic film processing.

Esthetic Skincare Facilities

There are two rooms dedicated to the Esthetic Skincare program. One room is devoted to lectures while the second room is set up as a laboratory and serves as the public clinic. The laboratory is outfitted with equipment that includes treatment chairs, facial steamers, wax pots used in waxing procedures, and high frequency/galvanic machines used on clients during facials. Additionally, there are a vast number of facial products used in training and in the public clinic.

Massage Therapy Facilities

The rooms used for Massage Therapy training include two lecture rooms, a bodywork training room outfitted with massage tables, and a public massage clinic that is utilized to prepare students to work with the public in a supervised environment.

Medical Assisting Facilities

The Medical Assisting facilities are comprised of labs that contain, among other things, microscopes, centrifuges, EKG machines, phlebotomy equipment, urinalysis supplies and blood pressure equipment as well as surgical, aseptic, and CPR supplies and equipment.

Medical Office Administration Facilities

As Fortis Institute - Towson is largely a wireless environment; most classrooms can function as didactic rooms as well as serve as rooms where keyboarding, transcription, word processing, spreadsheet programs, medical billing, and electronic medical records programs can be taught. Additionally, students utilize the medical laboratories to learn back-office procedures such as blood pressure and vitals, CPR, positioning, draping, and asepsis techniques.

Pharmacy Technician Facilities

The Pharmacy Technician classrooms include a simulated retail store, a lecture room with a Laminar Flow Hood to simulate venting of compounds and air borne particles. Additionally, the Pharmacy Technician program has the appropriate ancillary teaching equipment for the profession including scales, measuring and dispensing devices, vials, and intravenous equipment.

All Fortis Institute - Towson facilities are handicapped accessible.

Accommodations for Students with Disabilities

Fortis Institute is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in 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 to identify reasonable accommodations necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to ADALegal@edaff.com.

If a student wishes to file a complaint regarding any disability discrimination, the student should notify ADALegal@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 Institute determines that discrimination based on disability may have occurred, the School will take steps proactively designed to promptly and effectively end the discrimination, prevent its recurrence, address its effects, and provide supportive measures.

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
Senior Corporate Attorney
5026D Campbell Blvd
Baltimore, MD 21236
Telephone: 330-805-2819
Email Address: 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

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 Institute.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant must complete an applicant information form.
4. The applicant must interview with an admission 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 Institute who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.

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

   The SLE minimum entrance requirements by program are as follows:

Diploma Programs	Minimum Score
Dental Assisting	14
Massage Therapy	16
Medical Assisting	14
Medical Office Administration	13
Pharmacy Technician	13

Diploma Programs	Minimum Score
Heating, Ventilation, Air Conditioning, and Refrigeration	11

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

Additional Admissions Requirements

Dental Assisting Program

Applicants must be the age of 18 within 90 days of starting the program.

Massage Therapy Program

In addition to meeting with an Admissions Representative, all applicants for the Massage Therapy program are also required to have an interview with the Campus President and/or the Massage Therapy Program Chair prior to being accepted in the program. The second interview is required so that the Institution's representative can review the unique nature of Massage Therapy training as well as the physical requirement of the program. Specifically, the interview addresses issues such as the applicant understanding that he or she will be performing massage on unclothed students and clients. Further, the meeting is to address any concerns that students may have regarding working with other students or clients who are openly gay, lesbian, or trans-gender. Additionally, applicants are asked how they feel about working on the same or opposite gender students/clients as well as other questions relating to their general understanding of the profession. Applicants must be 18 years of age to enroll in the Massage Therapy program.

Applicants to the Massage Therapy program should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent her/his licensure by the State Board. If there are any questions regarding this process, the applicant should make an appointment with the Director of Education. Students must report to the Director of Education in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

Pharmacy Technician Program

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

The Pharmacy Technician Certification Board's (PTCB) eligibility requirements for a candidate to take the Pharmacy Technician Certification Board Examination are as follows:

- No felony conviction.

- No drug or pharmacy related convictions, including misdemeanors. These violations must be disclosed to PTCB.
- No denial, suspension, revocation, or restriction of registration or licensure, consent order or other restriction by any State Board of Pharmacy; no admission of misconduct or violation of regulations of any State Board of Pharmacy.

Technology Requirements for Students

A laptop and laptop technical support is included with the program's fees; however, students are responsible for ensuring that they have a working internet connection. If students choose to provide their own laptop instead of purchasing a laptop through Fortis, they are responsible for signing the laptop acknowledgement form confirming their laptop meets minimum technical specifications. Students providing their own hardware will be responsible formaintaining their computer.

Review these requirements carefully. Laptop hardware, software, and reliable Internet connection are the primary means of participating in Canvas and thus are critical to students' academic success both in class and out of class. Smartphones, Notebooks, Chromebooks, Apple iPads are not acceptable replacements for a laptop.

Laptop Hardware Minimum Requirements

Degree Programs *(2 Year Programs & PN)*

- 2.8 GHz CPU or greater
- 16 GB RAM or greater
- 512 GB SSD or greater
- 1920 x 1080 display or higher
- Integrated webcam and microphone
- Built-in speakers

Diploma Programs

- 2.8 GHz CPU or greater
- 8 GB RAM or greater
- 256 GB SSD or greater
- 1920 x 1080 display or higher
- Integrated webcam and microphone
- Built-in speakers

Software Requirements

- Windows Operating System: Windows ® 11
- Browser – Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)
- Microsoft Office 365
- Plugins (most recent versions)
  - Adobe Acrobat Reader

Internet Access is required for a student's own personal laptop, or a laptop purchased from the school. The student acknowledges they will have access to a reliable internet connection to participate in the degree or diploma program selected. Reliable internet connections are widely available at the school, coffee shops, libraries, and many public locations at no charge to you.

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 https://www.ged.com/ 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). 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/Director of 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 or Director 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 Director 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, an applicant applying to be readmitted who failed to meet SAP for two consecutive terms must complete an SAP appeal and apply to be readmitted in a status of Academic Probation. 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. The SAP appeal must be filed at the same time the applicant initiates the readmission process. The appeals must be submitted in writing to the Dean of Education. The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Director of Education, and the Director of Financial Aid, or their designees. The Financial Aid Committee may grant one additional term as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal.

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, Director 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 Institute – Towson should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

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

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

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 that earned an Associate degree or higher from the college/university that credits are being accepted from are exempt from the time limit in this paragraph, except as noted below.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis Institute – Towson 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 EA school for 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 Academic Affairs 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:

- The AP tests are scored on a scale 1 to 5, with 1 being the lowest and 5 the highest. The Campus recognizes AP scores 4 and 5 as passing, and awards credit for students who pass their AP test with a 4 or 5.
- The typical passing score on CLEP exams for general education purposes is 50. Once the raw score is calculated and converted to a scaled score, the lowest scaled score is 20 and the highest is 80. A score of 60 or higher is considered passing for awarding transfer credit.
- For DANTES tests, only scores from exams taken after 2008 will be considered. The equivalent score for a "B" grade is 434.

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

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. 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 Director of Education and the Registrar. The Director of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

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 Institute–Towson has no established articulation agreements.

Student Physical Location

Fortis Institute–Towson reviews admissions applications and may enroll students who are residents of Maryland, District of Columbia, and Pennsylvania 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 Institute–Towson.

Should the student change their address while enrolled at Fortis Institute–Towson, 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 Institute–Towson the Institute 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, Massage Therapy, Medical Assisting, Medical Office Administration, and Pharmacy Technician 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

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 Institute 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.

Cleared Background Check

Students in Massage Therapy and Pharmacy Technician must submit to and pass a criminal background check and be cleared per Fortis Institute-Towson policy. Results of the CBC must be in the student file prior to starting the program. Students must maintain a clear criminal background while enrolled in the program. Students must report to the program director in writing any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

Negative Drug Screen

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

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, including a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at an Institute designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the 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.

Additionally, some externship sites for programs other than Pharmacy Technician may require the externship student to submit a background check and/or drug screen prior to the start of externship. Program personnel at each campus will work with externship students in the completion of these requirements.

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 Institute 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, immuno-suppression, 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 Institute 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 1st 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 Institute policy. The Institute has identified a standard immunization policy but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the 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 Institute and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

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

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

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

Tuberculosis/Tuberculin Skin Test (TST)
Students are not permitted to practice in any 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 Institute only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

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

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

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

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

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

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting “no evidence of active pulmonary disease” must be provided. The student will not be permitted to participate in 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 the Dental Assisting, Massage Therapy, Medical Assisting, Medical Office Administration, and Pharmacy Technician programs must either present documentation of having had Hepatitis B injections 1 and 2 and a TB test within an acceptable timeframe or must complete the first two Hepatitis B injections and a TB test at least one quarter prior to the term in which they take any externship course. If the TB test result is positive, a chest X-ray test must be completed.

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

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

Academic Policies

Academic Achievement/Grading

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

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

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

Other letter grades used by the Institute include:

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

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

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

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

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

For the purposes of satisfactory academic progress and CGPA calculation:

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

Academic Honors

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

Summa Cum Laude

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

Magna Cum Laude

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

Dean’s List

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

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

President’s List

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

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

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 Director of Education before turning the form into the Registrar for recording.

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

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

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 Program Director and Director of Education 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 Director 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 module (6 weeks day / 7.5 weeks evening). Auditing a class may lengthen the time it takes for a student to complete the program.

Course Refresher

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

Transcript of Grades

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

Graduation Requirements

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

To be eligible for graduation, students must have:

1. Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2. Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0.
3. Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog.
4. Verified satisfactory completion of all program criteria for graduation with the Program Director, Director of Education, Registrar, Financial Aid, and Career Services.
5. Returned any school property, including books and equipment.
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.
7. An overall attendance rate of 80% minimum as required by the Maryland Higher Education Commission (MHEC).

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 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 to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you are in school. This 24-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 experience difficulty understanding and learning the material contained within the training programs should contact the instructor, program director, or Director of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Director of Education.

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

Academic Appeals

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 Director 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 Director of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Director or designee and Campus President. This meeting will be held within seven calendar days of the Director 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 Institute will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

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

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

Students may appeal the Institute 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 Massage Therapy Program Attendance Policy:

Massage Therapy students must have a minimum attendance rate of 100% at the halfway point of the program (360 clock hours). Students who fail to meet this requirement will be ineligible to receive further funding through the Federal funding programs and will be required to fund the remaining cost of training through other means. There may be circumstances where this can be addressed to afford the student the ability to complete training with federal funding. All such exceptions must be approved by the Campus President.

Attendance Probation

If a student's attendance overall percentage is below 80% at the end of any module they will meet with the Director of Education or Program Chair and will be placed on attendance probation. At the conclusion of the next module their attendance is recalculated. If at that point they have achieved a minimum overall attendance percentage of 80% they will be removed from attendance probation. If the student has not met the 80% minimum requirement, they will remain on attendance probation for the next module. If at any point of attendance calculation, it is determined that the student will not be able to achieve the minimum graduation requirement of 80% by the conclusion of the program the student will be withdrawn from the program. The 80% attendance requirement for graduation is a regulation by the Maryland Higher Education Commission (MHEC).

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*.

Make-Up Hours/Time for Clock Hour Programs

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

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

Tardiness/Early Departure

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up 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 was in need of immediate care.
2. In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an A 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 o r 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 must 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.

Traditional Leave of Absence

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

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

1. The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the Institute may

grant a TLOA on behalf of a student without prior written request as long as the school can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

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

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

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

Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN)

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

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students who wish to withdraw from all of their courses, and therefore from the Institute, must submit the request in writing to the Institute. The withdrawal request is to be submitted to the program director/dean.

If a student is considering withdrawing from a course or from the Institute, the student should contact and meet with the Director of Education or the Campus President in order 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 Institute will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

Effective Date of Withdrawal

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

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

Dismissal from the Program and the Institute

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

Student Responsibility

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

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

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

Educational Delivery Systems

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

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

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

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

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

Clock Hour of Instruction

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

Clock to Credit Hour Conversion Formula

Definition of a Credit Hour

Fortis Institute – Towson 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

One semester credit hour is defined as:

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

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

Out-of-Class Work

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

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

Course Component	Allied Health Programs	Massage Therapy Program	Dental Assisting Program	HVAC
Lecture	35:1	35:1	35:1	42:1
Lab	20:1	N/A	12:1	20:1
Simulation**	N/A	N/A	N/A	N/A
Clinical	20:1	20:1	N/A	N/A
Online Courses	N/A	N/A	N/A	N/A

Course Programming

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

Classes may be scheduled between 9 AM and 10 PM, Monday through Thursday. Externship hours may vary from normal class hours and are determined by the individual externship site.

Institute Closures

Students are expected to attend classes throughout the year in all weather conditions just as they would be expected to go to their workplace. There may be occasions when, due to extreme weather conditions, traveling to and from school may present certain risks. Additionally, on occasions when there is a malfunction of a water main, heating or air conditioning systems or other building related issues that could prevent class from occurring at its scheduled time, training may be interrupted. When that is the case, students should use caution and keep personal safety in mind. Please note that the Institute does not follow the closing policies of any local school system in the Baltimore area. If the student feels traveling in certain weather conditions presents a danger to personal safety, the student may choose not to attend classes if school is open that day. However, the student will be marked absent. The Institute reserves the right to close the Institute during weather or other emergencies. Notice of closures may be posted on WBAL TV Channel 11, WBAL website: wbalchannel.com/weather/index/html, our Facebook page, and/or a recorded phone announcement of closure or delayed opening will be available to students by calling the Institute's telephone number at (410) 337-5155. In the event that the Institute must cancel classes due to emergencies, weather, etc., the Institute will determine the date and time of any required make-up for courses and inform the students as soon as possible. Make-up times could be on normal days off, scheduled holidays or breaks, or weekends.

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

3. Requirements that must be met prior to release to externship
    a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
    b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.
    c. There are a wide range of program and site-specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.
4. Agreements
    a. The College maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.
5. Site availability, assignment to a site
    a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally, students are not required to find their own sites, rather they will be assigned to a site with whom the College has an existing relationship. Should the student want to introduce a new site to the College, the College will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.
    b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.
    c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Externship Handbook.
6. Scheduling
    a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.
    b. Hours of externships availability
        i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 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 and reported back to the College. It is the student's responsibility to get the supervisor's signature on his or her timecard.
9. Safety, confidentiality, professionalism
   a. Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.
10. Dress code, behavior, conduct, and rights and responsibilities
    a. At all times, the College's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.
    b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the College’s policies and discipline will be administered accordingly, up to and including dismissal from the program.
11. Grading, student performance evaluation
    a. Academic
       i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.
       ii. The grade cannot be turned in until all the required hours have been completed.
       iii. The site will not assign a grade. The College’s externship instructor will assign the grade based on first-hand observation and input from the site.
       iv. The student is required to fill out a survey evaluating the extern site and experience.
    b. If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to “Incomplete” and the student will be notified. The Incomplete grade policy will then be invoked. See the Incomplete grade policy.
12. Program Specific Requirements
    a. There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The College also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks,

drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The program director and externship instructor will meet with students to remind them of such requirements.

b. In some states and for some programs, the College is required to conduct a federal and/or state background check on the student. As part of that background check, the College will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.
c. There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information
    a. All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.
    b. 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 assist the College in making changes and modifications to improve the quality of programs, instruction, and student services.

Learning Resource Room

The Learning Resource Room (LRR) is an area serving a number of academic programs. The LRR is located in a defined learning space within the Institute. The Learning Resource Room 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 LRR or at any location in the Institute. The Learning Resource Room provides a quiet environment for study or research.

The Learning Resource Room is located at the 700 York Road building and is next to the Career Services office. Students who are unsure where to find this room should ask for assistance at the Front Desk or from an Institute staff member.

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 first priority for job search assistance services.

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

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

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

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 Consumer Information page available online at http://www.fortis.edu/.

Tuition and Fees

Tuition And Fees

Diploma Program	Tuition	Admin & Tech Fee	Textbooks	Laptop Computer	Uniforms	Student Kit	Certification Fee	Background Check	Drug Screen	Total Cost
Dental Assisting	$21,840	$203	$456	$941	N/A	$577	$540	$0	$0	$24,557
Medical Assisting	$16,686	$178	$570	$941	N/A	$61	$155	$0	$0	$18,591
Medical Office Administration	$17,310	$178	$607	$941	N/A	$0	$120	$0	$0	$19,156
Pharmacy Technician	$15,957	$178	$1,000	$941	N/A	$0	$120	$66	$40	$18,302
HVAC	$21,140	$100	$692	$941	$0	$859	$27	$0	$0	$23,759

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 Institute by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the enrollment agreement and this Institute Catalog. The content and schedule for the programs and academic terms are described in this catalog. All 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 terminated by the School for any reason, refunds will be made according to the College's Tuition Refund Policy. If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws, or the School 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, which may include projects, clinical experiences, or examinations, 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 School. The date of withdrawal determination is no later than 14 calendar days after the student's last date of attendance as determined by the School. If a student fails to return to training by the end of an official leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 30 days of the scheduled last day of the leave of absence. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of the School from any and all liabilities. All government and agency refunds will be made within the required time limits of the funding agency.

Refund Determination Policy

If an applicant/student cancels, withdraws, or is terminated by the School for any reason, refunds will be made according to the School'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 School determines that the student has withdrawn, 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, which may include projects, clinical experiences, or examinations, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the date on which there has been 14 days of non-attendance. If a student fails to return to training by the end of an official leave of absence, a refund due a student shall be based on the date of withdrawal or termination and paid within 30 days of the scheduled

last day of the leave of absence. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of the School from any and all liabilities. All government and agency refunds will be made within the required time limits of the funding source. The last day a student had academically related activity will be used to calculate any money the Student owes and to calculate any refund the Student is due. The date of withdrawal determination is 14 calendar days after the student's last date of attendance as determined by the School. All other fees are non-refundable when the applicable item or service is provided to the Student.

Tuition Refund Policy

A student wishing to officially withdraw should inform the School at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing to the Business Office or Financial Aid Office. A student who returns to the School 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 the School as the last day a student had academically related activity, which may include projects, clinical experiences, or examinations, as evidenced by posted attendance, will be used to calculate any money the student owes and to calculate any refund the student is due. The date of withdrawal determination is 14 calendar days after the student's last date of attendance as determined by the School. 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:

Proportion of Total Course or Program Taught by Date of Withdrawal:	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

In the event that a Student withdraws or is dismissed from the School, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items that have been consumed. If a refund is due, it will be made within 30 days of the withdrawal date.

The date of withdrawal or termination is the last date of attendance by the student. A refund due to a student shall be based on the date of withdrawal or termination and paid within 30 days from the date of withdrawal or termination.

Books and Equipment Return Policy

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

Student's Right to Cancel Enrollment

An applicant to the School may cancel their enrollment to the School and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to the School, postmarked no later than midnight on the seventh (7th) calendar day after the date the applicant's Enrollment Agreement with the School was signed by the student and a representative of the School. The applicant may use a copy of their Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding their name, address, and signature, and delivering or mailing it to Fortis Institute, 700 York Road, Towson, Maryland, 21204, Attention: Campus President. If the applicant for admissions cancels his or her enrollment as noted above more than seven (7) calendar days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, to be paid within 30 days.

Cancellation/Rejection Policy

The School will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by the School or who enrolls in a program that the School cancels, or who cancels within seven (7) calendar days of signing the Enrollment Agreement.

Other Charges

Students may park in the Tolbert Garage operated by the Baltimore County Revenue Authority. Through an agreement with the Revenue Authority, the cost is only $1.00 per day and no contract is required. Students are expected to conduct themselves in a professional and courteous manner while in the garage. The garage is the property of the county and students who act in a dangerous or unacceptable manner may be banned from parking in the facility. Students may face disciplinary action from the school including dismissal for unacceptable behavior in the garage.

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount WILL be charged to the student.

A student must see the Registrar and Financial Aid Staff to discuss any program changes.

Massage Therapy Students' Additional Costs

Students enrolled in the Massage Therapy program are required to provide linens (2 sets of fitted and top sheet, and pillowcase), pillowcases, and massage cream or oil (approximate cost $75).

Graduation Fee

There is a $50.00 graduation fee which will cover the purchase of the graduation gown and two (2) tickets to the graduation ceremony (additional tickets may be purchased when capacity allows).

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.

VA Education Benefits

Fortis Institute will notify the VA of any change in the enrollment status of students certified to receive veterans' education benefits. This includes when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.

All refunds due to students who receive veterans' education benefits will be paid within 40 days of the last date of attendance.

Financial Assistance Programs

Fortis Institute – Towson 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 Institute'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 Institute'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 online at https://studentaid.gov/h/apply-for-aid/fafsa, or in paper form from high school counselors, at public libraries and the College's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the College's Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Federal Direct Loan Program (FDLP)

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

Federal Direct Parent Loan for Undergraduate Students (PLUS) Loan Program

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

Federal Work-Study Program (FWSP)

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

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

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

Veterans' Benefits

Fortis Institute is approved to participate in a variety of education and training benefit programs administered by the U.S. Department of Veterans Affairs (VA). Students interested in using VA education benefits should contact the Financial Aid Office for information regarding eligibility requirements, the application process, and required documentation.

In accordance with 38 U.S.C. § 3679(e), the institution will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, laboratories, learning management systems, or other institutional facilities, or require a covered individual to secure alternative or additional funding because of a delay in payment from the U.S. Department of Veterans Affairs (VA). A covered individual who is eligible for educational assistance under Chapter 31, Chapter 33, Chapter 35 of Title 38, United States Code, or Chapter 1606 of Title 10, United States Code, will be permitted to attend or participate in the approved course of education while payment from the VA is pending. This protection applies from the date the student provides a valid Certificate of Eligibility, a Statement of Benefits obtained from the VA website, or other documentation authorized by the VA, and continues until the earlier of the date the VA provides payment to the institution or 90 days after the institution has certified the student's tuition and fees following receipt of the required documentation. To qualify for these protections, students must submit all documentation required to certify their enrollment and use of VA educational benefits in a timely manner.

Student Complaint Process for VA Educational Benefits

Students receiving Veterans Administration (VA) educational benefits who wish to file a complaint regarding the institution are encouraged to first follow the school's internal grievance procedures. If the concern is not resolved or if the student prefers to submit the complaint directly to the VA, complaints may be submitted through the VA GI Bill® Feedback System at https://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will review the complaint and coordinate with the appropriate parties, including the institution and the applicable State Approving Agency, as necessary, to investigate the matter and work toward a satisfactory resolution.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at https://www.benefits.va.gov/gibill.

School, Private, State, and Local Financial Resources

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

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

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

Jack F. Tolbert Memorial Grant (Maryland residents only) this grant is awarded to students who live in Maryland. You must be enrolled in a Maryland private career school full-time (at least 18 clock hours per week). Your program must be at least 100 hours in length. Tolbert Grants are $500 per year and may be renewed one time if your program is longer than a year; the Grant is used for school tuition only. The deadlines for the school to submit its candidate selection form to the Office of Student Financial Assistance are October 1, November 15, and March 1. The school's Financial Aid Office can assist the student in securing applications for the programs listed above or they may log on to www.mhec.state.md.us and follow the directions.

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

Credit Hour Programs:

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

Clock Hour Programs:

$$\frac{\text{Clock Hours Scheduled to be Completed through the Withdraw Date}}{\text{Total Clock Hours in Period}}$$

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 Institute must return the lesser of the following:

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

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

- Any FSA loan funds in accordance with the terms of the loan;

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

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

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

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

Additional Information Regarding Financial Assistance Programs

For additional information on the following topics, students should consult the Institute's *Consumer Information Guide*, which is available online at http://www.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 Institute's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (credit completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are used primarily to determine a student's eligibility to receive federal financial aid under Title IV of the Higher Education Act; however, the SAP standards are applied to all students and represent a minimum standard of academic achievement required by the Institute for continued enrollment.

SAP Evaluation Periods

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

Maximum Time Frame

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

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W", "WF", or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawn ("W"), a withdrawn failing

("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below).

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

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

Academic/Financial Aid Warning

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

SAP Tables

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

Programs of Study of 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 to 48	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

Programs of Study of 600 Clock Hours (Esthetics Skincare Program)

Evaluation Levels	Cumulative Hours* Attempted (including transfer credits)	Minimum Percentage of Cumulative Hours Completed (including transfer credits)	Minimum CGPA
1	300	67%	2.00
2	600	67%	2.00

Programs of Study 720 Clock Hours (Massage Therapy Programs)

Evaluation Levels	Cumulative Credits* Attempted (including transfer credits)	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	360	67%	2.00
2	720	67%	2.00

*Cumulative hours completed may include up to a maximum of 10% absences if those hours do not have to be completed for either graduation of licensure in the student's program of study.

SAP Appeals & Financial Aid Probation

Students who fail to meet satisfactory academic progress requirements after an Academic/Financial Aid Warning period are permitted to appeal the termination of their federal financial aid eligibility and termination from the Institute if the student can demonstrate in her/his written appeal that mitigating circumstances were the contributing factors to the student's failure to achieve satisfactory academic progress. Mitigating circumstances would include the death of a relative of the student, injury, disability, or illness of the student, or other special circumstances. A satisfactory academic appeal must be filed within 30 days of receiving notice of the failure to achieve SAP after an Academic/Financial Aid Warning period. All appeals must be submitted in writing to the Director of Financial Aid.

The student's letter of appeal must explain and document, to the satisfaction of the Financial Aid Committee, the mitigating circumstance(s) which caused the student not to achieve SAP after the Academic/Financial Aid Warning Period and what circumstances have changed that will allow the student to achieve SAP at the next evaluation period. The Financial Aid Committee consists of the Campus President, Director of Education, and Financial Aid Director, or their designees.

The Financial Aid Committee may grant one additional Billing Term as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an additional term as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the Institute's satisfactory academic progress standards by the end of that term. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance 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 Institute. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

If the appeal is approved by the Committee, the student will be eligible for federal student assistance (Grants, Loans, & FWS) during a Financial Aid Probationary term or the period of an Academic Improvement Plan. If a student submits a timely and complete written appeal to the Financial Aid Director, the Institute may permit the student to continue her/his enrollment while the appeal is pending; however, the student would be responsible for the full payment of her/his tuition and fees if her/his 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 her/his 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 Institute as well as the requirements for the submission of an appeal and the requirements for re-admission to the Institute.

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

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

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

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

Transfer and Readmitted Students/Students Changing Majors

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

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

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

Remedial Courses

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

Termination

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

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

Fortis Institute defines hazing as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, for the purpose of initiation or admission into an affiliation with any student organization. A student organization is defined as a club, society or association in which two or more of the members are students enrolled at the Institution, whether or not the organization is established or recognized by the institution.

Hazing includes, without limitation, the following: 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 and would place another person in reasonable fear of bodily harm through the use of threatening words or conduct.

Hazing is a violation of the Institution's Code of Conduct and of the law. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institution and/or criminal charges.

If you or anyone you know experiences hazing, you should report the incident to the campus president or the director of education/ director of nursing. You can also report the incident to law enforcement, or to the Title IX Coordinator.

Suzanne Peters, Esq. M Ed.
Title IX Coordinator
speters@edaff.com
330-805-2819

All reports of hazing will be investigated by the Title IX Coordinator.

Prevention Program
For Students:
Fortis Institute provides new students with information on hazing prevention, intervention, and the Institution's anti-hazing policy.

For Employees:
Fortis Institute provides new employees with information on hazing prevention, awareness, intervention, and the Institution's anti-hazing policy.

State Law
For information on anti- hazing laws in your state, click on the Consumer Information Tab at your school's website.

Copyright Protection Policy

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

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

Video-Recording or Audio-Recording Policy

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

Internet Usage

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

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

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

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

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

- Sending, printing, or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission.
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the College's Full 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 Institute is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Institute encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities, or performance. Any threats, verbal and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm, or personal degradation will not be tolerated. Students who violate the policy against cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Director 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 nursing and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

Accessories

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

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

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

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

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, 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 Institute is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the Institute's Drug Free Program.

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

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

Additional information is included in the Institute's *Consumer Information Guide*, available online at http://www.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 of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

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

Dismissal means that the student has been 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 three nursing courses 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 Institute have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the Institute to the Campus President within 14 calendar days of the notification of dismissal. The Campus President will respond to the appeal, in writing, within 10 calendar days of receipt of the request.

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 Institute's SAP policy.

Crime Awareness and Campus Security Act

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

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

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

For more up-to-date information, please contact an Admission's 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 and the Termination or Expulsion Policy can be found in 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 the 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
Attention:
Title IX Coordinator
Suzanne Peters Esq., M.Ed.
Senior Corporate Attorney

Address:
5026D Campbell Blvd.
Baltimore, Maryland 21236

Telephone:
330-805-2819
E-Mail Address: speters@edaff.com

Title VI Civil Rights Act of 1964/Age Discrimination Act of 1975

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, 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

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 Director of Education, or designee. Visitors are required to adhere to the same standards of conduct as students.

Family Educational Rights and Privacy Act (FERPA)

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

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

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

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

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

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

HIPAA Requirement

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

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

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

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

Student Activities

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

Field Trips

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

Housing Assistance

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the student services department to request a list of community resources.

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)

Grade Appeal and Grievance Procedure

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 course 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 3rd 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/Director of Education or Registrar.

Grievance Procedure

Students are encouraged, at all times, to communicate their concerns to members of the faculty and administration. If a situation arises in which a student has a complaint or grievance the student must follow the following procedure, unless they are filing a Final Course Grade Appeal (above), and then the student skips immediately to Step 3; if the Dean/Director denies the appeal, the matter then proceeds to the Campus President under Step 4:

1. Within 2 business days: Discuss the matter with his or her instructor, if applicable. If not resolved,
2. Within the following 2 business days: Discuss the matter with the Program Director, if applicable. If not resolved,
3. Within the following 2 business days: Discuss the matter with the Dean/Director of Education or Nursing. For nursing students enrolled in online courses, this step is directed to the Dean of Online Nursing. If not resolved,
4. Within the following 2 business days: Discuss the matter with the Campus President.

If a student is still unable to resolve the issue, a written grievance statement along with supporting documentation may be submitted to the Campus President. The written statement should include the details of the student's issue, a summary of the conversations the student had with individuals while following the above procedure, and an explanation as to why the student believes the issue remains unresolved.

The Campus President will schedule a grievance committee meeting within two (2) business days of receipt of the written grievance. Students are required to appear before the grievance committee. The Campus President will inform the student of the time and place to appear before the committee. The grievance committee has the responsibility of reaching a decision that is in balance with the best interest of both the student and the college/institute. Students will be notified in writing within three business days of the committee's decision. Legal representation is not permitted because a grievance committee meeting is not considered a legal proceeding.

Further, students have the right to report any apparent inconsistencies with the application of the Grade Appeal and Grievance Procedure outlined in the school catalog. The request must be completed in writing and submitted to the college/institute Ombudsperson at: ombudsperson@edaff.com. The request must include a summary of the student's grievance and any details and supporting documentation of the student's conversation with campus staff regarding the grievance, and it must describe how the campus' management of the grievance procedure was inconsistent with the school catalog. The Ombudsperson will research the student's report as deemed appropriate, including requesting additional information from the student as needed, and render a final decision that is

binding. The student will be notified in writing of the decision. If the resolution is unsatisfactory, the student may choose to address his or her concerns to the state licensing authority, the institutional accreditor, the programmatic accreditor, or other approving agencies, including the following:

The title and address of the state licensing authority is:
Maryland Higher Education Commission (MHEC)
6 N Liberty Street 10th Floor
Baltimore, MD 21201
(410) 767-3301
http://www.mhec.state.md.us

National Accreditor Complaint Procedure:
Accrediting Bureau of Health Education Schools (ABHES)
ABHES' online complaint system: https://complaintsabhes.com

Maryland Office of Attorney General Consumer Affairs
200 St. Paul Place
Baltimore, MD 21202
(888) 743-0023 or (410) 528-8662

The title and address of the programmatic approving agencies:
Maryland Board of Pharmacy
4201 Patterson Avenue
Baltimore, MD 21215
(410) 764-4755

The Board of Chiropractic & Massage Therapy Examiners
4201 Patterson Avenue Suite 301
Baltimore, MD 21215
(410) 764-4738

The State Board of Barbers and Cosmetologists
500 N. Calvert Street, 3rd Floor
Baltimore, MD 21202
(410) 230-6190

Grievance Policy for District of Columbia Residents

District of Columbia Higher Education Licensure Commission
Consumers who have experienced a violation of the Higher Education Licensure Commission (HELC) statute or regulations should complete the complaint form provided by the Licensure Commission and submit all supporting documents. The form and mailing address can be found on their website at: https://osse.dc.gov/publication/specialized-education-state-complaints-form.

Grievance Policy for Pennsylvania Residents

To file a formal complaint against a postsecondary institution, students will have to fill in a complaint form provided by the department according to the type of institution they are in. The complaint form can be found on their website at: http://www.education.pa.gov/postsecondaryadult/college%20and%20career%20education/pages/students- complaints.aspx

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.

Staff and Faculty

Administrative Staff

Title	Name
Campus President	Bethena (Tina) Turk
Business Office Manager	Spring Scruggs
Interim Registrar	Julie Eicholtz
Admissions Administrator	DeAviyon McMillan
Administrative Assistant/LRC Technician	Brianna Hutchins
Student Success Coordinator	Christine Barto

Admissions

Title	Name
Director of Admissions	Camisha Beverly
Senior Admissions Advisor	Jacquie Vermeulen
Associate Admissions	Shelly Harding
Admissions Advisor	Elliot Ray Davis
Admissions Advisor	Kourtney Lewis
Admissions Advisor	Madison Poole
Admissions Advisor	Margaret Winkler

Career Services

Title	Name
Director of Career Services	Corey Jett

Financial Aid

Title	Name
Director of Financial Aid	Carmenita Clark
Financial Aid Advisor	Melonnie Cassellius
Financial Aid Advisor	Herman Elleby

Academic Leadership

Director of Education

Gabrielle Ham-Jones (Full-Time)
Bachelor of Science, University of Maryland University College,
Therapeutic Massage and Bodywork Certificate; Baltimore School of Massage, Massage Training Program;
Licensed Massage Therapist, MD State Board of Massage Therapy Examiners;
Certified Massage Therapist, MD State Board of Chiropractic Examiners;
Certified Prenatal Massage Therapist, Institute of Somatic Therapy;
Certified Infant Massage Therapist/Instructor, Institute of Somatic Therapy

Allied Health Programs Director (Interim)

Carrie Kilby (Full-Time)
Associate in Specialized Technology, Medical Assistant, YTI Career Institute-York,
Certified Clinical Medical Assistant, National Healthcareer Association
BLS Provider, American Heart Association

Dental Assisting Program Director

Le'nard Wooding (Full-Time)
Associate in Arts in Business Administration, Strayer University
Expanded Function Dental Assistant Certificate, All-State Career
Dental Assistant National Board-Certified Dental Assistant

Esthetics Skincare Program Director

Yolanda Macklin (Full-Time)
Esthetics Diploma, Baltimore School of Massage, Maryland Board of Cosmetology
Licensed Limited Esthetician

Massage Therapy Program Director

Crystal Hickman (Full-Time)
A.A.S. Physical Therapist Assistant, Howard Community College
Licensed Massage Therapist, MD State Board of Massage Therapy, Examiners Therapeutic Massage Board
Therapeutic Massage and Bodywork Certificate, Baltimore School of Massage
American Heart Association Approved Instructor

Pharmacy Technician Program Director

Najah Gilliam CPht (Part-Time)
B.A. Liberal Arts Notre Dame of Maryland, Nationally Certified Pharmacy Technician

MA-MOA Externship Coordinator

Joselyn Vargas-Santos
Certified Medical Assistant, Medical Assisting Diploma, Fortis Institute

Faculty

Allied Health Instructors

Markia Bandy (Part-Time)
Medical Assistant Diploma, TESST College of Technology

Tiesha Briscoe (Part-Time)
Medical Assistant Diploma, TESST College of Technology
Associates in Science, Health and Human Services, Ultimate Medical Academy

Michelle Glenn (Part-Time)
Medical Assistant Diploma, Medix/Fortis Institute
Associate in Science, Medical Billing and coding, Ultimate Medical Academy
Certified Medical Assistant, American Association of Medical Assistants

Lakeisha Hamilton (Part- Time)
Medical Assistant Diploma, Fortis Institute

Javana Petty (Part-Time)
Medical Office Assistant Diploma, Fortis Institute

Bria Taylor (Part-Time)
Medical Assisting Diploma, Fortis Institute

Joselyn Vargas-Santos (Part-Time)
Medical Assisting Diploma, Fortis Institute

Angel Sanders (Part-Time)
Medical Assistant Diploma, Medix School; Surgical Technologist Diploma, Fortis Institute

Quineya Winder (Part-Time)
Medical Assisting Certificate, Fortis Institute; Registered Medical Assistant, American Medical Technologists

Chukuma Ijioma (Part-Time)
Doctor of Medicine, Abia State University, Nigeria
Master of Public Health, Morgan State University
Certified Clinical Medical Assistant, National Healthcareer Association

Esthetics Instructors

Brionca Davis (Part-Time)
Maryland Board of Cosmetology Licensed Limited Esthetician

Aisha Johnson, (Part-Time)
Esthetics Diploma, Fortis Institute, Maryland Board of Cosmetology Licensed Limited Esthetician

Dental Assisting Instructors

Kyra Carter (Part-Time)
Dental Assisting Diploma, Fortis Institute; Dental Radiation Technologist, MD Department of Health

Yinka Bryant (Part-Time)
Dental Assistant Diploma, Medix School; Certified Dental Assistant, Dental Assisting National Board

Darranetta Davis (Part -Time)
Dental Assisting Diploma, Fortis Institute,
Dental Radiation Technologist, MD Department of Health;
American Heart Association BLS Provider

Tamara Gregory (Part -Time)
Dental Assisting Diploma, Medix School;
Qualified Dental Assistant, MD Department of Health;
Dental Radiation Technologist; MD Department of Health;
American Heart Association BLS Provider

Nakita Howard (Part-Time)
Dental Assisting Diploma, Fortis Institute
Dental Radiation Technologist, MD Department of Health
Qualified Dental Assistant, MD Department of Health and Mental Hygiene
Radiation Technologist, Delaware Authority on Radiation Protection

Ronda Zeller (Full-Time)
Dental Assisting Certificate, John A. Logan College
Certified Dental Assistant Dental Assisting National Board,
Dental Radiology Technician

Massage Therapy Instructors

Shantel Lee, (Part-Time)
Registered Massage Practitioner, MD State Board of Massage Therapy Examiners
Therapeutic Massage and Bodywork Certificate, Baltimore School of Massage

Ciara Lewis (Part-Time)
Registered Massage Practitioner, MD State Board of Massage Therapy Examiners
Therapeutic Massage and Bodywork Certificate, Baltimore School of Massage

Cherise Roberts (Part-Time)
Registered Massage Practitioner, MD State Board of Massage Therapy Examiners
Therapeutic Massage and Bodywork Certificate, Fortis Institute

Rhonda Williams (Part-Time)
Registered Massage Practitioner, MD State Board of Massage Therapy Examiners
Therapeutic Massage and Bodywork Certificate, Baltimore School of Massage, Linthicum, MD

Janelle Harrison (Part-Time)
Registered Massage Practitioner, MD State Board of Massage Therapy Examiners
Professional Massage Training Program Certificate, Baltimore School of Massage

Pharmacy Technician Instructors

Matthew Poth (Part-Time)
Registered Pharmacy Technician, MD State Board of Pharmacy

Programs

Dental Assisting (Day and Evening)

Mode of Delivery	**Residential**
Credential Awarded	**Diploma**
Contact Hours	**1040**
Program Quarter Credits	**60**
Total Clock Hours	**Including Recognized Homework Hours: 1,360**

Instructional Weeks 48 (Day) or 57 (Evening)

Objective

The Dental Assistant's role is critical to the delivery of quality dental healthcare. 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

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

Credentialing Exams

Students in their final quarter are eligible to take the Dental Assisting National Board's Infection Control (ICE) Exam and Radiology Health and Safety (RHS) Exam.

Dental Assisting 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	Name	Clock Hours	Credits

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	Dental Capstone	60	4
DAS190	Externship I	160	6
DAS195	Externship II	160	6

Schedule

Morning Session: 9:00 AM – 2:00 PM Monday – Thursday, 48 weeks
Evening Session: 6:00 PM –10:00 PM Monday–Thursday, 57 weeks

Externship schedule: See the table of contents for details on externship.

Heating, Ventilation, Air Conditioning and Refrigeration

Credential Awarded	**Diploma**
Contact Hours	**960**
Program Quarter Credits	**64**
Instructional Weeks	**Instructional Weeks 48 (Day) or 60 (Evening)**
Total Clock Hours	**Including Recognized Homework Hours: 1600**

Objective

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

Description

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for people 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.

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for people interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts. They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Students will take the EPA exam the last day of class before graduation. Passing the EPA exam is not a requirement for graduation. 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

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	Name	Clock Hours	Credits
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
HVR160	Oil Heating Systems	60	4
HVR165	HVAC System Performance	60	4
HVR170	Water-Based Heating Systems	60	4
HVR175	HVAC Troubleshooting And Service Calls	60	4
HVR180	EPA Certification Preparation	60	4

Schedule

9:00 am - 2:00 pm Monday through Thursday
6:00 pm - 10:00 pm Monday through Thursday

Massage Therapy

Mode of Delivery	**Residential**
Credential Awarded	**Diploma**
Program Quarter Credits	**0**

Instructional Weeks	31.00
Total Clock Hours	Including Recognized Homework Hours: 750

Objective

The objective of the Massage Therapy program is to train students to acquire satisfactory skills and demonstrate competence in a variety of massage therapy practices and procedures.

Description

The Massage Therapy program will teach students to be able to communicate effectively with clients, massage colleagues, and the medical community using correct anatomical terminology. Further, they will have an understanding of common pathologies and the effect of medications on the body. They will have an understanding of the business of massage including establishing practice, computer skills, interview skills, and professional interpersonal skills. Professional ethics and boundaries will also be taught.

Massage Therapy students will be able to conduct a full body Swedish massage. Further, students will learn Deep Tissue techniques and train in Integrative Massage utilizing a combination of various techniques that include Swedish massage, and Neuromuscular Therapy. The clinic experience is essential to help students refine their skills. Within the coursework short trainings (usually a day in duration) on a number of modalities are presented. These are offered to show students the diversity of services available to include in their practices as their careers advance. These courses may include Spa Techniques, Hot Stone Massage, and Energy Work to name a few.

Massage Therapy Clinic

Massage Therapy students complete 96 hours of clinic experience which includes administrative, supervisory, and practitioner assignments. Students use their acquired knowledge and skills in a setting within the Fortis Institute - Towson public massage clinic. Grading for the Student Clinic module is based on professionalism, attendance, organization and management skills, client assessment, and the satisfactory completion of a minimum of 25 full body massages with documentation of treatment.

Credentialing Exams

Massage Therapy students sit for a State approved licensing Examination during training. The approved examination is the Massage & Bodywork Licensing Examination (MBLEX) offered by the Federation of State Massage Therapy Boards (FSMTB). Successful completion of the examination and passage of the Maryland Massage Therapy Jurisprudence Examination are employment requirements in the state of Maryland to practice massage therapy. The cost of these exams is included in the total cost of the program.

Upon successful completion of the MBLEX, graduates then apply to the Maryland Board of Chiropractic & Massage Therapy Examiners (Board) to be considered as a Licensed Massage Therapist (LMT) or a Registered Massage Practitioner (RMP). Majority of our graduates qualify as Registered Massage Practitioner (RMP). To be a Licensed Massage Therapist (LMT) you must also have proof of completion of at least 60 additional college credits of education in addition to completing this program. If you want more details about what you need to become an LMT you can access the Maryland Board of Chiropractic & Massage Therapy to see the requirements https://health.maryland.gov/massage. Criminal convictions may affect a student's ability to be registered or licensed.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as an LMT or RMT (if qualified).

Plan of Study

Course Code	Name	Clock Hours	Credits
MST101	Principles of Massage	48	0
MST102A	Therapeutic Massage - Swedish Massage	60	0
MST102B	Therapeutic Massage - Deep Tissue Techniques	48	0
MST102C	Therapeutic Massage - Integrative Techniques	48	0

MST103A	Anatomy and Physiology I	60	0
MST103B	Anatomy and Physiology II	48	0
MST104	Kinesiology	60	0
MST105	Practitioner Self Care	30	0
MST106	Pathology/Pharmacology & Massage Research	60	0
MST107	Allied Modalities	98	0
MSTB101	Principles of Business Software	30	0
MSTB102	Career Development/Practice Management	60	0
MSTC101	Student Clinic	100	0

Medical Assisting (Day and Evening)

Mode of Delivery	**Residential**
Credential Awarded	**Diploma**
Contact Hours	**780**
Program Quarter Credits	**46**
Total Clock Hours	**Including Recognized Homework Hours: 1,225**

Instructional Weeks 36 (Day) or 45 (Evening)

Objective

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

Description

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

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 must 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

Near the end of training students are eligible to take the National Health Career Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam. The cost of this exam is included in the total program cost.

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	Name	Clock Hours	Credits
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records and Insurance	60	4
MOA120	Electronic Health Records	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
MAS190	Externship	180	6

Schedule

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday
Evening: 6:00 p.m. – 10:00 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.

Medical Office Administration (Day and Evening)

Mode of Delivery	**Residential**
Credential Awarded	**Diploma**
Contact Hours	**780**
Program Quarter Credits	**46**
Total Clock Hours	**Including Recognized Homework Hours: 1,225**

Instructional Weeks 36 (Day) or 45 (Evening)

Objective

Quality patient care often begins in the front office when a patient enters a medical office or healthcare facility and is greeted by a knowledgeable and professional medical office administrator or assistant. Medical office administrator/assistants provide support to patients and providers by performing vitally important administrative functions, such as greeting patients, scheduling appointments, verifying insurance eligibility, patient medical records, copay collections, and insurance billing. The objective of the Medical Office Administration program is to prepare students with a solid foundation of knowledge and technological skills so that they can seek entry-level positions in medical and allied health facilities.

Description

The Medical Office Administration curriculum provides fundamental knowledge and a hands-on skill expected in the workplace at the entry level and prepares students to effectively support a medical office or facility. Students acquire general administrative and organizational skills as well as sound knowledge of medical terminology, insurance, basic coding, hospital admissions and medical billing. Students learn to use management and electronic health record software for efficient management of patient health information to complete daily office tasks.

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

Toward the completion of training students are eligible to take National Health-career Association's (NHA) Certified Medical Administrative Assistant (CMAA) exam. The cost of this exam is included in the total program cost.

Career Opportunities

Graduates of the Medical Office Administration program leave the program equipped with professional competencies to seek entry-level employment for positions such as: Medical Office Assistant, Administrative Medical Assistant, Patient Account Representative, Insurance Billing Representative, Medical Records Clerk, and Patient Financial Services Representative.

Plan of Study

Course Code	Name	Clock Hours	Credits
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
MBC125	Reimbursement Methods and Procedures	60	4
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records and Insurance	60	4
MOA120	Electronic Health Records	60	4
MOA125	Medical Insurance and Billing	60	4
MOA130	Bookkeeping in the Medical Office	60	4
MOA135	Administrative Specialties and Career Development	60	4
MOA190	Externship	180	6

Schedule

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday
Evening: 6:00 p.m. – 10:00 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.

Pharmacy Technician

Mode of Delivery	Residential
Credential Awarded	Diploma
Contact Hours	780
Program Quarter Credits	46
Instructional Weeks	36.00
Total Clock Hours	Including Recognized Homework Hours: 1,225

Objective

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

Description

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

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real- life situations in a 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

Toward the completion of training, students are eligible to take a Maryland state board of pharmacy approved exam. The cost of this exam is included in the total program cost.

Career Opportunities

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

Plan of Study

Course Code	Name	Clock Hours	Credits
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology	60	4
AHP106	Medical Anatomy and Physiology	60	4
PHT110	Fundamentals of Pharmacy	60	4

PHT115	Mathematics for Pharmacy Technicians	60	4
PHT120	Drug Classification Systems	60	4
PHT125	Pharmacy Practice and Principles	60	4
PHT130	Pharmacology for Pharmacy Technicians	60	4
PHT135	Intravenous Admixtures and Aseptic Compounding	60	4
PHT140	Certification Preparation and Career Development	60	4
PHT190	Externship	180	6

Schedule

9:00 a.m. – 2:00 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.

Courses

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

AHP - Allied Health Professions

AHP101: Introduction to Health Professions

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

AHP105: Medical Terminology

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

AHP106: Medical Anatomy and Physiology

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

DAS - Dental Assisting

DAS110: Fundamentals of Dental Assisting

This course presents the foundational principles of the dental assisting profession and the science of dentistry. 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, and histology. Students will be introduced to nutrition and the effects it has on oral and overall health.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

DAS116: Infection Control

This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry. This includes infection prevention and control practices, the chain of infection, standard and transmission-based Precautions, barriers, and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

DAS120: Dental Procedures and Techniques

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	DAS110

DAS125: Dental Materials and Lab Techniques

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	DAS110

DAS130: Dental Restorative Procedures

The goal of this course is to introduce students to the practices in dentistry, and the foundations of radiography, radiation safety, infection control, and quality assurance involving dental radiography. The student should be able to describe dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	DAS110

DAS135: Dental Radiology

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	DAS110

DAS140: Dental Office Procedures and Billing

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

DAS145: Dental Specialties and Expanded Functions

In this course, students will explore expanded dental assistant functions within the dental specialties endodontic, 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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	DAS135

DAS151: Dental Capstone

This course provides a comprehensive review of program contents to prepare students to enter the externship experience. Students are also given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence, communication, business office procedures, infection and hazard control, instrumentation, illumination, radiology, dental charting and chairside functions are reviewed.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	DAS135

DAS190: Externship I

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 firsthand 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.

Credits	6
Clock Hours	160
Lecture Hours	10
Externship Hours	150
Prerequisites	Successful completion of all preceding program courses

DAS195: Externship II

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 firsthand 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.

Credits	6
Clock Hours	160
Lecture Hours	10
Externship Hours	150
Prerequisites	Successful completion of all preceding program courses

HVR - Heating, Ventilation, Air Conditioning and Refrigeration

HVR105: Thermodynamics

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR110: Practical Applications Of Electricity

This course delivers the practical applications of electricity in relation to Heating, Ventilation, Air Conditioning (HVAC) systems & 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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR115: HVACR Controls

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 there characteristics.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR120: Controls, Motors, And Motor Controls

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR125: Refrigerants

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR130: Residential Air Conditioning

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR140: Commercial Refrigeration Concepts

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR125

HVR141: Industrial Refrigeration And Commercial Air Conditioning

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR125

HVR150: Electric Heat And Heat Pumps

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 sequences, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR105

HVR155: Gas Heating Systems

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

HVR160: Oil Heating Systems

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR105

HVR165: HVAC System Performance

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR105

HVR170: Water-Based Heating Systems

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR105

HVR175: HVAC Troubleshooting And Service Calls

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR105

HVR180: EPA Certification Preparation

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	HVR105 and HVR125

MST - Massage Therapy

MST101: Principles of Massage

This course is the student's introduction to massage therapy including history, purposes of massage, indications and contraindications for massage, hygiene, sanitation, and safety requirements for the practice of massage therapy. This course will also place emphasis on professionalism and ethics.

Clock Hours	48
Lecture Hours	48
Semester Credits	3
Prerequisites	None

MST102A: Therapeutic Massage - Swedish Massage

This course introduces the student to the basic techniques and strokes used in Introductory (Swedish) therapeutic massage, Presented in a protocol driven, practical application of them. Students learn and refine practitioner body mechanics and movement, and client positioning and draping techniques. Protocols and full body massage sessions will be practiced on and evaluated by classmates and instructors.

Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	MST101

MST102B: Therapeutic Massage - Deep Tissue Techniques

Students will continue their study of massage therapy with a focus on deep tissue massage principles and techniques. Through the use of targeted body area protocols, students will examine and practice deep tissue massage approaches to common health problems, complaints, and injuries. Students will demonstrate their new skills through regular massage lab work sessions with classmates and touch feedback from the instructor.

Clock Hours	48
Lab Hours	30
Lecture Hours	18
Prerequisites	MST101

MST102C: Therapeutic Massage - Integrative Techniques

This lab course provides extensive bodywork practice for students in Swedish and Deep Tissue Techniques for full body massages and seated chair massage techniques.

Clock Hours	48
Lab Hours	30
Lecture Hours	18
Prerequisites	MST101

MST103A: Anatomy and Physiology I

Anatomy and physiology is the study of the structure and function of the human body, its systems, and the common conditions and diseases associated with these systems. This course is the educational foundation for any student wishing to enter the field of manual therapy. Special emphasis is placed on the muscular, skeletal, and nervous systems.

Clock Hours	60
Lecture Hours	60
Semester Credits	4
Prerequisites	MST101

MST103B: Anatomy and Physiology II

Anatomy and physiology is the study of the structure and function of the human body, its systems, and the common conditions and diseases associated with these systems. This course is the educational foundation for any student wishing to enter the field of manual therapy. Special emphasis is placed on the circulatory, lymphatic, immune, and digestive systems.

Clock Hours	48
Lecture Hours	48
Semester Credits	3
Prerequisites	MST101

MST104: Kinesiology

This class is an in-depth study of the muscles of the human body and their corresponding kinetic movements. Students will learn the origins, insertions, and actions of all major muscle groups, the classification of joints and joint types, and dynamic effect of muscles on body movement. Introduction to palpation skills for basic assessment will also be introduced.

Clock Hours	60
Lab Hours	30
Lecture Hours	30
Semester Credits	3
Prerequisites	MST101

MST105: Practitioner Self Care

This course will teach the therapist muscle stretching techniques and exercises that facilitate range of motion, muscle rehabilitation, and coordination, and other techniques designed to promote practitioner self-care and well-being.

Clock Hours	30
Lab Hours	15
Lecture Hours	15
Semester Credits	1.5
Prerequisites	MST101

MST106: Pathology/Pharmacology & Massage Research

This course is a general study of the physiological processes associated with disease. It includes a study of the causes and risk factors of many classifications of diseases as well as of new technology and therapies used to prevent and treat certain conditions. A basic study of HIV/AIDS research is also presented. In addition to classroom theory the students will do a research project on a specific topic related to the pathology and related massage therapy applications. Students will also learn about commonly used medications, their relationships to pathology, and how they can affect the massage process.

Clock Hours	60
Lecture Hours	60
Prerequisites	MST101, MST102A, MST102B, MST102C, MST103A, MST103B, MST104

MST107: Allied Modalities

Students are introduced to the theory and/or application of allied modalities currently being practiced in the massage field. Students study and review for the Licensing Exam and State of Maryland Jurisprudence exam. Examples of other modalities may include sports massage, reiki/introduction to energy, prenatal/ pregnancy massage, myofascial release techniques, aromatherapy, reflexology, and spa techniques.

Clock Hours	98
Lab Hours	38
Lecture Hours	60
Prerequisites	MST101

MSTB101: Principles of Business Software

This course presents an introduction to the computer and its basic functions and applications, including Windows, word-processing, databases, and spreadsheets. Internet use for research purposes is also included.

Clock Hours	30
Lab Hours	23
Lecture Hours	7
Semester Credits	1
Prerequisites	MST101

MSTB102: Career Development/Practice Management

This course includes theory and practice of applying for employment, completing applications, preparing a resume, and personal interviews. Students will also develop positive self-awareness skills needed to obtain success in the workplace. They will discuss business opportunities, marketing, management, basic bookkeeping knowledge, file management, insurance requirements, and operational licenses that may be required in the operation of a private practice.

Clock Hours	60
Lab Hours	15
Lecture Hours	45
Semester Credits	3.5
Prerequisites	MST101

MSTC101: Student Clinic

Massage Therapy students complete 100 hours of clinic experience which may include administrative, supervisory, and practitioner assignments. Students use their acquired knowledge and skills in a setting within the Fortis Institute-Towson public massage clinic. Grading for the Student Clinic module is based on Professionalism, attendance, organization and management skills, client assessment and satisfactory completion of a minimum of 25 full body massages and 10 seated sessions with documentation of treatment.

Clock Hours	100
Clinical Hours	100
Prerequisites	MST101, MST102A, MST102B, MST102C, MST103A, MST103B, MST104, MST105, MST106, MST107, MSTB101, MSTB102

MAS - Medical Assisting

MAS110: Clinical Procedures and Techniques

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

MAS115: Laboratory Procedures and Techniques

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MAS110

MAS125: Invasive Clinical Procedures

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MAS110

MAS135: Certification Review and Career Development

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MAS110

MAS190: Externship

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

Credits	6
Clock Hours	180
Externship Hours	180
Prerequisites	**Successful completion of all preceding program courses**

MBC - Medical Billing and Coding

MBC125: Reimbursement Methods and Procedures

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MOA115

MOA - Medical Office Administration

MOA110: Medical Office Procedures

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

MOA115: Medical Records and Insurance

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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

MOA120: Electronic Health Records

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

MOA125: Medical Insurance and Billing

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MOA115

MOA130: Bookkeeping in the Medical Office

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethics issues will be examined.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MOA115

MOA135: Administrative Specialties and Career Development

Through a comprehensive review of all skills acquired in previously completed office administration classes, the student will prepare to sit for the NHA Certified Medical Administrative Assistant (CMAA) examination. Students will explore career development and employment opportunities. Topics discussed will include: cover letters, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after interviews, and continuing education. Life skills and professional behaviors will also be addressed.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	MOA115

MOA190: Externship

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the 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.

Credits	6
Clock Hours	180
Externship Hours	180
Prerequisites	All program courses

PHT - Pharmacy Technician

PHT110: Fundamentals of Pharmacy

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

PHT115: Mathematics for Pharmacy Technicians

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

PHT120: Drug Classification Systems

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

PHT125: Pharmacy Practice and Principles

Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between Preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None

PHT130: Pharmacology for Pharmacy Technicians

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	PHT110

PHT135: Intravenous Admixtures and Aseptic Compounding

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	PHT110

PHT140: Certification Preparation and Career Development

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	PHT110

PHT190: Externship

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

Credits	6
Clock Hours	180
Externship Hours	180
Prerequisites	Successful completion of all preceding program courses

SKW - Skilled Workforce Professions

SKW101: INTRODUCTION TO THE SKILLED PROFESSIONS

In this course students will receive an overview of the trades' 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.

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	None