FORTIS INSTITUTE

2025-2026 CATALOG

Effective Date: September 21, 2026

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For consumer info visit www.fortis.edu

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Calendars

Campus Holiday And Break Schedule

(No classes scheduled on the following days)

Date	Holiday
01-01-25	New Year's Day
01-20-25	MLK Day
04-18-25	Good Friday
05-26-25	Memorial Day
06.20.25	Juneteenth (NJ Observance)
06-30-25 to 7-6-25	Independence Day/Summer Break
09-01-25	Labor Day
11-11-25	Veteran's Day
11-27-25 to 11-30-25	Thanksgiving Break
12-22-25 to 12-28-25	Winter Break (return 12/29)
12-31-2025	New Year's Eve
1-1-26	New Year's Day
1-19-26	MLK Day
4-3-26	Good Friday
5-25-26	Memorial Day
6-19-26	Juneteenth (NJ Observance)
7-3-26 to 7-5-26	Independence Day/Summer Break
9-7-26	Labor Day
11-11-26	Veteran's Day
11-26-26 to 11-27-26	Thanksgiving Day Break
12-24-26 to 12-27-26	Winter Break (return 12/28)

Start Dates

Day Programs

Lab Technician (LT)

Forty-five (45) instructional week certificate program with a completion date, which includes an approximate five- week Externship class.

Start Date
11.21.24
01.10.25
02.19.25
03.27.25
05.03.25
06.11.25
07.25.25

Start Date
09.03.25
10.09.25
11.17.25
01.05.26
02.11.26
03.19.26
04.27.26
06.03.26
07.10.26
08.17.26
09.23.26
10.29/26
12.09.26

Dental Assisting I (DA)

Thirty-six (38) instructional week certificate program with a completion date, which includes an approximate five- week Externship class.

Start Date
12.18.24
02.12.25
03.27.25
05.12.25
06.26.25
01.08.26
02.23.26
04.08.26
05.21.26
07.06.26
08.18.26
10.01.26
11.13.26

Medical Assisting (MA)

Thirty-six (36) instructional week diploma program with a completion date which includes an approximate six-week Externship class.

Start Date
12.09.24
01.27.25
03.10.25
04.21.25
06.02.25
07.21.25

Start Date
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Medical Billing and Coding (MBC)

Forty-eight (48) instructional week diploma program with a completion date, which includes an approximate six- week Externship class.

Start Date
12.09.24
01.27.25
03.10.25
04.21.25
06.02.25
07.21.25
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Electrical Systems Technician (EST)

Forty-eight (48) instructional week diploma program

Start Date
12.09.24
01.27.25

Start Date
03.10.25
04.21.25
06.02.25
07.21.25
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Heating, Ventilation, Air Conditioning and Refrigeration
(HVACR) Sixty (60) instructional week diploma program

Start Date
12.09.24
01.27.25
03.10.25
04.21.25
06.02.25
07.21.25
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Evening Programs

Dental Assisting I (DA)

Fifty-three (53) instructional week certificate program with a completion date which includes an approximate six- week Externship class.

Start Date
01.27.25
03.27.25
05.21.25
07.30.25
10.01.25
12.04.25
02.17.26
04.20.26
06.23.26
08.24.26
10.22.26

Medical Assisting (MA)

Thirty-six (36) instructional week diploma program with a completion date which includes an approximate six- week Externship class.

Start Date
12.09.24
01.27.25
03.10.25
04.21.25
06.02.25
07.21.25
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Electrical Systems Technician (EST)

Forty-eight (48) instructional week diploma program

Start Date
12.09.24
01.27.25
03.10.25
04.21.25
06.02.25
07.21.25
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Heating, Ventilation, Air Conditioning and Refrigeration
(HVACR) Sixty (60) instructional week diploma program

Start Date
12.09.24
01.27.25
03.10.25
04.21.25
06.02.25
07.21.25
09.02.25
10.13.25
11.24.25
01.12.26
02.23.26
04.06.26
05.18.26
06.29.26
08.10.26
09.21.26
11.02.26
12.14.26

Each term is six weeks in length. Each quarter is twelve weeks in length. Not all programs have a start each term.

Term dates are subject to change.

Introduction and Overview

History And Ownership

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

Fortis Institute was originally founded in 1970 as Berdan Institute in Pompton Lakes, New Jersey. The school moved to Totowa, New Jersey in 1976. Fortis (then Berdan Institute) accepted its first class of Medical Assistants in 1977, in 2010; the school changed its name to Fortis Institute. Today, the school offers programs in Medical Billing and Coding, Dental Assisting I, Medical Assisting, Lab Technician, Electrical Systems Technician, and Heating Ventilation, Air Conditioning, and Refrigeration (HVACR).

Consumer Information

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

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

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

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

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

- 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 Education 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, 201Willowbrook Blvd., Wayne, NJ 07470.

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

Accreditation, Licenses, And Approvals

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School'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 is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. 301.291.7550.
- Fortis Institute is licensed by the New Jersey Department of Labor and Workforce Development. One John Fitch Plaza, P.O. Box 110, Trenton, NJ 08625-0110. (609) 659-9045, www.nj.gov/labor/.
- The dental radiography component of the Dental Assisting I program is approved by the New Jersey Department of Environmental Protection, Radiologic Technology Board of Examiners, Bureau of X-Ray Compliance, P.O. Box 420, Trenton, NJ 08625-0420. (609) 984-5890, www.nj.gov/dep/rpp.
- Fortis Institute in Wayne, NJ is authorized to offer its programs for the training of veterans and their dependents through this New Jersey State Approving Agency: US Department of Veterans Affairs, Newark Regional Office, 20 Washington Place, Newark, NJ 07102. (800)-827-1000, https://www.benefits.va.gov/newark.

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

Mission And Purposes

Fortis Institute provides postsecondary career education to both traditional and nontraditional students through a variety of certificate and diploma programs that assist adult students in enhancing their career opportunities and improving problem- solving abilities. Fortis Institute strives to develop within its students the desire for lifelong and continued education. The staff of Fortis Institute believes that they make an important contribution to the economic growth and social well-being of the area. Fortis Institute educates its students to help meet the economic needs of their community in entry-level positions. 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:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound certificate and 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

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.

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 Office is available for information, contacts and guidance.

mall 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 Fortis Institute's accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

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

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

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

Director of Financial Services: 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 occupies approximately 34,000 square feet within a building located at 201 Willowbrook Boulevard, Wayne, NJ 07470 well suited to its students' needs and its educational mission. In compliance with the American Disabilities Act, our campus offers facilities that are accessible to students with disabilities including, handicapped parking spaces, wheelchair ramps, elevators wide hallways, and wheelchair accessible lavatories. A student resource center is equipped with high-speed internet access, computer stations, web-based resources, programmatic textbooks, and periodicals. This school has vending machines and microwave ovens provided on-site for student needs.

Medical Labs are equipped with the necessary equipment for training medical personnel including microscopes, stethoscopes, blood pressure cuffs, ECG machines, surgical instruments, examination tables, and injection arms and skins.

The Dental Assisting I program is designed to ensure updated technologies, which are provided by offering practical laboratory materials and equipment, central sterilization, digital radiology materials and equipment and simulated clinical operatories and equipment in preparation for patient care.

The trade programs, Electrical Systems Technician (EST) and Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) laboratories are complete with equipment found within these two fields. EST has alarm systems, voice, data, home entertainment, computer, and various power tools. HVACR has residential and commercial boilers, air conditioning and refrigeration equipment, along with assorted types of equipment found within the field.

The Lab Technician program has standard equipment found in most laboratories to provide foundation and advanced lab competencies to students including Laminar Flow hoods, microscopes, centrifuges/microcentrifuges, hot plates, shaking hot water baths, UV/Vis Spectrophotometers, UV Transilluminators w/printer, Electrophoresis gel boxes w/power supply, PCR thermocycler, burettes, and incubator.

The Medical Billing and Coding program is designed to provide both didactic and computer lab experience. Students are trained using the current coding books (ICD-10, CPT-4) as well as on current computerized medical billing software.

Accommodations for Students with Disabilities

Fortis College is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristics. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in accordance with the Applicants and Students with Disabilities Policy, will work with the applicant and/or prospective student to collect the required documentation and request forms and identify reasonable accommodations and necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Chief Transformation Officer at Education Affiliates, Inc. at vpaa@edaff.com.

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

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

Chief Transformation Officer
vpaa@edaff.com
5026D Campbell Blvd.
Baltimore, Maryland 21236
443-678-2143 (voice)
410-633-1844 (fax)

Notice of Non-Discrimination

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

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

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

Title IX Coordinator
Attention: Suzanne Peters
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:

Program	SLE minimum entrance requirements
Dental Assisting I	11
Electrical Systems Technician	11
Heating, Ventilation, Air Conditioning, and Refrigeration	11
Lab Technician	11
Medical Assisting	11

Program	SLE minimum entrance requirements
Medical Billing and Coding	13

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

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

Additional Admissions Requirements For The Dental Assisting I Program

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Dental Assisting I program. As a condition of enrollment, applicants to the Dental Assisting I program are required to attest that they are of good moral character as required by the New Jersey Bureau of Radiological Health and will therefore undergo a criminal background check as an admission requirement of Fortis Institute. Applicants will be asked if they have ever been convicted of any Federal or state crime(s). If so, additional documentation may be required, and admission may be denied if the documentation warrants. A prospective or enrolled student with a felony conviction (in New Jersey or nationwide) may not be admitted or allowed to continue enrollment in the Dental Assisting I program if the documentation reveals that he or she is not of –good moral character as required by the State of New Jersey Bureau of Radiological Health.

Additional Admissions Requirements For Hybrid Programs

In addition to the General Admissions Requirements, the following are additional admissions requirements for students enrolling in a hybrid program.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a 70% or higher. Applicants who do not achieve a passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve a passing score on the second administration of the school's Online Competency Assessment, the applicant is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.

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 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 of Education, and, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission

requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of 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, Dean 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, Dean of Education will establish a course schedule for program completion.

Orientation

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

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

Transfer Of Credit

Transfer of credit is always the decision of the individual college or university and is controlled by the receiving institution. Accreditation does not guarantee transfer of credits. Students interested in transferring credits earned at Fortis Institute should check with the receiving institution directly to determine to what extent, if any, credits can be transferred.

The request to transfer credit must be initiated by the applicant or student. Requests for transfer credit should be submitted prior to enrollment, and only under extenuating circumstances may an exception be made with the approval of the Campus President, in which case all necessary documents must be received no later than 14 calendar days after the start date 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 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 Chief Transformation Officer 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 Dean of Education and the Registrar. The Dean of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
    a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of D or higher if a D is passing for that program.
    b. Courses that are not a part of the enrolled program will be evaluated for transfer credits as per normal policy.
    c. This is applicable for campus-to-campus transfers within the same program, and campus to campus transfers into new programs that share course codes.
2. Students who are re-enrolling into the same Campus or re-entering into a new program or program version will have all applicable courses Associated to the new program. Any courses that cannot be Associated may be evaluated for transfer credit.
    a. Associated courses are evaluated and documented like transfer credits, using the same forms and procedure.
    b. Applicable courses are those course codes that are the same between programs.
    c. All courses are Associated, whether passed, failed, or withdrawn, and should be included in all future SAP calculations for the program.
    d. Shared courses with a D or higher will not need to be retaken, unless that is considered a failing grade in the new program.

Articulation Agreements

Fortis Institute has no established articulation agreements.

Student Physical Location

Fortis Institute reviews admissions applications and may enroll students who are residents of New Jersey 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 in Wayne, New Jersey.

Should the student change their address while enrolled at Fortis Institute, the student is required to notify the School's personnel: Business office, Financial Aid, Registrar, or Front Desk to make an update to their physical location as needed. Should the student move out of the above listed states while enrolled at Fortis Institute, 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 I, Medical Assisting And Medical Assisting Programs

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

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

Current BLS CPR Card

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.

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 of Education in consultation with the Regional Dean of Education.

Immunizations

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

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

Dental Assisting

For successful completion of the Dental Assisting program, students must achieve a minimum passing score of 84% in both DAS152 Capstone and Career Development and DAS136 Dental Radiology. Students must pass the laboratory evaluations in all courses. In accordance with New Jersey Department of Environmental Protection (D.E.P.) requirements, students must maintain 100% attendance in the Dental Radiology course (DAS136) to be eligible for completion. Additionally, students are only allowed two attempts to pass Dental Radiology DAS136, failure to meet the requirements after the second attempt will result in dismissal from the program.

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.

Incomplete Grade Policy

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete (“I”) at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him/her from completing the required coursework by the last

scheduled day of class. Students must request an Incomplete grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and is responsible for obtaining approval signature from the Program Director or Dean of Education before turning the form into the Registrar for recording.

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

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

Online Courses

Students request an Incomplete by contacting the instructor prior to the last day of the completed academic term. The online instructor will submit the form to online leadership and the online leadership will review and, if appropriate, approve the Incomplete. The student must submit all incomplete work no later than 14 days after the last day of the completed academic term and notify the online instructor when the incomplete work has been completed.

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 Dean 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 Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

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

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of “AU;” neither do they count as part of a student’s full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (6 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

Course Refresher

To refresh their knowledge and skills, graduates of Fortis Institute may enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Graduates seeking to take a refresher course must contact the Dean of Education to determine availability of course(s). Because of space limitations, graduates may not be permitted to take laboratory or clinical/externship activities or

experiences. Refresher courses are not graded, and no credit is earned. Graduates taking refresher courses must abide by current school rules and regulations, particularly in attendance and punctuality. Graduates will need to purchase the appropriate textbook(s) associated with the class.

Transcript Of Grades

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

Graduation Requirements

Upon successful completion of all requirements of their chosen program of study, students will be awarded the diploma or certificate 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 credits 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, Dean of Education, Registrar, Financial Aid, and Career Services
5. Returned any school property, including books and equipment
6. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.

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 Dean of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Dean of Education.

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

Academic Appeals

Dismissal Appeals

The Student Academic Appeal policy provides students a way to appeal dismissal from their academic program. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog.

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

The Dean of Education will convene a meeting of the Academic Review Board, consisting of the one program director who was not the instructor for the course and the Dean of Education and Campus President. This meeting will be held within seven calendar days of the Dean of Education 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 and posted daily. 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 making up assignments and work missed as a result of absence at the discretion of the instructor. The instructor may assign additional outside make-up work to be completed for each absence.

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

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

Attendance in Online General Education and Allied Health Courses

Students attend online General Education and Allied Health by completing the following activities in the course:

- Submitting an initial or peer response post to the discussion board (posting to the Course Café *does not* give a student attendance)
- Submitting a paper, project, or other assignment for grading
- Completing a quiz, mid-term, or final

Online General Education and Allied Health courses are asynchronous, meaning there are typically no weekly live lectures for students to attend.

Additional Program Attendance Policies

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

Make-Up Work

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

Tardiness/Early Departure

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

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.

If a student is considering withdrawing from a course or from the Institute, the student should contact and meet with the Dean 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.

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

Clock Hour of Instruction

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

Clock To Credit Hour Conversion Formula

Definition of a Credit Hour

Fortis Institute uses the following clock hour to semester and quarter credit hour conversions.

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 hour 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. One quarter credit hour is defined as:

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

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

Out-Of-Class Work

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

Types of Out-of-Class Work

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

Assignment of Out-of-Class Work

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

Out-of-Class Work in Online Courses

Out-of-Class work in online courses includes quizzes, exams, and written assignments. Due to the nature of online courses, out-of-class work accounts for more than 20% of the final course grade. Each online course syllabus outlines the specific out-of-class work for each course.

Maximum Class Size

Course Component	Allied Health	Trades
Lecture	35:1	30:1
Lab	20:1	20:1
Online Courses	25:1	N/A

Course Programming

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

Classes may be scheduled between 7:00 a.m. and 11:00 p.m., Monday through Friday.

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

Institute Closures

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

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

School Closures and Online Courses

Online courses typically continue to run during weather or other emergencies. Exceptions will be communicated to students by the online faculty or staff.

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.

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/ Certificate Programs

PROGRAM	TUITION	ADMIN & TECH FEE	BOOK CHARGES	E-BOOKS	UNIFORMS	LAB AND INSTRUCTIONAL MATERIAL FEE	STUDENT \TOOL KIT	LAPTOP	CREDENTIAL EXAM	TOTAL COST
LAB TECHNICIAN	$22,302	$200	$580	0	0	$1,600	0	$941	0	$25,623
DENTAL ASSISTING	$20,923	$201	$540	0	0	$675	0	$941	$540	$23,820
ELECTRICAL SYSTEMS TECHNICIAN	$19,412	$125	$1,516	0	0	$250	$600	$941	0	$22,844
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	$24,325	$125	$666	0	0	0	$859	$941	0	$26,916
MEDICAL ASSISTING	$16,686	$178	$122	$448	0	0	$61	$941	$136	$18,572
MEDICAL BILLING AND CODING	$19,656	$203	$358	$630	0	0	0	$941	$120	$21,908

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 contract 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. 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 governmental 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. 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 governmental 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 Term or Module Taught	Refund Percentage
Less than 10%	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50%	No Tuition Refund

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.

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 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 third (3rd) business day (excluding weekends and holidays) 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, 201 Willowbrook Boulevard, Wayne, NJ 07470, Attention: Campus President. If the applicant for admissions cancels his or her enrollment as noted above more than three (3) business days, excluding weekends and holidays, 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 three (3) business days excluding weekends and holidays of signing the Enrollment Agreement.

Other Charges

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

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.

Financial Assistance Programs

Fortis Institute maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering 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.fortisedu.info/.

Federal Pell Grant

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available online at 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 FinAid, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at www.FinAid.org.

- **Vocational Rehabilitation**
  Vocational Rehabilitation, is a one-stop career development program that offers individuals with disabilities a wide range of services designed to provide them with the skills, resources, attitudes, and expectations needed to compete in the interview process, get the job, keep the job, and develop a lifetime career. Funding is determined based on financial need, physical need, and the availability of funds.
- **Workforce Investment Act**
  Workforce Investment Act is designed to assist students who have been affected by the downturn in the economy to reenter the

workforce in a career where they can excel and benefit the employer at the same time. This is a state funded program that has regional offices in most parishes that award funding for that specific parish. The funding is awarded based on need, availability, and several other factors. Students must meet with a counselor at the One- Stop Career Center in their area prior to entering an education program.

Verification

A student's Free Application for Federal Student Aid (FAFSA) may be selected by the U.S. Department of Education for a process called "verification" to verify the information on the application. Students are reminded to provide truthful and accurate information. Students who are selected for verification will be contacted by the Financial Aid Office and given a verification worksheet that includes specific requirements, deadlines, and consequences of non-compliance. To complete the verification and remain eligible for Financial Aid, the student must submit the verification worksheet as well as tax/income information as directed by the Financial Aid Office.

Fortis College has developed policies and procedures regarding the verification of information provided by the FAFSA under the Title IV Programs. For more information regarding the policies and procedures for verification, please consult the College's Consumer Information Guide or contact the Financial Aid Office.

Return Of Title IV Funds Policy

If a student withdraws from the Institute and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, semester, 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 of one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

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

$$\frac{\text{No. of Scheduled Hours in the Payment Period through Withdraw Date}}{\text{Total Schedule Hours in the Payment Period}}$$

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

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

Title IV FSA funds that required 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: https://www.fortis.edu/consumer-information.html?campus=/campuses/new-jersey/wayne

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

Maximum Time Frame

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

Quantitative Requirement Credit Completion

Each student must complete a minimum number of credits by the end of each SAP evaluation period. Only satisfactorily completed course credits are counted as credits completed. Satisfactorily completed course credits include those for which a student receives a grade other than a "W," "WF" or "F." All courses for which a student receives a grade, whether passing or failing, a withdrawal ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program will be counted as credits attempted and credits

completed. A student's SAP standing will be calculated based on the student's entire history of enrollment in a specific program of study, except as noted below. (See Credit Completion requirements at each Evaluation Level in the charts below.)

Academic/Financial Aid Warning

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

SAP Tables

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

Programs of Study of More than One Academic Year

Dental Assisting I, Heating, Ventilation, Air Conditioning and Refrigeration and Lab Technician, Electrical Systems Technician

Evaluation Levels	Cumulative Credits Attempted (including transfer credits	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 18	50%	1.50
2	18.1 to 30	60%	1.75
3	30.1 &Higher	67%	2.0

Satisfactory Academic Progress (SAP) – Clock Hour Programs

The Institute's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (clock hour completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are primarily used 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 the student's prior payment period. The Institute will provide at a minimum, a cumulative academic grade point to each student at the end of each payment period, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all courses and credits attempted and completed and a cumulative grade point average. Second and subsequent evaluation and payment periods do

not begin until the student has completed all of the clock hours required in the prior payment period. Excused hours of absence are permitted up to a maximum of 10% of the scheduled clock hours unless the excused clock hours need to be completed to meet graduation or licensure requirements.

Maximum Time Frame

"Normal completion time," for purposes of this SAP policy for clock hour programs, is the period of time, measured in weeks, that it should take a student to complete his or her program of study. The number of weeks for normal completion time is computed by dividing the number of scheduled clock hours in each full week of instruction according to the student's enrollment agreement by the total number of clock hours in the program of student (rounded up). The maximum time frame in which a student may complete his or her program of study is 150% of the weeks for normal completion time for the program of study.

Quantitative Requirement Credit Completion

Each student must successfully complete a minimum number of clock hours in the weeks scheduled for each payment period. At a minimum, students must complete 67% of the scheduled clock hours for the weeks in a payment period. (See the clock hour completion requirements at each payment period in the charts below.) Scheduled breaks and holidays and weather-related or similar Institute closures are excluded in determining the weeks in any payment period for purposes of determining SAP. All transfer clock hours accepted toward the student's program will count as clock hours attempted and clock hours completed.

Qualitative Requirement – Cumulative Grade Point Average (GPA)

The Institute measures qualitative progress on the basis on a 4.0 grading 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 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 clock hours completed or cumulative grade point average in accordance with the requirements at the appropriate "Evaluation Level" will receive a written notification from the Director of Education or his/her designate stating that he or she is being placed on an Academic/Financial Aid Warning. A student in the Academic/Financial Aid Warning status will have one additional payment period to correct the deficiency and meet the minimum requirements at the end of his/her next payment period. 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 unless the student submits an appeal (see description below) and is granted "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP may make application for re-admission.

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level for the Medical Assisting and Medical Billing and Coding Quarter Credit Hour programs.

Programs of Study of One Academic Year

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

Programs of Study of More than One Academic Year

(Quarter CreditPrograms) Evaluation Levels	Cumulative Quarter Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Quarter 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

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

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

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

If a student successfully appeals his or her loss of federal financial aid eligibility, the student's financial aid eligibility will be reestablished. 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 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/Institute and Reinstatement of Financial Aid

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

Students may regain federal financial aid eligible by achieving the minimum qualitative and quantitative standards. Students can accomplish this by raising their cumulative GPA and/or completing an appropriate number of courses to raise the number of credits successfully completed versus attempted. This can be achieved by successfully completing the necessary courses(s) at the Institute at the student's 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 Director of Financial Services and Dean of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the 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' 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 form 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.

Incomplete Grades, Remedial, and Non-Credit Courses

Credits associated with courses in which an incomplete ("I") grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute. However, the "I" grade is a temporary grade and will be changed to a letter grade which will then be calculated in the cumulative GPA for SAP.

Termination

The Institute reserves the right to terminate a student's enrollment if, during the student's program of study, the Institute determines that the student has failed to maintain satisfactory academic progress, comply with the Institute's rules and regulations as published in the Institute's Catalog, or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the Institute for failure to maintain SAP may reapply for admission; however, until SAP status is re- established, the student will not be eligible for any form of federal financial aid. A student making application for re- admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum 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 Dean of Education.

Internet Usage

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

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

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

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

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

- Sending, printing, or posting discriminatory, harassing, or threatening messages or images
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements.
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission.
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the College'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 Dean of Education or his/her designee immediately.

Dress Code

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

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

- Any clothing showing obscenities.
- Clothing in ill repair (e.g., ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length.
- Facial or tongue jewelry

- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Personal Hygiene

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

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in 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 regards to the Drug Free Institute Policy and Program, the Institute reserves the right to administer random drug testing and/or reasonable suspicion testing of its students. Students in violation of the Drug Free Institute Policy will be dismissed and will not be eligible for readmission.

Additional information is included in the Institute's *Consumer Information Guide*, available online at http://www.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 Statistics Report is distributed to all enrolled students and employees and is available upon request to prospective students. Students receive a direct URL/link to the Campus Crime Statistics Report prior to enrollment via the Student Acknowledgement Form. It should be noted that this report is updated annually and distributed via email by October 1 of each year.
- Information on Crime Statistics is also available on the National Center for Education 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 at 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 Dean of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

Family Educational Rights and Privacy Act (FERPA)

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

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

Students may challenge the record for 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 Professional Liability insurance on all students and instructors while at externship or clinical sites. 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.

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 are 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 Dean of Education faculty about any accident or injury to themselves, to another student or to a patient under their care that might cause liability to the student, externship, or clinical site, or the 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.

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 authorities are:

New Jersey Department of Labor and Workforce Development
John Fitch Plaza
Labor Building, 10th Floor
Trenton, NJ 08625
(609) 659-9045
www.nj.gov/labor/

The title and address of the state approving agency for the US Department of Veterans Affairs is:

US Department of Veterans Affairs
Newark Regional Office
20 Washington Place
Newark, NJ 07102
https://www.benefits.va.gov/newark

National Accreditor Complaint Procedure:

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

The title and address of the state approving agency for the dental radiography component of the Dental Assisting I program is:

New Jersey Department of Environmental Protection
Radiologic Technology Board of Examiners Bureau of X-Ray Compliance
P.O. Box 420
Trenton, NJ 08625-0420
(609) 984-5890
www.nj.gov/dep/

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	Wes Leibig
Dean of Education	Traci Nanni-Dimmey
Career Services Director	Nancy McClelland
Director of Financial Services	Latacha Towns
Director of Admissions	Paul Noel
Business Office Manager	Brian O'Hare
Registrar	Dawn Russo
Asst Director of Admissions	Maria Romero
Admissions Advisor	Amanda Feldman
Admissions Advisor	Marlo Buonforte
Admissions Advisor	Monica Martinez
High School Coordinator	Leslie Germer
Receptionist	Jasmine Santos
Financial Aid Officer	Nadine Ho-Sang
Financial Aid Officer	Gina Watts
Career Services Advisor	Katherine Fiaschi
Student Success Coordinator	Monika Chodosh
Hybrid Coordinator	Ann Marie Amari

Academic Leadership

Dental Assisting I Program Director/Chair

Marieta Valbuena

BS- Dentistry, Centro Escolar University, Manila, Philippines
CDA Dental Assisting National Board, Chicago, IL
RDH NJ State Board of Dentistry, Newark, NJ
LRT Department of Environmental Protection, Trenton, NJ

HVACR Program Director/Chair

Rich Knubel

Diploma-HVAC, RCA Technical Institute, New York, NY

Electrical Systems Technician (Est) Program Lead Director

Anthony Tapia

Diploma-EST, Fortis Institute, Wayne, NJ, Certification

Lab Technician Program Director/Chair

Jay Dimmey

BS-Biology, Bloomfield College, Bloomfield, NJ

Medical Assisting Program Director/Chair

Lisa Maldonado
Associate of Applied Science, Berkeley College, West Paterson, NJ RMA-AMT Rosemont, IL
Medical Assistant & Office Sonography Certificate, The HoHoKus School of Science, Ramsey, NJ

Medical Billing And Coding Program Director/Chair (Hybrid Coordinator)

AnnMarie Amari
CBCS, NHA Leawood, KS

Faculty

Dental Assisting I

Olga Vitkovskiy (full-time)
BA-Hunter College, NY, NY
CDA Dental Assisting National Board, Chicago, IL
LRT Department of Environmental Protections, Trenton, NJ

Norberto Navarro (full-time)
BS-Dentistry De Ocampo Memorial College, Manila, Philippines
CDA Dental Assisting National Board, Chicago, IL
LRT Department of Environmental Protections, Trenton, NJ

Ala Karpiza (full-time)
Certificate in Dental Assisting, Fortis Institute, Wayne, NJ
CDA, Dental Assisting National Board, Chicago, IL

Rochelle Samson (full-time)
BS-Dentistry, Centro Escolar University, Manila, Philippines
CDA Dental Assisting National Board, Chicago, IL
LRT Department of Environmental Protections, Trenton, NJ

Electrical Systems Technician

Omar Holland (full-time)
Diploma in HVACR, Fortis Institute, Wayne, NJ
EPA Certification

Jeff Focht (part-time)
Middlesex County College, Electronic Engineering, Edison, NJ

Orrin Thomas (part-time)
Diploma in EST, Fortis Institute, Wayne, NJ

Masoud Ahmadi (full-time)
MS Degree, NYU, New York city, NY

HVACR

Michael Hauck (part-time)
Sussex Community College, Sussex, NJ

JayAlec Richardson (full-time)
Diploma in HVACR, Fortis Institute, Wayne
NJ EPA Certification

Stephen Graham (full-time)
Diploma in HVACR, Fortis Institute, Wayne
NJ EPA Certification

Khalid Haniff (full-time)
Diploma in HVACR, Fortis Institute, Wayne
NJ EPA Certification

Lab Technician

Monika Chodosh (Portal Administrator, Student Success Coordinator)
PhD- Biochemistry-Eriangen-Nurernbrrg, Germany

Medical Assisting

Gina Filgueiras (part-time)
Medical Assisting Certificate, Fortis Institute, Wayne
NJ CPT-NHA, Leawood, KS

Mariely DePena (full-time)
Medical Assisting Certificate, Fortis Institute, Wayne, NJ
CCMA, NHA, Leawood KS

Lorella Gloor (full-time)
Medical Assisting Certificate, Berdan Institute, Totowa, NJ
CMA, AAMA, Chicago, IL
BLS Instructor Certification, AHA-St. Joseph Regional Medical Center, Paterson, NJ

Medical Billing And Coding

Mariely DePena (full-time)
Medical Assisting Certificate, Fortis Institute, Wayne, NJ
CCMA, NHA, Leawood KS

Lorella Gloor (full-time)
Medical Assisting Certificate, Berdan Institute, Totowa, NJ
CMA, AAMA, Chicago, IL
BLS Instructor Certification, AHA-St. Joseph Regional Medical Center, Paterson, NJ

Programs

Dental Assisting I (Day and Evening)

Mode of Delivery	**Residential**
Credential Awarded	**Certificate**
Contact Hours	**1015**
Program Quarter Credits	**43**
Total Clock Hours	**Including Recognized Homework Work Hours: 1349**

Instructional Weeks 38 (Day) or 53 (Eve)

Program Descriptions

The objective of the Dental Assisting I program is to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedure, assisting at chair side using four-handed dentistry, charting, appointment scheduling, keeping patient records and sterilizing instruments. The assistant qualified in radiology may also take and expose radiographs. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory, and performance skills, as well as front office skills.

Upon satisfactory completion of the program, students will be qualified to assume entry-level positions as a Dental Assistant in dental office and clinics performing the lab techniques and office procedures described above.

Students enrolled in the Dental Assisting I program are required to participate in off-site Patient Dental Screening/Radiography Clinics. These clinics are conducted under the direct supervision of a Board Licensed Dentist. Scheduled Clinic dates will be announced in advance and students scheduled to participate are expected to attend.

Grading will be based on attendance and performance and will be averaged with the skills review grade.

The Dental Assisting I Program Radiological component is approved by the New Jersey Radiological Technology Board of Examiners.

To successfully pass the M-102 (Pre-Clinical Radiology) and the W-101 (Radiology) courses, a minimum numeric grade of 75% or higher is required and 100% attendance in the course.

Graduates of the program may be eligible to sit for the Radiation Health and Safety Examination (RHS), the Infection Control Examination (ICE), and the General Chairside Exam (GCE).

Plan of Study

Course Code	Name	Clock Hours	Credits
I-101	Emergencies in the Dental Office	20	1
I-102	Introduction to Dental Assisting	25	1
I-103	Introduction to Dental Materials	40	2
I-104	Instruments	25	1
I-105	Four-Handed Dentistry	20	1

I-106	Dental Assisting Skills	20	1
C-101	Emergencies & Pharmacology	28	1.5
C-102	Infection Control/Disease Transmission	42	2.5
C-103	Morphology	20	1
C-104	Chairside Materials	24	1
C-105	Anatomy & Physiology	36	2
B-101	Dental Specialties	40	2
B-102	Oral & Written Communications	30	1.5
B-103	Prevention and Nutrition	25	1.5
B-104	Business Administration/Professional Law & Ethics	35	2
B-105	Psychology	20	1
M-101	Head & Neck Anatomy	25	1.5
M-102	Pre-Clinical Radiology	47	2
M-103	Oral Pathology	15	1
M-104	Clinical Internship	63	1.5
W-101	Radiology	39	2
W-102	Human Relations	15	1
W-103	Lab Materials	33	1
W-104	Clinical	63	1.5
CAP-200	DA Capstone and Career Development	85	4.5
EX-501	Externship	180	4

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

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.

Electrical Systems Technician (Day and Evening)

Mode of Delivery	**Residential**
Credential Awarded	**Diploma**
Contact Hours	**960**
Program Quarter Credits	**48**
Instructional Weeks	**48.00**
Total Clock Hours	**Including Recognized Homework Work Hours: 1320**

Program Description

The Electrical Systems Technician program prepares students for entry-level positions in the field of low-voltage electronic systems. The program encompasses many facets of working with low voltage electronic systems, both with installations, troubleshooting and repair. Students will be introduced to national, state, and local regulations and building codes, safety practices, and various career paths available in the field.

Through the introduction of the basic concepts of electrical theory, student will explore electrical quantities, Ohm's Law, resistors, circuits, and measuring instruments. This program will also examine alternating current and how it produces electric power. The focus in on AC circuits containing inductance and AC circuits containing capacitors, with students applying electrical laws, theorems, and formulas in practical applications.

Through classroom presentation and lab exercises, students focus on low voltage wiring applications such as audio, video, security, telephone, computer networking, and wireless systems, in accordance with requirements set forth by the National Electrical Code. Students develop skills in cable preparation, handling, installation, and testing. Upon program completion, graduates will possess the skills to gain entry-level employment in the Electrical Electronic and Communications Technology Field.

To successfully pass the PDC-200 (Career Development) course, a minimum numeric grade of 80% or higher and 80% attendance is required in the course..

Plan of Study

Course Code	Name	Clock Hours	Credits
ICS-100	Introduction to Craft Skills	60	3
ICS-110	Mathematics for the Trades	60	3
EL-110	Electrical Theory	60	3
EL-119	Home Integration	60	3
EL-111	Electricity Essentials: AC	60	3
EL-113	Electronics for Electricians	60	3
EL-120	Residential Wiring I	60	3
EL-118	Low Voltage Wiring	60	3
EL-121	Residential Wiring II	60	3
EL-128	Data, Voice, Video Cabling	60	3
EL-130	Alarm Systems	60	3
PDC-200	Career Development	60	3
BA-004	Customer Relationship Management	60	3
EL-125	National Electric Code	60	3
EL-240	Electrical Schematics and Blueprint Reading	60	3
BUS-130	Small Business Management	60	3

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

Required externship hours may be scheduled outside of typical class sessions.
Externship hours will be available during typical office hours.
Hours are subject to change.

Heating, Ventilation, Air Conditioning And Refrigeration (Day and Evening)

Mode of Delivery	Residential
Credential Awarded	Diploma
Contact Hours	1200
Program Quarter Credits	62.5
Instructional Weeks	60.00
Total Clock Hours	Including Recognized Homework Work Hours: 1,668.75

Program Description

The Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) program provides students with skills with which to obtain entry-level employment in the climate control industry. Through classroom and lab exercises, students focus on a full range of topics in the HVACR field. The program includes training on AC circuits containing inductance and capacitors, and students apply electrical laws, theorems, and formulas to practical applications. This program emphasizes the principles and theory of thermodynamics and how they apply to the HVACR industry, as well as the methods and principles associated with evacuation, recovery and charging of HVACR equipment. Students also become familiar with direct digital controls, motors, and motor controls, including the operation, and troubleshooting of air-conditioning equipment. Students are also introduced to heating systems, where the focus is on maintenance and troubleshooting of electric and oil heating equipment, as well as geothermal heat pumps. Students are also trained in maintenance and troubleshooting techniques for gas heating equipment and controls.

This program prepares the student for the following EPA Certification-Type I Small Appliance, Type II Recovery, Recycling and Reclaim, and Type III Chiller. Upon graduation from the HVACR program, students will be qualified for entry-level work as Heating, Air Conditioning, and/or Refrigeration technicians in both residential and commercial sites.

To successfully pass the PDC-200 (Career Development) course, a minimum numeric grade of 80% or higher and 80% attendance is required in the course. To successfully pass the HV-145 (Troubleshooting) and HV-150 (EPA Certification) courses, a minimum numeric grade of 85% or higher is required and 90% attendance in the course.

Plan of Study

Course Code	Name	Clock Hours	Credits
ICS-100	Introduction to Craft Skills	60	3
ICS-110	Mathematics for the Trades	60	3
EL-110	Electrical Theory	60	3
EL-111	Electricity Essentials: AC	60	3
HV-102	Intro to Thermodynamics	60	3.5
HV-105	Intro to HVACR Controls	60	3
HV-108	Advanced Controls, Motors & Motor Controls	60	3
HV-110	Refrigerants	60	3
HV-120	Introduction to Air Conditioning	60	3
HV-121	Advanced Air Conditioning	60	3
HV-125	Introduction to Commercial Refrigeration	60	3
HV-126	Advanced Commercial Refrigeration	60	3

HV-131	Electric and Gas Heating Systems	60	3.5
HV-132	Oil Heating Systems	60	3
HV-133	Heat Pumps	60	3
HV-134	Water Based Heating Systems	60	3
HV-140	HVAC System Design	60	3.5
HV-145	HVAC Troubleshooting & Service Calls	60	3
HV-150	EPA Certification Preparation	60	3.5
PDC-200	Career Development	60	3

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

Lab Technician (Day)

Mode of Delivery	**Residential**
Credential Awarded	**Certificate**
Contact Hours	**980**
Program Quarter Credits	**41.5**
Instructional Weeks	**45.00**
Total Clock Hours	**Including Recognized Homework Work Hours: 1306**

Program Description

The Lab Technician Program prepares students for entry-level research, manufacturing, and quality control positions in academic and industrial biotechnology facilities. Students begin their academic path by entering into Standard Laboratory Operating Procedures in which they learn how to efficiently function in a laboratory setting, practicing safe laboratory techniques and applying scientific methodologies. Students then progress to perform advanced molecular studies including protein production techniques, DNA studies, and bio-manufacturing procedures, using the most up-to-date equipment including spectrophotometers, electrophoretic gel boxes, and thermocyclers. Throughout the Lab Technician Program, students develop laboratory as well as critical thinking and communication skills currently used in the biotechnology industry. Laboratory and critical thinking skills are honed by the continued practice of proper technique when performing tasks including volume and mass measurements, solution preparation, dilutions preparation, sterilization of cell cultures, etc. English communication and speech classes provide students with those important communication proficiencies, which will assist them with job interview readiness, and interaction with other employees. Through extensive reading, laboratory work, and workplace experiences, students prepare for science and administrative career opportunities in the Lab Technician field.

Upon successful completion of the training, students will be qualified to assume entry-level positions as Lab Technicians in the pharmaceutical, manufacturing, or research lab fields performing the duties stated above.

The Lab Technician is one of the most valuable individuals of the biotechnology science team. Lab Technicians can be found working in pharmaceutical, biomanufacturing, medical laboratories and research facilities. Lab Technicians are professionals who demonstrate versatility in their duties when acting as laboratory technicians, diagnostic technicians, laboratory assistants, specimen processors, and quality control laboratory operators, etc.

Plan of Study

Course Code	Name	Clock Hours	Credits
BT101	Standard Lab Operating Procedures I	80	3
BT102	Standard Lab Operating Procedures II	40	2
BT103	Recombinant Protein Production I	80	3.5
BT104	Recombinant Protein Production II	40	1.5
BT105	Biomanufacturing I	80	3.5
BT106	Biomanufacturing II	40	1.5
BT-107	Advanced Lab Techniques I	80	3.5
BT108	Advanced Lab Techniques II	100	4.5
SC010	Chemistry Basics I	20	1
SC020	Chemistry Basics II	20	1
SC030	Microbiology	40	2.5
SC040	Biomedical Ethics	40	2.5
SC050	Introduction to Pharmacology	20	1
CM010	English Composition I	40	2.5
CM020	English Composition II	20	1
CM030	English Composition III	20	1
CM040	Speech I	20	1
CM050	Speech II	20	1
EX100	Laboratory Technician Externship	180	4

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

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 Assisting

Mode of Delivery	**Hybrid - Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.**
Credential Awarded	**Certificate**
Contact Hours	**780**
Program Quarter Credits	**46**
Instructional Weeks	**36.00**
Total Clock Hours	**including Recognized Homework Hours: 1,010**

Objective

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

Description

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

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

Externship

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

Credentialing Exams

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

Career Opportunities

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

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
MAS110	Clinical Procedures And Techniques	60	4
MAS115	Laboratory Procedures And Techniques	60	4
MAS125	Invasive Clinical Procedures	60	4
MAS135	Certification Review And Career Development	60	4
MOA110	Medical Office Procedures	60	4
MOA115	Medical Records And Insurance	60	4
MOA120	Electronic Health Records	60	4
MAS190	Externship	180	6

AHP105, AHP106, MOA110, MOA115, MOA120: Online Delivery

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

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 Billing And Coding

Mode of Delivery	**Hybrid - Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.**
Credential Awarded	**Certificate**
Contact Hours	**1020**
Program Quarter Credits	**62**
Instructional Weeks	**48.00**
Total Clock Hours	**Including Recognized Homework Hours: 1,330**

Objective

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

Description

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

Externship

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

Credentialing Exams

Students in their final quarter are eligible to take National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

Career Opportunities

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

Plan of Study

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
MAS120	Human Diseases And Pharmacology	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
MBC110	Procedural And Diagnostic Coding	60	4
MBC115	Hospital, Surgical And Medical Coding	60	4
MBC120	Physician Coding	60	4
MBC125	Reimbursement Methods And Procedures	60	4
MBC130	Capstone And Career Development	60	4
MBC190	Externship	180	6

AHP105, AHP106, MOA110, MOA115, MOA120: Online delivery

Schedule

Classes may be scheduled between 7:00 a.m. – 11:00 p.m. Monday through Friday, and 7:00 a.m. – 5:00 p.m. Saturday.

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 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

BA - BA

BA-004: Customer Relationship Management

This course presents the foundations students need for developing skills and knowledge to help them work effectively with both internal and external customers. Students will study customer behavior, use of technology, diversity in customers, how to manage stress and time, how to encourage customer loyalty and how to communicate effectively in writing.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

BUS - Business

BUS-130: Small Business Management

This course examines both the risks and benefits of owning a small business. Areas of concentration will be on identifying opportunity, essential small business management, marketing growth, funding, and developing a preliminary business plan. Coursework includes both theoretical and practical applications of the entrepreneurial principles necessary for the operation of a successful small business.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

CAP - Capstone

CAP-200: DA Capstone and Career Development

This course is designed to provide the student with the necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment. In addition, this course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.

Credits	4.5
Clock Hours	85
Lab Hours	25
Lecture Hours	60
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106 C-101, C-102, C-103, C-104, C-105, B-101, B-102, B-103, B-104, B-105, M-101, M-102, M-103, M-104, W-101, W-102, W-103, W-104

ICS - Craft Skills

ICS-100: Introduction to Craft Skills

Student will be introduced to basic workplace safety, OSHA safety regulations, construction math, hand tools, power tools and construction drawings. The basic rigging techniques used to move material and equipment form one location to another on job sites is introduced. An introduction and review of the American National Standards Institute (ANSI) hand signals will be given. Proper materials handling techniques and procedures will be explained. Basic communication and employability skills will be reviewed.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

ICS-110: Mathematics for the Trades

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

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

Dental Assisting

B-101: Dental Specialties

This is a lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in chairside laboratory skills, patient education, instrument identification and usage and tray set-ups. Manipulation and fabrication of materials will also be completed. This course is designed to prepare the dental assistant student to assist the dental practitioner in endodontics, orthodontics, oral surgery, periodontics, implants, fixed and removable prosthodontics and pedodontics. Students will also demonstrate understanding of performing sealants and coronal polishing.

Credits	2
Clock Hours	40
Lab Hours	11
Lecture Hours	29
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-102: Oral & Written Communications

This course will provide the Dental Assisting student with effective methods of written and oral communication within the dental profession.

Credits	1.5
Clock Hours	30
Lab Hours	13
Lecture Hours	17
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-103: Prevention and Nutrition

This course will provide the Dental Assisting student with an understanding of the etiology and prevention of dental disease and the role of the dental assistant in patient education and maintenance of optimum oral health through application of proper oral hygiene and general health and nutrition.

Credits	1.5
Clock Hours	25
Lab Hours	3
Lecture Hours	22
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-104: Business Administration/Professional Law & Ethics

The goal of this course is to provide the Dental Assisting student with information required to manage the business office and understand ethics, malpractice, and other legal aspects of a dental practice.

Credits	2
Clock Hours	35
Lab Hours	5
Lecture Hours	30
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

B-105: Psychology

This course is designed to allow the Dental Assisting student to gain greater understanding of human behavior as it relates to the function and process of the mind and to recognize the importance of psychology in healthcare in general and dentistry in particular.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-101: Emergencies & Pharmacology

This course is designed to cover the fundamentals of pharmacology and medical emergencies to prepare the Dental Assisting student to assess the patient medical history, develop a working knowledge of prescription writing, respond appropriately to medical emergencies in the clinical setting and effectively monitor vital signs.

Credits	1.5
Clock Hours	28
Lab Hours	9
Lecture Hours	19
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-102: Infection Control/Disease Transmission

Students will study microbiology, disease transmission, instrument processing and sterilization of contaminated instruments. This course discusses the requirement of Regulatory and Advisory Agencies as they pertain to infection control in dentistry. Students will learn Chemical and Waste Management protocols. Student will learn operatory infection control with the goal of protecting dental health team members and their patients.

Credits	2.5
Clock Hours	42
Lab Hours	6
Lecture Hours	36
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-103: Morphology

This course will provide the Dental Assisting student with a basic understanding of oral embryology and the histology of the human dentition with a focus on the form structure and function of the individual teeth.

Credits	1
Clock Hours	20
Lab Hours	3
Lecture Hours	17
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-104: Chairside Materials

This course will provide the Dental Assisting student with the techniques and theory of handling common chairside materials.

Credits	1
Clock Hours	24
Lab Hours	11
Lecture Hours	13
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

C-105: Anatomy & Physiology

This course will provide the Dental Assisting student with an understanding of the study of the structure and function of the human body as it relates to the dental sciences.

Credits	2
Clock Hours	36
Lab Hours	6
Lecture Hours	30
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

I-101: Emergencies in the Dental Office

This course will introduce the student to importance of obtaining and recording vital signs including, pulse, temperature, respirations, and blood pressure. The student will become familiar with emergency prevention and assistance. Patient response, CPR, and obstructed airway techniques are addressed as well as provided in the form of a certificate of completion in Basic Life Support (BLS) for the Health Care Provider from the American Heart Association upon successful completion of the course. (CPR certification is provided and is incorporated into this class).

Credits	1
Clock Hours	20
Lab Hours	6
Lecture Hours	14
Prerequisites	None

I-102: Introduction to Dental Assisting

This course will introduce the student to the History of dentistry, infection control procedures: such as sterilization of instruments, and disinfection of treatment areas, basic tooth anatomy and charting and to introduce the different roles of the dental assistant.

Credits	1
Clock Hours	25
Lab Hours	11
Lecture Hours	14
Prerequisites	None

I-103: Introduction to Dental Materials

The course prepares the Dental Assisting student for identifying, handling, preparing, and understanding the composition of dental materials. Students will learn to recognize the various types and differences of restorative and laboratory dental materials. This course also provides lecturer instruction on the properties and uses of the most common dental restorative materials and procedures used in restorative dentistry. Students will recognize, utilize, and describe preparation and application of dental materials as related to general and specialized areas of dentistry.

Credits	2
Clock Hours	40
Lab Hours	18
Lecture Hours	22
Prerequisites	None

I-104: Instruments

This course is designed to introduce the student to the proper identification, usage, handling, and transfer of dental instruments in various procedures.

Credits	1
Clock Hours	25
Lab Hours	11
Lecture Hours	14
Prerequisites	None

I-105: Four-Handed Dentistry

This course is designed to acquaint the student with the theory of practical chairside and will explain the use of operating zones, instrument transfer, oral evacuation and amalgam and composite restoration procedures while utilizing four handed dentistry.

Credits	1
Clock Hours	20
Lab Hours	9
Lecture Hours	11
Prerequisites	None

I-106: Dental Assisting Skills

This course is designed to acquaint the student with the theory of practical chairside assisting ad will explain how to perform procedures using anesthesia, rubber dam and the tofflemire/ matrix band.

Credits	1
Clock Hours	20
Lab Hours	9
Lecture Hours	11
Prerequisites	None

M-101: Head & Neck Anatomy

This course will provide the Dental Assisting student with the fundamental anatomical understanding of the head, neck, and oral cavity.

Credits	1.5
Clock Hours	25
Lab Hours	2
Lecture Hours	23
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-102: Pre-Clinical Radiology

This course is the first of two courses designed to provide the student with the fundamental theory of oral radiology to include radiation biology, radiation protection and current radiographic exposure techniques, emphasizing an introduction to intraoral and extraoral techniques. Student will learn to interpret normal anatomy, caries, and bone loss associated with periodontal and systemic diseases, periapical pathology, and dental materials. This pre-clinical course will teach the student foundational theory in preparation for clinical application. Student will practice techniques on laboratory manikins. This course must be completed with a numeric grade of 75% or better to pass.

Credits	2
Clock Hours	47
Lab Hours	20
Lecture Hours	27
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-103: Oral Pathology

This course provides the Dental Assisting student with a basic knowledge of oral pathology and its associated terminology in order to be able to recognize abnormal conditions when providing patient care.

Credits	1
Clock Hours	15
Lecture Hours	15
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

M-104: Clinical Internship

This is one of a two part course providing 60 hours of clinical experience in a dental practice (120 hours in total are required for Clinical Internship) 3 Hours of Clinic Seminar are incorporated to discuss pertinent clinical issues. This course will enable the Dental Assisting student to utilize, reinforce and perfect the duties of a chairside dental assistant in an actual clinical setting.

Credits	1.5
Clock Hours	63
Lecture Hours	3
Externship Hours	60
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

W-101: Radiology

After a student successfully completes M-102 Pre-Radiology, this course is designed to present the Dental Assisting student with the practical application of Radiology in order to prepare the student for clinical competence in this area. Students will practice techniques on laboratory manikins. This course must be completed with a numeric grade of 75% or better to pass.

Credits	2
Clock Hours	39
Lecture Hours	26
Externship Hours	13
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106, M-102

W-102: Human Relations

To help the Dental Assisting student recognize the importance of good working relationships for career success and illustrate how attitude affects human relations.

Credits	1
Clock Hours	15
Lecture Hours	15
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

W-103: Lab Materials

This course will provide the Dental Assisting student with training in proper manipulation and fabrication of dental materials that utilize a dental laboratory.

Credits	1
Clock Hours	33
Lecture Hours	13
Externship Hours	20
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

W-104: Clinical

This is the second of a two-part course providing 60 hours of clinical experience in a dental practice. (120 hours in total are required for Clinical Internship) 3 Hours of Clinic Seminar are incorporated to discuss pertinent clinical issues. This course will enable the Dental Assisting student to utilize, reinforce and perfect the duties of a chairside dental assistant in an actual clinical setting.

Credits	1.5
Clock Hours	63
Lecture Hours	3
Externship Hours	60
Prerequisites	I-101, I-102, I-103, I-104, I-105, I-106

EL - Electrical Trades

EL-110: Electrical Theory

This course introduces students to basic concepts of electrical theory. It focuses on electrical quantities, Ohm's Law, resistance, circuits and measuring instruments. In addition, students learn how to use wire tables and determine conductor sizes.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

EL-111: Electricity Essentials: AC

This course examines alternating current (AC) and how it produces most of the electric power used in the world. The focus is on AC circuits containing inductance and AC circuits containing capacitors. Students apply electrical laws, theorems, and formulas to practical applications.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-110

EL-113: Electronics for Electricians

In this course students explore how electronics theory is applied in the electrical field. They learn about electronic devices commonly found in industry, how components and circuits work, what they do, and how they are tested.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-110

EL-118: Low Voltage Wiring

Students learn about the wiring of low voltage electrical systems in this course. Covered are audio video, security, telephone, computer networking and wireless systems. Fiber Optics is also explored.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-110

EL-119: Home Integration

This course explores the latest high-tech home network systems. Students focus on the components that culminate into an integrated, whole-home unified system. They become familiar with the installation, programming, and troubleshooting techniques used to put together wired and wireless home systems.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-110

EL-120: Residential Wiring I

The focus on this course is on the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. Some of the topics covered are safety while working with electricity, wiring methods, and conductor sizing. Students wire a residence, room by room, circuit by circuit.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-110

EL-121: Residential Wiring II

This is a continuation of Residential Wiring I. It focuses on circuit layout and wiring diagrams. Students wire a residence, room by room, circuit by circuit.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-120

EL-125: National Electric Code

In this course, students become familiar with the terminology, presentation, and formal of the National Electrical Code and the Articles therein. Students learn about NEC provisions dealing with one-family and multi-family dwellings.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

EL-128: Data, Voice, Video Cabling

Students develop skills in cable preparation, handling, installation, termination, and testing.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-118

EL-130: Alarm Systems

Students identify the various types of fire alarms and their components in this course. They investigate the UL standards covering fire-warning equipment. Also covered are the location requirements of smoke, heat, and carbon monoxide alarms. Students will learn installations and UL requirements for Burglary, CCTV, Access control and Telephone systems.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-118

EL-240: Electrical Schematics and Blueprint Reading

Electrical Schematics and Blueprint Reading is a course designed to provide fundamental skills critical for the success for a modern electrician. The course defines sketching and drawing techniques, scaling applications, and symbology.
Electrical Schematics and Blueprint Reading will teach the current standardized symbols used by the American National Standards Institute (ANSI). The course will cover residential, commercial, and industrial prints and specifications a student may encounter on the job. This course will allow the student to understand other craft requirements, making it possible for the student to work alongside other crafts people

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None

EX - Externship

EX-501: Externship

The course provides 180 hours of clinical experience in a general dental practice.

Credits	4
Clock Hours	180
Externship Hours	180
Prerequisites	**Successful completion of all academic courses in the student's program.**

EX100: Laboratory Technician Externship

This course is a culmination of the students' training and provides the opportunity to apply classroom knowledge to the real-world laboratory setting. It is designed to give the student the opportunity to observe and actively participate in the day-to-day operation of a Laboratory Technician setting. The philosophy of the externship centers on its value as a learning experience thus providing students with sufficient time to become oriented and feel comfortable in the career they have selected. This course is a 180-hour commitment from students and consists of placement into a research, manufacturing or quality control facility working under the guidance of a mentor. Students' progress is monitored regularly and evaluated through presentations they are expected to share with other students, regarding the benefits of their externship experience.

Credits	4
Clock Hours	180
Externship Hours	180
Prerequisites	Successful completion of all academic courses in the student's program.

HVR - Heating, Ventilation, Air Conditioning and Refrigeration

HV-102: Intro to Thermodynamics

In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVACR industry. The components and features of the HVACR system are also introduced.

Credits	3.5
Clock Hours	60
Lab Hours	15
Lecture Hours	45
Prerequisites	EL-110

HV-105: Intro to HVACR Controls

In this course students gain a basic understanding of the principles and theory of HVACR controls.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	EL-110

HV-108: Advanced Controls, Motors & Motor Controls

In this course students become familiar with direct digital controls, motors, and motor controls.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102, HV-105

HV-110: Refrigerants

This course introduces refrigerants to the student. The methods and principles associated with evacuation, recovery and charging HVACR equipment are explored.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102

HV-120: Introduction to Air Conditioning

In this course students become familiar with indoor air quality and refrigeration as it applies to air conditioning. They are introduced to major air conditioning components including condensers, compressors, accumulators, suction lines, evaporators, Metering devices, receivers, and condensate and liquid lines. Methods associated with the installation of air conditioning equipment are covered.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102, HV-110

HV-121: Advanced Air Conditioning

This course is a continuation of the study of air conditioning. Covered are the controls, operation, and troubleshooting of air conditioning equipment.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102, HV-110, HV-120

HV-125: Introduction to Commercial Refrigeration

This course provides the student with a basic understanding of the components, methods, and principles associated with HVAC-R equipment used in commercial HVAC-R systems.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102, HV-110

HV-126: Advanced Commercial Refrigeration

This course provides the student with a basic understanding of the components, methods, and principles associated with refrigeration equipment used in commercial HVACR systems.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102, HV-110

HV-131: Electric and Gas Heating Systems

Students are introduced to the principles and theory of electric and gas heating systems. Focus is on the equipment and controls of electric heating equipment and how to maintain and troubleshoot it. Students are also exposed to the theory of gas combustion and gas heating equipment and controls. They learn techniques for maintaining and troubleshooting gas heating equipment.

Credits	3.5
Clock Hours	60
Lab Hours	15
Lecture Hours	45
Prerequisites	HV-102

HV-132: Oil Heating Systems

Oil-based heating systems are covered in this course. Students are exposed to the equipment and controls of oil heating equipment. In addition, they learn about its maintenance and how to troubleshoot oil-heating equipment.

Credits	3
Clock Hours	60
Lab Hours	15
Lecture Hours	45
Prerequisites	HV-102

HV-133: Heat Pumps

This course 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. In addition, students learn about maintaining and troubleshooting heat pump equipment.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102

HV-134: Water Based Heating Systems

Students become familiar with the principles and theory of water-based heating systems. They are introduced to the equipment and controls associated with hot water and steam-based heating equipment and the maintenance and troubleshooting of that equipment.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	HV-102

HV-140: HVAC System Design

The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course.

Credits	3.5
Clock Hours	60
Lab Hours	15
Lecture Hours	45
Prerequisites	HV-102

HV-145: HVAC Troubleshooting & Service Calls

This course provides the student with the basic principles and methods for troubleshooting and repairing HVACR equipment. Focus is on HVACR service calls for residential and commercial equipment.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	ICS-100, ICS-110, EL-110, EL-111, PDC-200, HV-102, HV-105, HV-108, HV-110, HV-120, HV-121, HV-125, HV-126, HV-131, HV-132, HV-133, HV-134, HV-140

HV-150: EPA Certification Preparation

Student will study a complete overview of all courses previously taken. They are to do a comprehensive study of the EPA certification tests so that they have full knowledge of the content of the tests. They can take optional EPA offered tests.

Credits	3.5
Clock Hours	60
Lab Hours	15
Lecture Hours	45
Prerequisites	ICS-100, ICS-110, EL-110, EL-111, PDC-200, HV-102, HV-105, HV-108, HV-110, HV-120, HV-121, HV-125, HV-126, HV-131, HV-132, HV-133, HV-134, HV-140

Lab Technician

BT-107: Advanced Lab Techniques I

Emphasized here are the techniques used to perform advanced molecular studies and manipulations such as those used in diagnostic testing, research, and manufacturing. Students conduct advanced protein and DNA studies, separation, isolation, and extraction of molecules.

Credits	3.5
Clock Hours	80
Lab Hours	40
Lecture Hours	40
Prerequisites	BT-101, SC010

BT101: Standard Lab Operating Procedures I

The focus of this course is on mastery of basic standard laboratory operating procedures. Record-keeping, safe and proper use of equipment, scientific methodologies, and employee etiquette are stressed. Students learn sterile technique, volume and mass measurement, solution and dilution preparation. Continued emphasis is placed on students utilizing their developed skills to learn advanced lab operating procedures including sterile techniques, solution preparation, dilutions, mass calculations, etc.

Credits	3
Clock Hours	80
Lab Hours	60
Lecture Hours	20
Prerequisites	None

BT102: Standard Lab Operating Procedures II

Emphasis is placed on students comprehending and utilizing standard lab procedures in the microbiology, immunology, and histology fields. Students will be introduced to media prep, staining techniques, staining reagent prep, and how external factors affect microbial growth.

Credits	2
Clock Hours	40
Lab Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

BT103: Recombinant Protein Production I

This course emphasizes the techniques used to culture, isolate, and identify DNA. Beginning with the understanding of how media is prepared and then used to grow bacteria, students then learn the topics and procedures to understand how to isolate DNA from a bacterial culture, understand its molecular structure, identify DNA bands from agarose gels, and use transilluminator equipment to visualize DNA.

Credits	3.5
Clock Hours	80
Lab Hours	40
Lecture Hours	40
Prerequisites	BT101, SC010

BT104: Recombinant Protein Production II

Students will learn how to apply developed recombinant protein proficiency to perform advanced techniques including recombinant DNA technology, bacterial transformation, and scale-up procedures with respect to genetically engineered proteins. In addition, protein isolation, purification and testing are applied to small-scale protein fermentation.

Credits	1.5
Clock Hours	40
Lab Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

BT105: Biomanufacturing I

Students learn the role of regulatory agencies in maintaining current Good Manufacturing Practices (cGMP) and current Good Laboratory Procedures (cGLP). The focus of this course is to strengthen techniques necessary to work in large- volume biomanufacturing environments. Students learn how to properly set up and run assays. Also, students are introduced to the FDA guidelines regarding product development.

Credits	3.5
Clock Hours	80
Lab Hours	40
Lecture Hours	40
Prerequisites	BT101, SC010

BT106: Biomanufacturing II

Students are also introduced to basic UV/Vis spectroscopy procedures, including how to properly use, how to clean, how to troubleshoot and how to graph spectroscopy results.

Credits	1.5
Clock Hours	40
Lab Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

BT108: Advanced Lab Techniques II

This course is designed to provide students with advanced molecular studies and manipulations experience. The techniques performed here include southern blots, protein column chromatography, ELISAs, PCR, chemical synthesis, and purity testing.

Credits	4.5
Clock Hours	100
Lab Hours	50
Lecture Hours	50
Prerequisites	BT101, SC010

CM010: English Composition I

This course is designed to help students sharpen their writing skills through detailed writing exercises and vocabulary studies. Through creative writing exercises, students will become familiar with the writing process and various types of writing styles. The concepts learned in this course will help students improve their written communication skills, which serve as a foundation for all other courses. The course has basic grammar principles infused throughout.

Credits	2.5
Clock Hours	40
Lecture Hours	40
Prerequisites	BT101, SC010

CM020: English Composition II

This course will reinforce English composition skills. Through continued writing practice, students will hone their writing techniques. Emphasis will be placed on basic grammar principles and proofreading.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

CM030: English Composition III

Students will reinforce their written communication techniques by practicing the writing of laboratory reports, standard lab operating procedures, and experimental data reporting. Students will also learn how to properly construct a cover letter, resume, and thank you letter.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

CM040: Speech I

This course provides student with a general overview of the oral communication process in a variety of situations and applications. Public speaking and debating are the heart of this course. Students are introduced to topics including conquering the fear of speaking, overcoming communication pitfalls, and using speech communication in everyday life.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

CM050: Speech II

Through public speaking practice, students apply developed oral communication techniques to build their conversation skills, identify their listeners, develop delivery style, and provide visuals for audiences.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

SC010: Chemistry Basics I

This course is designed to provide students with an overall understanding of basic chemistry. Topics covered include chemical math, metric system, and metric system conversions via B-S rule. Students are also introduced to concentration calculations including mass/volume, % mass/volume, molarity, and dilutions.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	None

SC020: Chemistry Basics II

Here, students are introduced to advanced chemistry topics including temperature conversions, Stoichiometry principles, Molality, Normality, and Viscosity.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	SC010

SC030: Microbiology

This course is designed to provide an overview of the elements of microbiology. Students will learn the historical development of microbiology. Various microbiotic life forms will be introduced to the student such as bacteria, viruses, and eukaryotic cells. Students will study the elements of microbial nutrition, ecology, and growth. Lastly, the use of microbiology and genetics will be introduced to the student.

Credits	2.5
Clock Hours	40
Lecture Hours	40
Prerequisites	BT101, SC010

SC040: Biomedical Ethics

This course explores biomedical issues and exposes students to the challenges and ethical dilemmas facing today's employees in the biotechnology industry. Topics covered include euthanasia, animal research, genetic engineering and cloning, bio-engineered food products, and stem-cell research.

Credits	2.5
Clock Hours	40
Lecture Hours	40
Prerequisites	BT101, SC010

SC050: Introduction to Pharmacology

This course is designed to provide the student with an introduction to Pharmacology. The course reviews the principles of drug action including introduction to pharmacokinetics and pharmacodynamics. Also covered in this unit are basic biopharmaceutics, action and uses of drugs, factors affecting response, placebos, compliance, tolerance, and resistance.

Credits	1
Clock Hours	20
Lecture Hours	20
Prerequisites	BT101, SC010

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

MAS120: Human Diseases And Pharmacology

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

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

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

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 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 course work

MBC - Medical Billing and Coding

MBC110: Procedural And Diagnostic Coding

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

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

MBC115: Hospital, Surgical And Medical Coding

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

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

MBC120: Physician Coding

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from documentation from a variety of outpatient healthcare settings provided by physician's and mid-level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

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

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	None

MBC130: Capstone And Career Development

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

Credits	4
Clock Hours	60
Lab Hours	40
Lecture Hours	20
Prerequisites	All course work

MBC190: 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 course work

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

Students will obtain working knowledge of the fundamentals of an electronic health records (EHR) and practice management system, which can be applied to the different systems utilized in health care. Students will perform administrative and clinical tasks using the EHR, including communication, managing schedules, health history and medication documentation, and order entry. By performing these tasks, students will gain an understanding of functionality of the EHR and the practice management system and their use by health care professionals. In addition, federal legislation, basic billing, and coding principles along with encoder activities will be discussed.

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	None

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	None

PDC - Professional Development

PDC-200: Career Development

This course is designed to provide the student with the necessary marketable job search techniques and skills. It will encompass the phases of professional development related to employment. This course must be completed with a numeric grade of 80% or better to pass.

Credits	3
Clock Hours	60
Lab Hours	30
Lecture Hours	30
Prerequisites	None