

MDT College of Health Sciences

dba ATS Institute of Technology

www.atsinstitute.edu



STUDENT HANDBOOK and **School Catalogue Addendum**

Summer 2016
Chicago

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I. Fall 2015 Changes for incoming students

In addition to the “Fall 2015 Student Handbook and School Catalogue,” the following policy changes are in effect and replace those original polices with same name for the fall 2015 semester for incoming students only.

Course Grading and Quality Points in Nursing Programs

The following section was added:

NE - Not Eligible (effective fall 2015)

This grade indicates a non-punitive grade and is assigned when the student is unable to pass the dosage calculation test and therefore not allowed to take the clinical nursing course. This grade is possible for the first attempt at the Geriatrics/Mental Health and or/Adult Nursing courses only.

N & NE are not considered a failing grade for the term in which it is received, and it is not computed in the grade point average (GPA) but will be counted against total credits attempted.

II. Fall 2015 Changes for incoming students and current students

In addition to the “Fall 2015 Student Handbook and School Catalogue,” the following policy changes are in effect and replace those original polices with same name for the fall 2015 semester for incoming students and current students.

Institutional Disclosures Report

Reporting Period: July 1, 2014 - June 30, 2015

INSTITUTION NAME: MDT College of Health Sciences, Inc., dba ATS Institute of Technology	<p style="text-align: center;">Indicate all ways the disclosure information is distributed or made available to students at this institution:</p> <p>X Attached to Enrollment Agreement</p> <p>X Provided in Current Academic Catalog</p> <p>X Reported on School Website</p> <p>Other: _____</p>
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Per Section 1095.200 of 23 Ill. Adm. Code 1095:

The following information must be submitted to the Board annually; failure to do so is

grounds for immediate revocation of the permit of approval.

DISCLOSURE REPORTING CATEGORY	<i>Practical Nursing Program</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>	<i>Insert Name of Program or Course of Instruction Here</i>
A) For each program of study, report:					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting period.	308				
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts	218				
b) Re-enrollments	9				
c) Transfers into the program from other programs at the school	0				
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period (the number of students reported under subsection A1 plus the total number of students reported under subsection A2).	535	0	0	0	0
4) The number of students enrolled in the program or course					

of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school	0				
b) Completed or graduated from a program or course of instruction	119				
c) Withdrew from the school	169				
d) Are still enrolled	247				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	90				
b) Placed in a related field	0				
c) Placed out of the field	0				
d) Not available for placement due to personal reasons	2				
e) Not employed	27				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	132				
B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	93				

C) The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period; such information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	15				
D) The average starting salary for all school graduates employed during the reporting period; this information may be compiled by reasonable efforts of the school to contact graduates by written correspondence.	unknown				

*Course of Instruction is defined as a standalone course that meets for an extended period of time and is directly creditable toward a certificate or other completion credential; individual courses that make up a Program of Study are not considered courses of instruction.

Note: As indicated in the PBVS Administrative Rules, Section 1095.200, student retention and graduation rates must be maintained that are appropriate to standards in the field. Furthermore, a State licensing examination or professional certification examination passage rate of at least 50% of the average passage rate for schools within the industry for any State licensing examination or professional certification examination must be maintained.

} In the event that the school fails to meet the minimum standards, that school shall be placed on probation.

} If that school's passage rate in its next reporting period does not exceed 50% of the average passage rate of that class of schools as a whole, then the Board shall revoke the school's approval for that program to operate in this State. Such revocation also shall be grounds for reviewing the approval to operate as an institution.

III. Spring 2016 Changes for incoming students

The following changes were implemented for the spring 2016 semester. These changes are in addition to the fall 2015 addendum above for the “Fall 2015 Student Handbook and School Catalogue”:

1. Progression and Retention in the Program

The following section were added within the policy:

Cause for Academic Termination

- Effective for incoming spring 2016 cohort: Failure of any three courses within a single semester excluding developmental courses

2. Clinical Requirements

The following sections were added and/or updated:

Dosage Calculation and Medication Administration Test

1. Students are required to take a two-part dosage calculation and medication administration test at the beginning of the second and third clinical semesters.
 - a. The first part will be a dosage calculation test for medications including, but not limited to, liquids, solids, and IV's. The dosage calculation test passing grade is described in section 4 below.
 - b. The second part will be a medication administration test that consists of the procedures used in safely passing medication including, but not limited to, proper identification of both the client and the medication. The medication administration test passing grade is 100% for both semester tests.
2. The students may pick up a problem-set from the registrar for the dosage calculation test prior to the exam. They may also seek tutoring from any math or nursing instructor.
3. Students will have the opportunity to take, remediate, and re-take the tests during the first 2 weeks of the semester. Failure to pass both tests by the end of the second week of classes will result in the student failing clinically and repeating the entire course.
 - a. Three attempts may be made to meet the goal of passing the dosage calculation portion of the medication test. All three attempts must be completed within the first two weeks of the semester.
 - b. Failure of the medication administration portion will result in the student having to demonstrate competency in the lab and a lab instructor completing a competency form that is then presented to the didactic instructor and Registrar. The student will have one attempt to pass the medication administration simulation in lab.
 - c. Failure to take any scheduled dosage calculation or medication administration test at the scheduled time counts as that attempt and the student will not be allowed to re-take that attempt.
4. Geriatrics/Mental Health Nursing Semester and Adult Nursing Semester
 - a. First attempt of the HESI dosage calculation test will be administered during the first week of the semester. The dosage calculation test passing grade is a score of 850. The medication administration test is 100%.
 - b. Second attempt of the dosage calculation test will be on Friday of the first week of the semester. The test will be in ExamSoft with a passing grade of 90% for the Geriatric/Mental Health semester and 100% for the Adult Nursing semester. The student is responsible for seeking tutoring before the 2nd attempt.
 - c. The third and final attempt will be on Friday of the second week of the semester. The test will be in ExamSoft with a passing grade of 90% for the Geriatric/Mental Health semester and 100% for the Adult Nursing semester. The Student must attend a minimum of 3 tutoring sessions between the 2nd and 3rd attempts, with either a math or nursing instructor. The student must submit the original tutoring sign-in sheet to the registrar before attempting the dosage calculation test for the 3rd and final time.

Procedure when student does not pass the dosage calculation or medication administration test after the allotted attempts

Scenario 1: Student fails the dosage calculation and/or medication administration test means he/she fails the clinical nursing course

Steps for Scenario 1

1. Student fails all three attempts of the dosage calculation test and/or the two attempts of the medication administration test within the same semester, the student receives a grade of NE and cannot take the clinical nursing courses for that semester
2. The next semester, the student passes the dosage calculation and medication administration tests and then enrolls in the proper clinical nursing courses for that semester
 - a. If the student passes the clinical nursing course, then the student continues in the program
 - b. If the student fails the dosage calculation and/or the medication administration test, then the student fails the clinical nursing course for the second time and is terminated from the program

Scenario 2: After receiving an NE grade

Steps for Scenario 2

1. The next semester, the student takes the dosage calculation and medication tests as part of re-taking the failed clinical nursing course
 - a. If the student passes the dosage calculation and medication administration tests within the allotted attempts, then the student is enrolled in the proper clinical nursing courses for that semester
 - b. If the student fails the dosage calculation and/or medication administration test, he/she is terminated from the program. (Not eligible for NE grade)

NE – Not Eligible

This grade indicates a non-punitive grade and is assigned when the student is unable to pass the dosage calculation test and/or the medication administration test and therefore is not allowed to take the nursing course. This grade is possible for the first attempt at the Geriatrics/Mental Health Nursing and Adult Nursing courses only.

3. Tuition and Fees

The following fees were updated:

- Excluding repeated classes and developmental classes, students will be eligible to receive a \$33 credit per hour scholarship for nursing classes if the student's account is current 4 weeks before the end of the 2nd nursing semester. This scholarship will then be dispersed for the last semester payment.
- Testing fees: \$591

4. Score Determination on Placement Examination

The following section was updated within the policy:

Science Testing

Effective summer 2015 for Chicago students and fall 2015 for Cleveland students: Students who are placed in developmental classes will automatically take the developmental Biology class, BIO0930. *However, if the student is approved for A&P transfer, the student will not be required to take BIO0930.*

IV. Spring 2016 Changes for incoming students and current students

The following changes were implemented for the spring 2016 semester. These changes are in addition to the fall 2015 addendum above for the “Fall 2015 Student Handbook and School Catalogue”:

1. Progression and Retention in the Program

A typo was corrected in the following section.

Cause for Academic Termination

- Effective for incoming spring 2015 cohort: Three failed courses from the following list: nursing courses, A&P I, A&P II, and Lifespan.

2. Attendance Policy for Nursing Students

The following section was updated within the policy:

Make-up

One make up day will be the week after midterm, and the second will be the last week of classes

3. Professional Dress Code

The following section was clarified within the policy:

Students who do not adhere to this dress code will be sent home and it will be considered *an unexcused absence* for that day.

4. Tuition and Fees

The following fees were updated:

- If a student needs more than 2 exams it will cost the student an additional \$49.00 per exam.

III. Summer 2016 Changes for incoming students

The following changes were implemented for the summer 2016 semester. These changes are in addition to the spring 2016 and fall 2015 addendum above for the “Fall 2015 Student Handbook and School Catalogue”:

1. Placement

The following section was updated within the policy:

To succeed in the programs, it is important for students to have the required level of proficiency in English language, math and science skills. For benchmarks and placement guidelines see Appendix.

The student’s placement into English, math and Science classes is computed using criteria established by ATS faculty and staff. Students who meet the required benchmarks on the Math and English ACCUPLACER and the science placement test will be automatically enrolled in college level courses. (See “Score Determination on Placement Examination”) Otherwise, students will be placed in developmental courses.

2. Admission Procedures for Nursing Students

The following policy was updated:

- 1) Review all admissions requirements for your chosen program including requirements listed on the Application for Admission.
- 2) Confirm with admission department that your high school diploma is accepted by MDT/ATS.
- 3) Schedule an entrance exam and pay the testing fee.
- 4) Submit an application for admission.
- 5) Take entrance exam.
- 6) Meet with an admissions representative to discuss the results.
- 7) Chicago students only: Students who reach the required TEAS benchmark on the math entrance exam may sit for TEAS exam to be placed directly into nursing classes. Students who are placed in developmental classes must take and pass the TEAS exam in order to progress to nursing classes.
- 8) Prospective students who achieved a satisfactory score on the entrance exam must
 - a) Submit an application fee of \$30.00. You will be entitled to a refund if you cancel your application in writing in five (5) business days after paying for the application fee.
 - b) Submit attestation of high school graduation or its equivalency.
 - c) Order official college transcripts if you plan to transfer college credits, or submit the same, in person, in an envelope sealed by the school officials. The Admissions Department will review credits to determine your eligibility for transfer.

Documentation of high school graduation or its equivalency and any college transcripts should be sent to the campus to which the student has applied.

Cleveland Campus:
MDT College of Health Sciences
Attn: Admissions Department
325 Alpha Park
Highland Heights, OH 44143

Chicago Campus:
ATS Institute of Technology
Attn: Admissions Department
25 East Washington Street, Suite 200
Chicago, IL 60602

- d) Schedule a background check:

Cleveland applicants must schedule a background check through MDT at the time of application. Both BCI and FBI background checks are required.

Chicago applicants must complete a background check online through www.certifiedbackground.com, and fingerprinting may be required through random selection by the background check company. (See Background Checks & Convictions.)

The Admissions Department designated staff will contact students with positive results. Depending upon the severity or type of incident, students will be advised that clinical agencies have the right to

deny students clinical placement. Students will be eligible for a full refund of their application fee if they disclosed all convictions including pending convictions on their application form.

- e) ATS will perform record search through **Health Care Worker Registry** for **Chicago** applicants. MDT will perform a record search through the **Nurse Aide Registry** for **Cleveland** applicants. Any student whose record displays administrative findings of abuse, neglect, or misappropriations of property must present documentation from current employer or state waiver.
 - f) MDT/ATS will perform a record search through **National Sex Offender Registry** for applicants. Any student appearing as a sex offender on the registry is automatically terminated from the program.
 - g) Present State Issued Photo Identification
- 9) Once the required documentations is completed and you have been accepted into the program, you will receive an acceptance letter.

Once the applicant has received the acceptance letter, the applicant must:

- 1) Pay \$50 registration fee in order to be registered for classes. Failure to pay the fee may result in the applicant's place being taken by another applicant. This fee is not refundable.
- 2) Attend the mandatory scheduled orientation session.
- 3) Sign an enrollment agreement and other required documentation.
- 4) Complete documentation for clinical experience based on your program plan. (see "Clinical Requirement for All Nursing Programs" Policy)

3. Entrance Exam

The following section was updated within the policy:

Benchmarks:

Chicago
English - 51
Math - 20

Effective fall 2013, test results are valid for a period of two years. In the event that the sections were successfully completed on different dates, the results will expire two years after the earlier test date.

4. Readmission Guidelines

The following policy was updated:

Any previous student who wishes to apply to our college must go through the readmission process.

Readmission will be denied for:

- Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct.
- Students who were dismissed or terminated for academic reasons, effective summer 2015.

Only one readmission may be granted per program.

All readmission requirements must be met at least **30 days** before semester starts.

Readmission Requirements

- 1. Current entrance and placement examination requirements
- 2. An updated background check if previous background check is more than 1 year old
- 3. Petition letter
- 4. Meeting with the Registrar for transcript evaluation
- 5. A cleared record with the Health Care Worker Registry in Illinois or with the Nurse Aide Registry in Ohio (Waivers will be handled on a case by case basis)
- 6. A clean record with the National Sex Offender Registry
- 7. State Issued Photo Identification
- 8. Clinical requirements (See Clinical Requirements Policy)
- 9. A recent drug test no older than 30 days (See Clinical Requirements Policy)

10. Good standing with school financial obligations

Readmission Procedures

1. Submit application.
2. Review financial account with accountant and financial aid office. Arrange for outstanding payments.
3. Meet all entrance and placement examination requirements for the Nursing Program as outlined by the most current Student Handbook. See Entrance Exam policy and Score Determination policy.
4. Present a petition letter that describes the strategies, behaviors, and activities that the student will implement in order to improve the chances of success should he/she be granted readmission to the program.
5. Meet with the Registrar.
 - The transfer credits from other institutions will be re-evaluated for transfer in accordance with our school transfer policy based on readmission date.
 - The student has the option to either retake all college level courses at this school for which he/she earned a grade of C or pass a standardized test, at the student's expense, to prove mastery of the course material (see below for ****Standardized tests options** proof of mastery). The standardized test may be taken only once. If the student does not reach the current benchmark, the student must repeat the class. All standardized testing **MUST** be completed two weeks before the semester starts before a final decision regarding readmission is reached. Exception: After taking both A&P I and A&P II and a student earned a grade greater than a C in A&P II, the student does not have to retake A&P I.
 - If more than one year has passed since the last day of attendance, all nursing courses will need to be repeated.
 - Obtain program of study.
6. Submit clinical requirements documentation:
 - Upload/Update all required documentation in accordance with Clinical Requirements Policy via an approved electronic tool.
7. Submit a new background check through the school in accordance with Readmission Requirements above.
8. Submit a drug test in accordance with Readmission Requirements above.
9. Submit or resubmit updated official documentation and follow ATS policy if seeking accommodation through the Americans with Disabilities Act (ADA).

All readmitted students (including students who had previously withdrawn from school) will be readmitted subject to the curriculum and all the program policies in effect for the student cohort into which they are readmitted. All previously completed classes will be included in the calculation of hours attempted. The readmission will be granted only if the student is able to complete an education program in no more than one and one-half (1.5) times the normal program length to satisfy the Maximum Time Frame Requirements as stated in the Statements of Satisfactory Progress.

Students who have been out of school for more than one year:

Students are eligible for an academic "clean slate" starting with the first semester after returning to the school. Grades from previously taken courses are not included in the calculation of the GPA, nor will previously taken courses be applied against the 150% maximum time frame. However, the courses taken prior to readmission will be listed on the student's transcript.

****Standardized tests options for proof of mastery:**

- Applied Math – HESI Standardized Test
- Lifespan – CLEP Standardized Test
- Anatomy & Physiology II – HESI Standardized Test
- Nursing Fundamentals – HESI Standardized Test
- Pharmacology - HESI Standardized Test
- Geriatric - HESI Standardized Test
- Mental Health Nursing - HESI Standardized Test
- Maternity Nursing - HESI Standardized Test
- Nursing of Children (or Family) - HESI Standardized Test
- Nursing Trends and Issues – MDT/ATS created Test
- Reading for the Sciences - Must be repeated

- Introduction to Nursing - Must be repeated
- A&P I - Must be repeated
- Nursing Care of the Adult - Must be repeated

5. **Score Determination on Placement Examination**

The following policy was updated:

A. Chicago

a. Nursing Courses

Students who receive a 51 in English and a 57 in Math on the Accuplacer Entrance Exam and a score of at least 45% on the TEAS exam may be placed directly into nursing classes.

b. Developmental Courses

Students will be excused from developmental courses if they pass the TEAS exam. Otherwise the following rules apply:

English Placement

Reading Comprehension

- 1) Score of 99 and above on Accuplacer: Students have tested out of ENG0910 – Comprehensive Reading
- 2) Score of 98 and below: students need to take ENG0910 - Comprehensive Reading and ENG0920 - Traditional Grammar; (ATS WritePlacer and Sentence Skills Test are not required)

WritePlacer

- 1) Score of 6 and above: students will be placed in Reading for the Sciences
- 2) Score of 5: students have to take Sentence Skills Test
- 3) Score of below 5: students will be placed in ENG0920 – Traditional Grammar (Sentence Skills Test is not required)

Sentence Skills Test

- 1) Score of 87 and above: students will be placed in Reading for the Sciences
- 2) Score of 86 and below: students need to take ENG0920 - Traditional Grammar;

Math Placement

Arithmetic Proficiency

- 1) Score of 65 and above on Accuplacer: students may take Applied Math
- 2) Score of 64 and below: students need to take MAT0910 - Developmental Math

5. **Progression and Retention in the Program**

The following section was updated within the policy:

Developmental Coursework

Students who are required to take developmental courses based on their placement entrance results will be automatically enrolled in the appropriate developmental courses.

A student who failed any developmental courses during the first semester may repeat each developmental course once. Failure to achieve a “C” or above on the second attempt will result in the student being dismissed from the program. Developmental courses cannot be taken for more than one academic year (three semesters) and/or 30 credits.

IMPORTANT: Credits earned in developmental courses will not be counted as part of the college-level credits required for graduation.

Nursing Coursework

In order to be placed in nursing classes, students must successfully complete all developmental coursework and achieve an 1175 score on Lexile level reading, and (Chicago students only) pass TEAS test with required benchmark.

6. Chicago Practical Nursing Program

The following policy was updated:

Diploma Awarded: Practical Nursing Diploma

Length of Program: 3 semesters

Semesters One (1) and Two (2) – 15 weeks and Semester Three (3) - 19 weeks

Credit Hours: 52

Program Descriptions

The Practical Nursing Program is designed to prepare the student for the role of a Licensed Practical Nurse who is able to function interdependently with colleagues in a variety of health care settings, including acute care hospitals, long-term care facilities, and community based agencies. The program is based on nursing concepts and skills, which enable the nurse to contribute to health promotion, maintenance, and restoration of clients across the lifespan.

Program Outcomes

Upon completion of the Practical Nursing Program, graduates will be prepared to:

1. Assume entry-level positions in practical nursing to assist clients with health needs through use of basic nursing skills.
2. Deliver competent holistic nursing care safely to persons of all ages in a variety of structured health care settings within the scope of practice for the licensed practical nurse.
3. Demonstrate a commitment to a life-long process of education and personal and professional development through continuing education and participation in professional organizations.
4. Contribute to the nursing process using critical thinking skills.
5. Contribute to promoting, maintaining, and restoring health to culturally diverse clients.
6. Demonstrate professional ethical characteristics essential to the role of the licensed practical nurse.
7. Apply knowledge from the physical, biological, psychosocial, and nursing sciences in performance of nursing care.
8. Use a caring approach in establishing effective interpersonal relationships with clients and families.
9. Engage in professional communication and collaboration as delegated with all members of the health care team.

Career Information

After completion of the Practical Nursing Program of Study, the student is eligible to apply for licensure as a Practical Nurse by taking the NCLEX-PN. Licensed Practical Nurses (L.P.N.) are employed in acute care, long-term care, and community-based health care agencies under the direction of a Registered Nurse. Practical Nurses function within their legal scope of practice, and use professional standards of care in illness care and health promotion activities for clients and families across the lifespan.

Program of Study for Practical Nursing - Chicago

First Semester (15 weeks)		Credits
BIO1017	Anatomy & Physiology for Health Sciences I	4
BIO1018	Anatomy & Physiology for Health Sciences II	3.5
MAT1005	Applied Math	2
NUR1101	Nursing Fundamentals	8.5
NUR1102	Pharmacology	4

Second Semester (15 weeks)

NUR1115	Nursing Care of the Adult	11
NUR1112	Nursing Trends and Issues	2
PSY1020	Development across the Lifespan	3
Third Semester (19 weeks)		
NUR1106	Nursing of Children	2.5
NUR1104	Geriatric/Mental Health Nursing	5.5
NUR1105	Maternity Nursing	2.5
NUR1125	Nursing Seminar	3
REV1001	NCLEX-PN Review Course	.5
	Total	52

Course Descriptions for Practical Nursing Curriculum - Chicago

Definitions:

Prerequisite courses are a requirement that the student must fulfill prior to beginning the course for which it is a prerequisite

Corequisite courses are courses that must be taken prior to or at the same time to the course for which it is a corequisite

BIO1017 Anatomy & Physiology for Health Sciences I

4 credits

This is the first course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. The body, as a whole, is discussed along with nutrition and the chemical basis of life. Organization of the human body, cells, tissues, organs, and systems is discussed. Emphasis is placed on the following organ systems/topics: integumentary, skeletal, muscular, nervous systems, and the special senses. This course includes additional clock hours outside of the classroom.

Prerequisites: none

BIO1018 Anatomy & Physiology for Health Sciences II

3.5 credits

This is the second course in the series that studies the structure and function of the human body using the integrating principle of homeostasis. Metabolism of carbohydrates, proteins, and lipids along with elimination of waste products is discussed. Emphasis is placed on the following organ systems/topics: cardiovascular, lymphatic, immune, respiratory, endocrine, digestive, urinary, and reproductive systems as well as fluid/electrolyte balance, acid/base balance, pregnancy and growth & development. This course includes additional clock hours outside of the classroom.

Corequisites: BIO1017

MAT1005 Applied Math

2 credits

This course provides the beginning student with basic math skills required to calculate drug dosages necessary for success in nursing. The student is given many opportunities to practice required math skills. This course includes additional clock hours outside of the classroom.

Prerequisites: MAT0910 or placement through ACCUPLACER exam or permission from faculty.

NUR1101 Nursing Fundamentals

8.5 credits

This course provides the student with fundamental nursing concepts and skills required to administer nursing care to a variety of adult clients while applying Jean Watson's Theory of Caring. The student is introduced to the concepts of communication, nursing process, safety and infection control practices, and safe and effective care while using critical thinking and evidence-based practice. This course focuses on subjective and objective data collection from clients. Medical terminology, nursing documentation and nutrition are incorporated into the course, as are concepts of microbiology. In addition to classroom discussion, small group laboratory experiences provide the student an opportunity to learn basic skills and demonstrate skill competency. This course includes additional clock hours outside the classroom.

Prerequisites: Placement by achieving required benchmark on TEAS exam

Corequisites: BIO1017, BIO1018, MAT1005

NUR1102 Pharmacology

4 credits

This course provides the Licensed Practical Nursing student with content relevant to the use and administration of drugs in nursing practice. It includes information about drug classifications and pharmacokinetics. Variations across the lifespan are considered. Students learn the importance of drug actions, interactions, side effects and nursing implications. Students learn the components of patient teaching and assisting in patient self-administration of drugs. This course includes additional clock hours outside of the classroom.

Prerequisites: Placement by achieving required benchmark on TEAS exam

Corequisites: BIO1018, MAT1005, BIO1017, NUR1101

NUR1104 Geriatric/Mental Health Nursing

5.5 credits

This course focuses on nursing care of the older adult and clients with mental health issues. Emphasis is placed on the role of the Licensed Practical Nurse and his/her contribution to the nursing process in meeting the physiological, psychosocial, cultural, and spiritual needs of older adult clients, mental health clients, and their families. Critical thinking skills and a caring manner are used in nursing care delivery, coordination, collaboration, and documentation. Clinical experience is a component of this course that allows the student to demonstrate effective communication skills with the client and clinical staff and the appropriate use of the nursing process in the delivery of nursing care to the older adult client and the mental health client as outlined in the scope of practice for the Licensed Practical Nurse in the state of Illinois. This course includes additional clock hours outside of the classroom

Prerequisites: NUR1115, NUR1112, PSY1020

NUR1105 Maternity Nursing

2.5 credits

This course focuses on maternity nursing care of the woman and her family during the maternity cycle. The nurse's teaching, caring, communication, and critical thinking roles are discussed and used with application to the nursing process as appropriate to the Licensed Practical Nurse scope of practice. Caring of the child-bearing woman experiencing issues of psychological cultural and spiritual needs is explored. Clinical experiences are provided in a variety of settings to enable the student to use critical thinking, demonstrate caring behaviors, apply knowledge, and provide safe and effective care within the realm of maternity nursing. This course includes additional clock hours outside the classroom.

Prerequisites: BIO1017, NUR1115, NUR1112, PSY1020

NUR1106 Nursing of Children

2.5 credits

This course focuses on pediatric nursing care of children through adolescence. The nurse's teaching, caring, communication, and critical thinking roles are discussed and used with application to the nursing process as appropriate to the Licensed Practical Nurse scope of practice. The care of families experiencing issues of psychological, cultural, and spiritual needs is explored. Clinical experiences are provided in a variety of settings to enable the student to use critical thinking, demonstrate caring behaviors, apply knowledge, and provide safe and effective care within the realm of pediatric nursing. This course includes additional clock hours outside the classroom.

Prerequisites: NUR1115, NUR1112, PSY1020

NUR1115 Nursing Care of the Adult

11 credits

This course focuses on the nursing care of adult clients. Emphasis is placed on the role of the Licensed Practical Nurse's use of the nursing process to meet the physiological, psychosocial, cultural, and spiritual needs of adult clients and their families. Clinical experience is provided to enable the student to develop and demonstrate the following: verbal, non-verbal and written communication skills, strategies to promote health, and the ability to perform appropriate nursing interventions while applying principles of critical thinking within the scope of practice of the Licensed Practical Nurse in the State of Illinois. This course includes additional clock hours outside the classroom.

Prerequisites: NUR1101, MAT1005, BIO1017, BIO1018 NUR1102

Corequisites: PSY1020

NUR1112 Nursing Trends and Issues

2 credits

This course allows the student to gain enhanced understanding of the current issues and trends in nursing practice. The role of the nurse in today's health care delivery system including community emergency preparedness is examined. Emphasis is placed on the scope of practice of the Licensed Practical Nurse as defined by Illinois law, delegation issues, and the responsibilities of maintaining licensure. Ethical, legal, historical, and emerging issues related to nursing practice are discussed. Preparation for licensure as a practical nurse is examined and the process for taking the NCLEX-PN examination is outlined. Employment opportunities available for the Licensed Practical Nurse are outlined and students prepare a resume, sample cover letter and follow-up letter, and a list of interview questions to prepare for the job interview process. This course includes additional clock hours outside the classroom.

Prerequisites: NUR1101, MAT1005

NUR1125 Nursing Seminar

3 credits

This course provides strategies to use in the preparation for taking the NCLEX-PN examination. This course includes additional clock hours outside the classroom.

Prerequisites: Successful completion of all first and second semester nursing courses.

Corequisites: All 3rd semester nursing courses.

PSY1020 Development across the Lifespan**3 credits**

A study of the neurobiological, physical, cognitive, social, and emotional development of humans from conception through childhood, adolescence, adulthood, and old age. Emphasizes developmental research methods, and the normal developmental stages and patterns of adjustment to differing lifetime demands. The theories and principles of human development are examined in light of contemporary research. This course includes additional clock hours outside the classroom.

Prerequisite: None

REV1001 NCLEX Review Course**0.5 credits**

This learning experience prepares students to pass the Comprehensive Exit Examination and the NCLEX-PN licensure examination. Various teaching-learning strategies are used to assist students in answering correctly questions based on cognitive levels of application and higher. This course includes additional clock hours outside the classroom.

Prerequisites: Successful completion of all program courses

IV. Summer 2016 Changes for incoming students and current students

The following changes were implemented for the summer 2016 semester. These changes are in addition to the spring 2016 and fall 2015 addendum above for the “Fall 2015 Student Handbook and School Catalogue”:

1. Accreditation, Approvals and Authorizations

The following section was updated within the policy:

Program Approvals

Practical Nursing Program is approved on probation by the Illinois State Board of Nursing

2. Academic Standards and Policies - General Information

The following section was added to the policy:

Enrichment activities - Out-of-class learning activities:

All out of class learning activities must support the course learning objectives. Syllabi must include number of hours assigned for each out of class learning activity in accordance with approved plan of study. A maximum of 7.5 semester hours of out-of-class learning activities for every 30 semester hours may be included and reflected in the assignment of credit hours.

Evaluating students’ academic achievement for out of class learning activities

The syllabi must illustrate the evaluation methodology to be used to measure student’s academic achievement for each out of class learning activity and related learning objectives.

3. Progression and Retention in the Program

The following section was clarified within the policy:

Cause for Termination

1. Academic issues
 - a. Failure of the same course twice
 - b. Effective for incoming spring 2015 cohort: Three failed courses from the following list: nursing courses, A&P I, A&P II, and Lifespan.
 - c. Effective for incoming spring 2016 cohort: Failure of any three courses within a single semester excluding developmental courses
2. Misconduct & violations per the Standards of Professional Conduct
3. Five Behavior Violations: After 5 Behavioral Violations a student must meet with the Nursing Programs Administrator and the student is subject to disciplinary action up to and including termination. (See Cell Phone policy and Professional Dress Code)
4. Three Disruptive Behavior violations: the student is subject to disciplinary action up to and including termination. (See Disruptive Behavior Policy)

4. Graduation Requirements

The following policy was updated:

To qualify for graduation, students must meet the course and credit requirements specified for their curriculum. Students must have at least a 2.0 cumulative grade point average, pass a comprehensive exit examination (see exit exam requirements) and students must fulfill all of their ATS financial obligations.

NCLEX-PN Exam Eligibility

Students will be eligible to apply for the NCLEX-PN examination after successful completion of the following: graduation requirements and recommendation by the Nursing Programs Administrator.

5. Payment Options

The following section was updated within the policy:

Tuition Installment Payment Plan

For students requiring more time to pay tuition, they may enroll in an interest-free installment payment plan. Please see a Financial Aid Officer for the enrollment form. All enrollment needs to be done before the start of the semester with the first payment paid on or before the first day of classes. Cleveland students: This plan requires a one-time enrollment fee of \$85 for the program. Chicago students: This plan requires \$10 monthly payment plan fees.

Alternatively students may pay 50% of the semester tuition on or before the first day of classes with the balance of the remaining 50% of semester tuition to be paid by the end of the mid-term week. Cleveland students: For this option, the \$85 tuition plan enrollment fee will be waived. Chicago students: For this option, the monthly payment plan fees will be waived.

6. Tuition and Fees

The following policy was updated:

PN TUITION & FEES

TUITION	\$25,983.36	\$499.68/credit hour for 52 credits
TESTING FEE^{2,4}	\$591.00	
FEES:		
COMPUTER LAB FEE	\$285.00	(\$95 Per semester X 3)
APPLICATION FEE	\$30.00	
MALPRACTICE INSURANCE	\$40.00	(Once a year charge)
DRUG TESTING FEE	\$40.00	(Once a year or as required by clinical agencies)
GRADUATION FEE	\$105.00	(Semester of graduation – no credit for not participating)
SEMESTER REGISTRATION FEE	\$150.00	(\$50 Per semester X 3)
NCLEX REVIEW MATERIALS	\$53.00	(Semester of graduation)
<u>COURSE FEES:</u>		
NUR1101	\$395.00	Nursing Fundamentals
NUR1110	\$485.00	Nursing Care of the Adult
NUR1105	\$95.00	Maternity Nursing
NUR1106	\$95.00	Nursing of Children
NUR1104	\$290.00	Geriatric/Mental Health Nursing
BIO1017	\$72.00	A&P I
TOTAL FEES:	\$1432.00	
TOTAL PROGRAM COST:	\$28,709.36	

Miscellaneous Fees

ID Badge Replacement \$25.00

My Foundation Lab	\$66.00	
SUC1002/1004	\$30.00	Focused Learning Seminar
MAT0910	\$97.00	Developmental Math
Uniforms	\$32.00	Purchased by students from recommended vendors

Tuition will be charged per credit hour: \$499.68/credit hour, for college level courses and \$426.66/credit hour for developmental.

²Includes 2 exit or end of course exams. If a student needs more than 2 exams it will cost the student an additional \$46.00 per exam.

⁴Testing fees may be increased following publisher increase for new students. Testing fees listed on student enrollment agreement will supersede Student Handbook testing fees.