MDT College of Health Sciences

dba ATS Institute of Technology

www.atsinstitute.edu

STUDENT HANDBOOK
and
School Catalogue Addendum

Summer 2017
Chicago

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I. Spring 2017 Changes for incoming students and current students

The following changes were implemented for the spring 2017 semester. These changes are in addition to the Fall 2016 Student Handbook and School Catalogue:

1. General Information

The following was updated within the policy:

The primary role of MDT College of Health Sciences as an academic institution is to deliver exceptional education and service to its students. A consistent focus on delivery of quality education supports the mission and requires the College to plan ahead but also respond to current market demands. Current student demographics represent diverse ethnic and racial backgrounds. The majority of students have a non-traditional focus i.e. entering school at an older age, changing their careers, and having family obligations. The educational experience at the College values and reflects the diverse student population. The College has strived to gain a reputable name in the local communities and to continue its excellence.

Experienced nurse educators as well as recent clinical professionals represent the faculty at the College, which has a student faculty ratio of between 15 and 29 students per instructor.

MDT College of Health Sciences operates the main campus in Highland Heights, OH. In addition, the College operates an additional location, ATS Institute of Technology, in Chicago, Illinois, and a learning center in Parma, Ohio.

2. 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.

3. Course Grading and Quality Points in Nursing Programs

The following was re-worded for clarification:

Grades are assigned in accordance with the following scale:

Grades	Numerical Equivalent	Quality Points
A	95-100%	4.0
A-	92-94%	3.7
B+	89-91%	3.3
B	86-88%	3
B-	84-85%	2.7
C+	81-83%	2.3
C	76-80%	2
D	68-75%	1
F	Below 68%	0.0 Failure
I	Incomplete	0.0
N*	No Grade Given	0.0
W	Withdraw	0.0
WF	Withdraw Fail	0.0 Failure

In addition, the student must achieve the following:
Students must receive a 76% or higher in both testing and non-testing scores to successfully pass the course. Failure of any component associated with the course such as lab or clinical experience will result in the student repeating the whole course. Spelling of medical terms and medication names can be critical in patient care. Therefore, nursing courses may deduct points for misspelling. See individual syllabi for course policy.

4. Standards of Satisfactory Academic Progress (SAP)

The following was updated within the policy:
How repeated courses affect SAP Policy: Repeated courses will be added to total hours attempted or hours completed, however, the initial grade once a repeated class has been passed will not be included in the GPA calculation. The new grade will be included in the GPA calculation, which will be considered when progress is again reviewed.

5. HESI Policy

The following was updated within the policy:
Third semester nursing courses: Students who fail the second attempt of an EOC during the last semester will be required to:
   1) repeat the corresponding course
   2) repeat NUR1114 - Nursing Seminar
   3) complete HESI remediation
      After successfully completing requirements 1 - 3 above, the student will be allowed to take the EOC exam for the 3rd time.
      If this will be an unsuccessful attempt, the student will be terminated from the program.

6. Tuition and Fees

The following was added to the policy:
- Any books or software included in tuition can be purchased separately by students. If the student does not intend to purchase through the school, the student must notify the school in writing 5 business days before classes begin.

7. Practical Nursing Program

The following was added to the policy:
Effective Fall 2016: Schedule permitting, students may take BIO1019 (combined BIO1017 & BIO1018) for 7.5 credits.

8. Institutional Disclosures Report

The following chart was updated:

Reporting Period: July 1, 2015 - June 30, 2016

INSTITUTION NAME: **MDT College of Health Sciences, Inc., dba ATS Institute of Technology**	**Indicate all ways the disclosure information is distributed or made available to students at this institution:** X Attached to Enrollment Agreement X Provided in Current Academic Catalog X Reported on School Website Other: _____ _____

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	*Practical Nursing Program*	*Insert Name of Program or Course of Instruction Here*	*Insert Name of Program or Course of Instruction Here*	*Insert Name of Program or Course of Instruction Here*	*Insert Name of Program or Course of Instruction Here*
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.	247				
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	183				
b) Re-enrollments	0				
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	430	0	0	0	0

under subsection A2).					
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	51				
c) Withdrew from the school	171				
d) Are still enrolled	208				
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study	43				
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	6				
B1) The number of students who took a State licensing examination or professional certification examination, if any, during the reporting period.	86				

B2) The number of students who took and passed a State licensing examination or professional certification examination, if any, during the reporting period.	59				
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.	6				
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. Summer 2017 Changes for incoming students

The following changes were implemented for the summer 2017 semester. These changes are in addition to the spring 2017 and fall 2016 addendum above for the "Fall 2016 Student Handbook and School Catalogue":

1. HESI Policy

The following was updated/added to the policy: (CCE replaces EOC)

HESI Course Competency Examinations (CCE)

The HESI Course Competency Examinations are standardized tests that examine students in specific ATS courses. The courses are: Fundamentals of Nursing, Nursing Care of the Adult, Pharmacology, Geriatric/Mental Health Nursing, Maternity Nursing and Nursing of Children. Unsecured tests may be used during the course to prepare the student for the End-of-Course Examination.

These proctored/secure examinations are given in week 13 for those students who are taking the course for the first time or who are repeating the course for the second time. Acceptable performance is achieving the established benchmark for all tests. The following rules apply:
1. If the established benchmark is achieved, the student progresses in the curriculum.
2. If the established benchmark is not achieved with the first attempt, the student may take the CCE a second time, two weeks later after submitting proof of completion of two weeks of remediation. The second attempt must be completed by the end of the first week of break.
   I. If the established benchmark is achieved after the second attempt, the student proceeds in the program.
   II. If the student does not achieve the established benchmark after the second attempt, the student repeats the corresponding class. The student may take other classes that the corresponding class is not a pre- or co-requisite for. After repeating the class, the student attempts the CCE a third time during week 13.
      A. If the established benchmark is achieved after the third attempt, the student proceeds in the program.
      B. If the student does not achieve the established benchmark after the third attempt, the student may take the CCE a fourth time after submitting proof of completion of 4 weeks of remediation. The fourth attempt must be completed by the end of the last week of break.
         a) If the established benchmark is achieved after the fourth attempt, the student proceeds in the program.
         b) If the student does not achieve the established benchmark after the fourth attempt, the student is terminated from the program.

2. Readmission Policy

The following policy was updated for prospective students applying in summer 2017:

A student who has been academically dismissed or who has withdrawn from the nursing program may apply for readmission.

Readmission will be denied for students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct.

- Students must be in good standing with school financial obligations in order to be readmitted.
- Only one readmission may be granted per program. A student may submit an application for readmission to the nursing program no more than two times
- 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. All previously completed classes will be included in the calculation of hours attempted.

- If health concerns were a factor for the student leaving ATS Institute of Technology, then documentation for ability to continue in the program must be provided with readmission paperwork.
- All readmitted students must meet readmission deadline listed below.
- 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. Students are required to meet the course progression and the HESI CCE requirements.
- A student repeating a clinical nursing course must repeat both the theory, clinical, and laboratory components of the course.
- In order to remain in the program
  - a student cannot fail any courses
  - a student cannot withdraw from more than one class, excluding classes previously attempted before readmission

The Admission Committee must approve any exceptions to the above policies.

Readmission Deadlines

A student who is eligible to seek readmission must submit items listed below to the Admission Representative according to the following schedule:

- Readmission for the **next** semester (e.g. a student is dismissed from the spring semester and would like to be readmitted for the summer semester)
  - 7 days from the last day of the semester in which the student was dismissed
- Readmission for a **future** semester (e.g. a student is dismissed from the spring semester and plans to sit out the summer semester and return for the fall semester)
  - August 1 - Fall Semester
  - December 1 - Spring Semester
  - April 1 – Summer Semester

Required Readmission Materials

The following items will be required:
1. A completed readmission application form.
2. Recommendations from:
   a. Two (2) ATS Institute of Technology Faculty who have taught the student in class or clinical completed on the Faculty Reference forms and
   b. One (1) additional professional recommendation.
   c. Follow instructions on the Faculty Reference form and submit paperwork to the Admission Representative by due dates.
3. Letter addressed to the Admissions Committee requesting readmission into (semester, year). Within the letter a developed action plan for success consisting of:
   a. Description of the reason(s) leaving the program
   b. Analysis of factors that led to this outcome
   c. Goals to be accomplished during your remaining time at school
   d. Plan of action to meet your goal(s); be specific.

Students who have not attended ATS Institute of Technology for one term or longer must meet the following additional criteria:
1. Take and pass the TEAS exam
2. If previously passed nursing courses student must
   a. Meet with nursing instructor to review materials covered in previously passed nursing courses
   b. Take and pass a nursing skills laboratory validation examination
   c. Interview with the Nursing Program Administrator
   d. Take and pass comprehensive HESI CCE's to validate their knowledge of the material covered in previously taken nursing courses

The student will be notified by e-mail of the date he or she will need to meet with the Admission Committee. It is the responsibility of the student to ensure ATS Institute of Technology has the correct contact information.

Readmission into ATS Institute of Technology will be dependent on the clinical space available to accommodate additional students. If the number of applicants exceeds available space, the decision will be based on the student's GPA and academic history of coursework previously taken at ATS Institute of Technology, and applicants may be deferred to a subsequent semester.

Re-admitted students will be required to complete a new (no older than 30 days) criminal background check and drug screen before the first day of class if enrollment in the program has not been continuous (i.e. if they have not been enrolled at ATS Institute of Technology for one or more semesters).

Students will be required to update clinical documentation. (see Clinical Requirements policy).

Step-B- Step Re-Admission Process Guidelines

1. See Accounting office to verify that you met your financial obligation before submitting the readmission application.
2. See Admission Department to obtain Readmission Application Form and Faculty Reference Forms
3. Complete the following paperwork, pay readmission fees and submit your package to Admission Representative by the deadline:
   a. Readmission Application Form
   b. Two Faculty Reference forms
   c. One additional professional recommendation
4. After we received all of the above documentation you will receive an email from Admission to inform you if your application is accepted and if you need to retake Accuplacer exam.

If your application accepted you will be allowed to continue the readmission process
1. Submit Letter to Admissions Committee with action plan for success.
2. If you were out of school for one term or longer complete the following:
   a. Take and pass the TEAS exam
   b. If previously passed nursing courses complete the following
      i. Meet with nursing instructor (if previously took any nursing courses and pass it) to review materials covered in previously taken nursing courses
      ii. Take and pass a nursing skills laboratory validation examination
      iii. Interview with the Nursing Program Administrator
      iv. Take and pass comprehensive HESI CCE's to validate their knowledge of the material covered in previously taken nursing courses
3. You will be notified by e-mail of the date you will need to meet with the Admission Committee.

If Admitted:
1. Review clinical documentation (see Clinical Requirements policy) with the Castle Branch website to validate currency of your documents. Student may request Castle Branch access from the Admissions Representative.
2. Submit a new background check through the school in accordance with Readmission policy above.
3. Submit a drug test in accordance with Readmission policy above.
4. Submit or resubmit updated official documentation and follow the College policy if seeking accommodation through the Americans with Disabilities Act (ADA).

3. Credit for Prior Education and Transfer Guidelines

The following was updated to the policy for prospective students applying in summer 2017:

- To satisfy the competency, courses requested for transfer must be completed with the minimum grades listed below.
  o "B-" for general education courses, "C" for nursing courses

IV. Summer 2017 Changes for incoming students and current students

The following changes were implemented for the summer 2017 semester. These changes are in addition to the spring 2017 and fall 2016 addendum above for the "Fall 2016 Student Handbook and School Catalogue":

1. Cell Phone Policy

The following policy was updated:

Cell phones are not permitted to ring in the classroom or laboratory and must be on vibrate. Should an emergency call come through, the student must be mindful of not disrupting the class when leaving to take the call. Only one emergency phone call is allowed per class. Use of cell phone in the classroom other than that stipulated above shall warrant a Behavioral Violation and will be documented as such. (See Progression and Retention Policy) Emergency calls can be directed to the main school number.

2. Tuition and Fees

The following was updated/added to the policy:
    Testing Fee: $645
    Teas Test: $65 per test