



YOUR LIFE

POWERED BY LEARNING

2024 - 2025 Catalog

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FORTIS College

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FORTIS

Your Life. Powered By Learning

Table of Contents

HOLIDAY/BREAK CALENDAR.....	5
START DATES	6
INTRODUCTION & OVERVIEW	7
History And Ownership	7
Consumer Information.....	7
Accreditation, Licenses, And Approvals.....	8
Mission And Purposes.....	8
Critical Strengths Of Fortis College	9
Program And Policy Changes	9
Facilities And Equipment.....	9
Accommodations For Students With Disabilities	10
ADMISSIONS INFORMATION	12
Admissions Requirements And Procedures.....	12
General Admission Requirements.....	12
Additional Admissions Requirements For Hybrid Programs.....	14
Additional Admissions Requirements For The Dental Hygiene Program	14
Availability Of Ged Testing.....	17
Readmission	17
Orientation.....	18
Transfer Of Credit.....	18
Articulation Agreements	21
HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS.....	22
Health, Externship And Program Continuation Requirements For The dental Assisting Program.....	22
Immunizations.....	22
Health, Clinical And Program Continuation Requirements For The Medical Technology Programs	25
Additional Requirements For the Dental Hygiene and Medical Assisting & Basic X-Ray Technician Programs After Program Acceptance	26
Health, Clinical And Program Continuation Requirements For The Nursing Program.....	26
Immunizations.....	28
ACADEMIC PROGRAMS.....	30
DIPLOMA PROGRAMS	30
Heating, Ventilation, Air Conditioning, And Refrigeration	30
Medical Assisting And Basic X-Ray Technician.....	32
ASSOCIATE DEGREE PROGRAMS	34
Dental Hygiene.....	34
Nursing.....	37

Nursing Program Mission, Goals, And Student Learning Outcomes	37
ACADEMIC POLICIES.....	39
Academic Achievement/Grading.....	39
Academic Honors.....	40
Clinical Evaluation	41
Incomplete Grade Policy.....	41
Course Repeat Policy.....	42
Course Audit.....	42
Course Refresher	42
Transcript Of Grades.....	42
Graduation Requirements	42
Licensure, Certification, And Registration.....	43
Student Handbooks.....	43
Counseling/Advisement	43
Tutoring.....	43
Academic Appeals	44
Attendance.....	45
Make-Up Work.....	46
Tardiness/Early Departure	46
Academic Leave Of Absence.....	46
Brief Periods Of Non-Enrollment Or Standard Period Of Non-Enrollment (SPN)	47
Withdrawal.....	48
Effective Date Of Withdrawal	48
Educational Delivery Systems	49
Clock Hour Of Instruction.....	49
Clock To Credit Hour Conversion Formula.....	49
Out-of-Class Work.....	49
Maximum Class Size.....	50
Course Programming	50
College Closures.....	50
Course Add/Drop.....	50
Clinicals, Internships, And Externships	50
Academic Improvement Plans	54
Faculty Evaluations	54
Learning Resource Center	54
Career Services	54
TUITION AND FEES	56
Refund And Cancellation Policies.....	56

Tuition Refund Policy.....	57
Right To Cancel.....	57
Cancellation/Rejection Policy.....	57
Other Charges	57
FINANCIAL ASSISTANCE PROGRAMS	58
Federal Pell Grant.....	58
Federal Supplemental Educational Opportunity Grant (FSEOG).....	58
Federal Direct Loan Program (FDLP).....	58
Federal Direct Parent Loan For Undergraduate Students (Plus) Loan Program.....	58
Federal Work-Study Program (FWSP).....	58
Veterans' Benefits.....	59
School, Private, State, And Local Financial Resources	59
Verification.....	60
Return Of Title Iv Funds Policy	60
Additional Information Regarding Financial Assistance Programs.....	61
Satisfactory Academic Progress.....	61
STUDENT POLICIES.....	65
Student Rights.....	65
Behavior And Student Accountability.....	65
Standards Of Student Professional Conduct – General Conduct	66
Anti-Hazing Policy.....	66
Copyright Protection Policy.....	67
Video-Recording Or Audio-Recording Policy.....	67
Internet Usage.....	67
Social Media.....	68
Cyberbullying.....	68
Dress Code.....	69
HVACR Dress Code (Trades).....	69
Allied Health Programs Dress Code.....	70
Dental Hygiene Clinic Dress Code	70
Drug And Alcohol Policy.....	71
Non-Smoking/Non-Tobacco Policy.....	71
Disciplinary Action.....	71
Termination Or Expulsion Policy.....	71
Crime Awareness And Campus Security Act	72
Title IX And Violence Against Women Act (VAWA)	72
Title VI Civil Rights Act Of 1964/Age Discrimination Act Of 1975.....	73
Personal Property.....	74

Visitor Policy.....	74
Family Educational Rights And Privacy Act (FERPA).....	74
Professional Liability And Student Accident Insurance.....	75
HIPAA Requirement.....	76
Student Activities.....	76
Field Trips.....	76
Housing Assistance.....	76
Significant Medical Conditions.....	76
GRIEVANCE PROCEDURE.....	77
COURSE DESCRIPTIONS.....	80
Explanation Of Course Numbering System.....	80
STAFF AND FACULTY.....	96
CATALOG SUPPLEMENT.....	101

HOLIDAY/BREAK CALENDAR

This calendar has been revised. See addendum version 4.

09.02.2024	Labor Day
11.28.2024-11.29.2024	Thanksgiving Break
12.23.2024-12.29.2024	Winter Break (Module Calendar)
12.23.2024-01.05.2025	Winter Break (Quarter Calendar)
01.01.2025	New Year's Day
01.20.2025	Martin Luther King Day
03.31.2025-04.06.2025	Spring Break (Quarter Calendar)
05.26.2025	Memorial Day
06.19.2025	Juneteenth
06.30.2025-07.06.2025	Summer Break (All Calendars)
07.24.2025	Pioneer Day
09.01.2025	Labor Day
09.29.2025-10.05.2025	Fall Break (Quarter Calendar)
11.27.2025-11.28.2025	Thanksgiving Break
12.22.2025-12.28.2025	Winter Break (Module Calendar)
12.24.2025-12.26.2025	Christmas Break (Quarter Calendar)
12.29.2025-01-05.2026	Winter Break (Quarter Calendar)
01.19.2026	Martin Luther King Day
03.30.2026-04.05.2026	Spring Break (Quarter Calendar)

START DATES

Each module is 6 weeks in length. Each quarter is 12 weeks in length. Not all programs have a start

<u>Allied Health Programs:</u>		<u>Trade Programs:</u>	
08.05.2024	09.01.2025	08.05.2024	09.01.2025
09.16.2024	10.13.2025	09.16.2024	10.13.2025
10.28.2024	11.24.2025	10.28.2024	11.24.2025
12.09.2024	01.12.2026	12.09.2024	01.12.2026
01.27.2025	02.23.2026	01.27.2025	02.23.2026
03.10.2025	04.06.2026	03.10.2025	04.06.2026
04.21.2025	05.18.2026	04.21.2025	05.18.2026
06.02.2025	06.29.2026	06.02.2025	06.29.2026
<u>Dental Hygiene and Nursing Programs</u>			
07.08.2024	01.06.2025	07.07.2025	01.05.2026
09.30.2024	04.07.2025	10.06.2025	04.06.2026

each term. Term dates are subject to change.

INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis College, Salt Lake City, Utah is owned and operated by Education Affiliates, Inc. Education Affiliates, Inc. is located at 5026-D Campbell Boulevard, Baltimore, Maryland 21236, phone: 410-633-2929 and fax: 410-633-1844 and is a privately held corporation providing career education through a variety of certificate, diploma, and degree programs. Dan Finuf is the President/Chief Executive Officer, and Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis College was established in 2009 as a branch campus of Fortis College located in Cuyahoga Falls, Ohio, which is accredited by ACCSC. Fortis College is located at 3949 South 700 East, Suite 150 & 200, Salt Lake City, Utah, 84107.

CONSUMER INFORMATION

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

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

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

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

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

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

Inquiries concerning the application of these laws, and their implementing regulations may be referred to the Campus President, 3949 South 700 East, Suite 150 & 200, Salt Lake City, Utah, 84107.

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

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the College's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the College's programs, staff, and faculty with accrediting standards and state and federal regulations. Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis College has institutional accreditation as a branch campus of Fortis College, Cuyahoga Falls, Ohio from the Accrediting Commission of Career Schools and Colleges, 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 www.acsc.org.
- Fortis College is registered as a postsecondary school with the State of Utah Department of Commerce.
- Fortis College is exempt from Idaho State Board of Education approval per IDAPA 8.01.11, 200.02(a).
- Fortis College qualifies for an exemption from Nevada Commission on Postsecondary Education approval per NV. ST394.099.
- Fortis College's Nursing program has received approval by the Utah State Board of Nursing. The Utah State Board of Nursing can be contacted at Heber M. Wells Bldg., 4th Floor, 160 East 300 South, Salt Lake City, UT 84111, or 801- 530-6628. Their website is <https://dopl.utah.gov/nurse/>.
- Fortis College's Dental Hygiene program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of Approval without Reporting Requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 800-232-6108 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's web address is <https://coda.ada.org/en>.
- The Associate Degree Nursing program at Fortis College Salt Lake City located in Salt Lake City, Utah is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975- 5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the associate degree nursing program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at: <http://www.acenursing.us/accreditedprograms/programSearch.htm>
- Fortis College is registered as a Chapter 30 degree granting institution with the Wyoming Department of Education.

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

The following goals are integral to the mission of Fortis College:

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound diploma and degree programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by

- accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

CRITICAL STRENGTHS OF FORTIS COLLEGE

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

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

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

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

The following campus 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 College accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

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

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

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

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

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

PROGRAM AND POLICY CHANGES

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

FACILITIES AND EQUIPMENT

Fortis College occupies a 30,000 square-foot facility that is located at 3949 South 700 East, Suite 150 and 200, Salt Lake City, Utah, 84107.

The Medical Training Lab is equipped with microscopes, stethoscopes, blood pressure cuffs, EKG machines, a spirometer, an autoclave, surgical instruments, examination tables, and injection arms/skins, and a variety of CLIA waived testing supplies and equipment.

The Nursing Skills Lab is equipped with low fidelity mannequins and two simulation labs that simulate actual patient scenarios with high fidelity mannequins, camera system, fully replicated patient rooms, and instructional debriefing rooms.

The Dental Hygiene program has a fully operational clinic equipped with 15 operatories, sterilization centers, dental materials lab, panoramic x-ray machine, digital x-ray, dental laser, dark room, and reception area/front office training area.

The Heating, Ventilation, Air Conditioning, and Refrigeration Lab includes a boiler, hydronic heating systems, oil furnaces, electric

furnaces, gas furnaces, air conditioning units, heat pumps, refrigeration units, HVACR library, and a tool storage area. All AC condensers and heat pumps are located outside on a dedicated patio which provides regular operating conditions for these units.

The lecture rooms have internet connectivity, full wall-sized whiteboards, media cabinets, and LCD projectors, to enhance the lectures with access to specialized medical web sites and use of web-based materials. Library resources and library information services are available to students and faculty. The learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. There is a student lounge with vending machines, a microwave, refrigerator, and student resource materials. Administrative offices include career services, financial aid, registrar, admissions, education, and business office. There are interview rooms for student conferences. Clinical and externship sites are in area physician's offices, hospitals, and other professional medical facilities. Fortis College also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. The facility is accessible.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES *This section has been revised. See addendum version 3.*

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

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Academic Affairs at Education Affiliates, Inc via email at vpaa@edaff.com. 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.

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NOTICE OF NON-DISCRIMINATION *This section has been revised. See addendum 2.*

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.

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

Title IX Coordinator

Attention: Suzanne Peters
5026D Campbell Blvd
Baltimore, MD 21236
Telephone: 330-805-2819
Email Address: speters@edaff.com

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 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 an official transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACES), subject to the approval of the College.
2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.
3. The applicant for a nursing program must be eighteen years of age or older to be accepted into the program. The applicant must submit a valid form of government-issued identification. For example, a current driver's license or U.S. Passport.
4. The applicant must complete an applicant information form.
5. The applicant must interview with an admission advisor and/or other administrative staff.
6. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE. (See below for the SLE minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

The SLE minimum entrance requirements by program are as follows:

Diploma Programs

Dental Assisting	11
Heating, Ventilation, Air Conditioning & Refrigeration	11
Medical Assisting and Basic X-ray Technician	13

Associate Degree Programs

Dental Hygiene	22
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(Applicants to the Associate Degree in Nursing program who hold current VN or PN licensure or who are graduates of a Fortis College/Institute or MedVance Institute VN or PN program are exempt from taking Wonderlic exam.)

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.

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

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE NURSING PROGRAMS

Applicants to the nursing program will be informed of all the required documentation, and the timeframes for submitting the required documentation, for application to the program. When all nursing program application requirements have been completed and submitted by the applicant, and the applicant has signed the enrollment agreement, the completed application file will be submitted to the Nursing Program Admissions Committee for consideration. The Nursing Program Admissions Committee reviews each completed application file and makes a final determination on admission to the Nursing Program. A candidate for admission may be required to interview with a member of the Nursing Program Admission Committee, or another school official. Once the Nursing Program Admissions Committee makes its final determination in regards to an applicant, the applicant will be notified.

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Nursing programs:

1. Applicants must submit to and pass a criminal background check administered by the school prior to starting the program, or prior to being readmitted and the results of the CBC must be in the student file prior to starting the program. The conviction for certain criminal offenses may bar an applicant from participating in certain externship/clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields and obtaining employment. Adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

Any candidate who has an adverse result on his/her background report is encouraged to seek approval from the certifying bodies of any applicable program to establish eligibility for certification/licensure and employment in that specific field. If an applicant with an adverse occurrence on his/her background chooses to participate in a program that requires a clear background for admission to externship/clinical sites, eligibility to acquire professional certification/licensure required for employment in specific career fields and obtaining employment, he/she will be required to sign a disclosure document accepting full responsibility for any and all costs associated with attending the career program, and does not hold the institution and its associates liable for being denied program completion, entrance to any and all externship/clinical training facilities necessary for the completion of the program, ability to achieve certification/licensure, or gain employment in the field of study.

Applicants to the Nursing program should note that a history of criminal convictions may prevent the student from attending or completing the clinical requirements of the program or may prevent his or her licensure by the State Board. If there are any questions regarding this process, the applicant should make an appointment with the Dean of Nursing.

Students must report to the Dean of Nursing in writing, any change in their criminal background or current status within 24 hours of occurrence (includes new citations and/or charges regardless of the pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the program.

2. The applicant must submit to and pass a drug screen and must be in the student file prior to starting the program. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a college designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the nursing program with a

positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Alcohol, Tobacco, Drug Abuse, and Testing Policy.

3. Maintain Unencumbered Practical Nursing License (ADN program only)
Students in the Associate Degree in Nursing (ADN) program who have a license in Practical Nursing (LPN) must maintain the unencumbered license throughout the duration of the ADN program. Students must report to the Director of Nursing, in writing, any change in status of their practical nurse license within 24 hours of the occurrence. Failure to maintain an unencumbered license may result in dismissal from the program.
4. The applicant must submit a signed Allied Health and Nursing Program waiver. Please note that some clinical sites may require that students have health insurance. The School does not provide health insurance.

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.

MINIMUM HARDWARE AND SOFTWARE REQUIREMENTS

Hardware (Windows or Mac)

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

Software

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

Browsers

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

Plugins (most recent versions)

- Java™ Runtime Environment
- Adobe Reader

Note that Chromebooks are not compatible with online class technology.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM

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

1. The applicant must complete a 2-page typed essay (double spaced in New Times Roman 12) outlining (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene program. The Dental Hygiene Program Director may elect to include an additional topic. The essay may be completed offsite. It must be submitted by email to the Dental Hygiene Program Director or his or her designee no less than one week prior to the interview with the program director or his or her designee. After the essay is completed, the applicant will meet with the program director. The program director or his or her designee scores the essay using the Essay Rubric.
2. The applicant must schedule and complete an interview with the Dental Hygiene Program Director and/or his or her designee.

3. The applicant must submit a current and valid government issued form of picture identification. For example, a current and valid driver's license or U.S Passport.
4. The applicant must submit either a valid medical insurance card or a sign a medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
5. Applicants must submit to a drug-screening test and the result must be negative in order to pass. The results must be in the applicant's admission file before starting the program. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. The retest must be completed within 24 hours of receiving the results on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test Applicants who test positive on a drug screening test will not be eligible for admission into the program and are not eligible to reapply.
6. Applicants must submit to and pass a criminal background check prior to starting the program. Results must be in the applicant's admission file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
7. With the exception of Hepatitis B, all required immunizations are to be completed prior to or within the first week of the first term that the student starts a dental hygiene clinical course.
8. When all the above admissions requirements are completed with the exception of immunizations as noted, the Applicant Rating Form and Rubric along with the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee. The Dental Hygiene Admissions Committee consists of the Dental Hygiene Program Director or his or her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s), and the College President or his or her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school. In order to be considered for enrollment in the Dental Hygiene program, the applicant must, at a minimum, score a 22 on the SLE and score at least 51 points on the Applicant Rating Form and Rubric.
9. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program based on limited seating capacity for the program. Each member of the committee has an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will be the deciding vote. The Dental Hygiene Program Admissions Committee may meet as often as necessary to complete selection of eligible applicants.
10. After the Dental Hygiene Program Admission Committee meets and makes its determinations, applicants will be notified of acceptance or denial by email, mail, or phone call from the College..
11. An applicant who otherwise meets the enrollment criteria but is not accepted for the start of a class by the admissions committee may re-apply to the Dental Hygiene program for a future class. If the applicant wishes to attempt to improve his or her overall score, he or she will have the opportunity to retake the SLE in accordance with testing procedures. His or her revised admission rank will be measured according to the current applicant pool. A waiting list for future cohorts will not be generated with applicants who have not been accepted.

Ranking For Applicant Admission Into The Dental Hygiene Program

Applicants will be ranked for admission into the Dental Hygiene program using the following criteria: (1) high school and/or college grade point average (GPA) or GED, (2) interview with the Dental Hygiene Program

Director, (3) written essay, (4) score on the Wonderlic Scholastic Level Exam, and (5) work experience in an allied health field or military service. Following is a description of the ranking criteria and procedures.

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

HIGH SCHOOL / COLLEGE GPA/GED RANGE	POINTS
2.0 – 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
No Transcript	0
CGPA 3.0 or Higher in College Science Courses	+10

- Wonderlic Scholastic Level Exam (SLE) Score. Points will be assigned according to the score on the exam ranging from 0 to 30. Minimum score of 22 required.

TEST SCORE RANGE	POINTS
22-25	10
26-29	20
30-50	30

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

YEARS OF EXPERIENCE	POINTS
1-2 years, 11 months	10
3-5 years, 11 months	20
6 + years	30

Essential Skills and Functional Abilities for Dental Hygiene Applicants

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

Motor Abilities

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

Manual Dexterity

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

Perceptual/Auditory Ability

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

Behavioral/Interpersonal/Emotional

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

environments.

AVAILABILITY OF GED TESTING

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) test cannot be taken online. The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. For more information, please go to www.acenet.edu and select GED Testing Services or contact the local Board of Education or the College's Admissions Office.

READMISSION

A former student who withdrew in good standing may make an application for readmission to his or her program of study. Students who dropped or were withdrawn from a program and wish to return to the same program can do so within three years (36 months) of their last date of attendance (LDA). Generally, a student will not be considered for readmission more than twice unless there are exceptional extenuating circumstances, such as military deployment, major emergency medical issues, or an unexpected disaster that temporarily prevents the student from continuing in the program. Any exception must be approved by the National Director of Restart Programs. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability he or she can complete the program of study. Former students approved for readmission must meet all current program admissions requirements.

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

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. Refer to the Appeal Policy for questions regarding the appeal process. 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. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

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/Director of Education, and/or the Dean of Nursing, the Business Office Manager, and Director of Financial Aid, or their designees. The applicant must meet all current admissions and readmission requirements for the program of study. Applicants approved for readmission are required to meet with the Business Office Manager and the Director of Financial Aid (or their designees) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applicants approved for readmission will have their transcripts reviewed by the Dean of Nursing/Dean or Director of Education who will determine which course credit(s) previously earned will be counted toward program completion and the course(s) which need to be repeated. Approval of an applicant for readmission is subject to space availability.

A student dismissed for failure to meet Satisfactory Academic Progress (SAP) requirements may apply for readmission if there is reasonable probability that he or she can achieve the grades necessary to raise the Cumulative Grade Point Average (CGPA) and can increase his or her credits earned to credits attempted ratio to comply with the institution's SAP policy. If approved for readmission, the student will reenter in a status of Academic Probation. A student may remain in a status of Academic Probation for only one quarter/semester. A student who fails to meet SAP after the first quarter/semester will be dismissed. In addition, a student readmitted in a status of Academic Probation for the purpose of regaining SAP status is not eligible for any form of federal grant, loan, or work study funding until he or she corrects the condition that caused the loss of SAP standing (See SAP policy for specific requirements). If a readmitted student does not qualify for financial aid, he or she is responsible for the payment of all new tuition and fees from his or her own resources until such time as the student may prequalify for student financial assistance.

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

Nursing Appeal for Re-Entry after Program Dismissal

Former students in any of the nursing programs who have been dismissed for academic failure are only eligible to be considered for readmission if they have submitted an appeal and the appeal has been granted. 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. All nursing students approved for readmission must have current CPR certification, immunizations and must submit a new drug test and background check.

This section outlines the process for a nursing student to appeal for re-entry after dismissal from the nursing program. Re-Entry after dismissal can only be appealed if there are significant extenuating circumstances beyond the student's control, such as severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must apply using the appeal form and submit it to the campus.

The campus will form a committee to review the appeal, and their recommendation will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the Institute. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

ORIENTATION

Fortis College provides an orientation program to help students adjust to the College environment. Orientation is held by the College prior to the start of each program start. College policies, student responsibilities, and any questions are addressed at the orientation.

TRANSFER OF CREDIT

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

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

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the College

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 holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have been completed within the past five years (60 months).
- Mathematics and prerequisite science courses in Nursing and Medical Technology programs must have a grade of "B" or higher on the transcript from the awarding institution.
- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.
- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis College in order for transfer credit to be awarded.
- The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.
 - The Campus will accept credit earned in a similarly titled program from another affiliated College or Institute up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.
- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows:

- 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 College does not award credit for life or work experience.

Additional Requirements for Specific Programs

- With the exception of the RN to BSN program, nursing courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with an "NUR" or "PNR" prefix). The only exceptions are nursing courses completed at another affiliated nursing programs. Acceptance of these nursing credits is subject to approval by the Dean of Nursing. Evidence of skill competency may be required.
- For the RN to BSN program, transfer credit from other institutions will only be accepted for online courses. No transfer credit will be awarded for RN to BSN courses delivered at a residential campus.
- Dental Hygiene courses completed at another postsecondary institution are not eligible for transfer of credit. The only exceptions are dental hygiene courses completed at another Education Affiliates campus.

- In the Nursing program, students entering with an unencumbered LPN license and proof of completing an approved practical nursing program are awarded Block Credits in Anatomy and Physiology I (AHP216), Fundamentals of Human Nutrition (SCI115), Human Growth and Development (PSY278), and Foundations of Nursing (NUR104). Further credit may also be granted for Introduction to Informatics (CMP105) if there is proof of taking a similarly titled course on the official practical nursing transcripts.
 - Students must request official transcripts for their practical nursing program as proof of completion.
 - There is no evaluation of the official transcripts needed in order to award the Block Credits. They are simply needed for the file.
 - Transcripts can be used further to process additional transfer credits if necessary.
 - Courses that earn Block Credits are awarded a CR grade.

Veterans

A Veterans Administration (VA) funded student enrolling in any of the Campus programs with prior credit from another school or military education or skills training will be evaluated according to the Transfer Credit Policy for all students. All veterans and other students eligible for VA funding should apply for credit for previously completed training. The Campus will evaluate and grant credit, if appropriate. Training time will be adjusted, and tuition reduced proportionately if credit is granted for previous training. The VA and the student will be notified.

The Campus must receive and evaluate official transcripts from all postsecondary schools previously attended by a Veteran and the Veteran's military transcripts before enrollment can be certified. It is the Veteran's responsibility to request all transcripts and pay any fees assessed by the previously attended school(s).

Appeal Process

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

Returning or Transferring Students

If students wish to transfer between programs at the same school, students should seek guidance from the Director of Education and the Registrar. The Director of Education will work with students seeking to transfer to a different program to determine if any of the courses or learning from the current or prior program of study is applicable and can be transferred into the proposed new program with credit granted accordingly.

1. Students transferring from one Education Affiliates campus to another must have all previous credits evaluated for transfer credits.
 - a. Students that have passed a class at another Education Affiliates campus with the same course code as the program they are enrolling into will receive transfer credits for grades of C- or higher if a C- 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 C- or higher will not need to be retaken unless that is considered a failing grade in the new program.

ARTICULATION AGREEMENTS

Fortis College has established articulation agreement(s) with the following institutions: Denver College of Nursing

STUDENT PHYSICAL LOCATION

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

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

HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS

HEALTH, EXTERNSHIP AND PROGRAM CONTINUATION REQUIREMENTS FOR THE DENTAL ASSISTING PROGRAM

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 College must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and externship activities. If the CPR card expires during the program, the student may not participate in any externship activities until the CPR certification is renewed, and the student may be dropped from the program until it is renewed. Students are required to complete 100% of externship hours or will fail the externship course.

Student Health Requirements

It is essential that students be able to perform a number of physical and cognitive activities in the classroom, externship and learning laboratory portions of the program. Students are not to enter any externship facility with contagious conditions or injuries. A student must consult with the externship instructor if an illness, medical condition, or injury is present prior to entering the externship facility. The College or externship agency reserves the right to request a medical release from a health care provider if an identified condition, illness, and/or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense. Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immunosuppression, pregnancy, back injury, behavioral health, etc.

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

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

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

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

IMMUNIZATIONS

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

Hepatitis B	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - One-time dose of Tdap is required. - Td boosters every 10 years thereafter.
Influenza	<ul style="list-style-type: none"> - Required annually.
Tuberculin Skin Test (TST)	<ul style="list-style-type: none"> - For students with no history of previous annual tuberculin skin testing, an initial two-step is required. - For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days. - For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.

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

Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center for immunizations, the expectation is the student will use the center. Students may choose to obtain immunizations from another healthcare provider. However, immunization documentation must include spec

Serological Evidence of Immunity

- **COVID-19 Vaccination**

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

- **Hepatitis B Vaccine**

Students must demonstrate serological evidence of immunity to hepatitis B. For previously vaccinated individuals, serological testing must indicate immunity against hepatitis B. For those who have not been previously vaccinated, a series of three vaccines must be completed. If the student does not have proof of titers, he/she must submit documented proof of receiving the first vaccination within the first week of admission. The second vaccination is to be given one month after receiving the first vaccination. The third vaccination is to be given approximately five months after the second. Proof of the first administration must be provided in order to participate in any agency-based externship rotations.

The student must submit documented proof of completing the hepatitis B series six months from receiving the first hepatitis B vaccination. Documented serological evidence of protection against hepatitis B (positive serology titer) must be provided two months following the third vaccination for those individuals undergoing initial vaccination.

For non-responders or those who have not completed the series of hepatitis B vaccination, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.

For all non-responders or individuals exempt from hepatitis B vaccination based on a valid healthcare provider recommendation, a vaccination waiver must be on file. Any individual who has not completed the hepatitis B vaccination series and final serologic testing indicating immunity must maintain a vaccination waiver on file. Students assume all risk and expenses associated with potential exposure during an externship experience. Expense may also include testing of the patient in the event of exposure.

- **Measles, Mumps, and Rubella (MMR)**

Students should have received two doses of live measles and mumps vaccines given on or after the first birthday, separated by 28 days or more and at least one dose of live rubella vaccine in their lifetime.

Individuals must submit proof of immunity against measles, mumps, and rubella through serology testing or laboratory confirmation of the disease.

If serology results indicate that the individual is not immune or serological test results indicate “indeterminate” or “equivocal,” individuals should be considered non-immune, and additional MMR vaccination may be required in accordance with current CDC recommendations/guidelines. Students are required to provide documentation to the College and maintain compliance with the immunization and health clearance policy. Failure to complete required vaccinations, serology testing and/or provide documentation in a timely fashion, may result in program dismissal.

- **Varicella (Chicken Pox)**

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

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

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

- **Seasonal Influenza**

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

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

Students are not permitted to practice in any externship, laboratory, or classroom activities with active or suspected tuberculosis disease. All students are required to undergo initial and annual tuberculosis screening while enrolled in a program.

For students with no history of previous annual tuberculin skin testing (TST), an initial two-step is required. For those students with previous annual and/or current TST (within the past 364 days) who provide evidence by documentation, only a current one-step TST is required. A current one-step TST is valid and may be accepted by the College only if completed within the past 90 days and can be verified through an appropriately credentialed healthcare provider.

Initial Two-Step TB Skin Test:

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

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

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

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in a

program. Students must provide documented evidence of compliance to the College. The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

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

If an annual TST is read as a new positive, documentation of a negative chest x-ray report documenting "no evidence of active pulmonary disease" must be provided. The student will not be permitted to participate in externship experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

Students with a history of vaccination of Bacilli Calmette-Guerin (BCG) must complete required initial and annual screening and TST testing. In the event of a positive TST for those who received BCG, students are required to provide documented evidence of a negative chest x-ray reporting "no evidence of active pulmonary disease." Students with a history of BCG vaccination are not exempt from annual TB screening.

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior to the first week of the Semester/Quarter in which the student initially enrolls in a program.

Students who demonstrate a positive TST, QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TST, or positive pulmonary disease on a chest x-ray, will not be permitted to participate in externship experiences until cleared from an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

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

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

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

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

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

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

Students enrolled in the Medical Assisting & Basic X-Ray Technician (MABXT) program must complete the following immunizations prior to clinical/externship:

- MMR – Measles, Mumps, Rubella (two doses or positive titers)
- Varicella (two doses or positive titer)
- Seasonal Influenza
- Tdap/TD - Tetanus (within last 10 years)

- Hepatitis B vaccination is administered in a series of three doses. Students must complete the first two doses of Hepatitis B immunizations within 30 days after starting the first term.

Additional Immunizations/Vaccinations for the Dental Hygiene and Medical Assisting & Basic S-Ray Technician Programs

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

ADDITIONAL REQUIREMENTS FOR THE DENTAL HYGIENE AND MEDICAL ASSISTING & BASIC X-RAY TECHNICIAN PROGRAMS AFTER PROGRAM ACCEPTANCE

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

- Applicants must sign the physical or technical statement specific to the chosen program.
- The applicant must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.
- Since some externship sites may require that students have health insurance, the applicant must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- TB test results must be submitted prior to completing the first term. If the results are positive, the applicant must submit negative chest X-ray results.
- Since some externship sites may be farther than 50 miles from the campus, applicants must sign a statement of understanding of the travel requirements.

HEALTH, CLINICAL AND PROGRAM CONTINUATION REQUIREMENTS FOR THE NURSING PROGRAM

As a part of contractual agreements with clinical agencies, all nursing students must provide evidence of an acceptable criminal background history, a negative drug screen, immunizations, and health clearances. Students who do not have the required documentation may not be accepted at the clinical site, resulting in failure and potential dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements.

Students are required to provide documentation and be cleared for placement no later than 21 days prior to the start of the term in which the clinical rotations occur. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization and health clearance documentation. The inability to complete program requirements may result in failure or dismissal. All students are required to sign the *Medical Clearance Acknowledgement Form* regarding health and immunization requirements. The acknowledgement will become part of the permanent record and stored in the student file.

Admissions staff will provide all new nursing students with information regarding the immunization requirements for participating in the nursing program. Students may choose to obtain immunizations from any healthcare provider.

Students are responsible for all costs of program immunizations and medical clearances required for admission and continuation within the nursing program as well as costs that may be associated with injury or illness while on campus, in the learning laboratories, at a clinical experience, or while performing other campus/program related activities during enrollment in the nursing program.

A summary of the requirements follows; however, students may be asked to provide additional documentation required by the clinical site at any time. The full Clinical Requirements Policy can be found in the Student Handbook.

1. **Maintain Unencumbered Practical Nursing License (ADN program only)**
Students in the Associate Degree in Nursing (ADN) program who have a license in Practical Nursing (LPN) must maintain the unencumbered license throughout the duration of the ADN program. Students must report to the Director of Nursing, in writing, any change in status of their practical nurse license within 24 hours of the occurrence. Failure to maintain an unencumbered license may result in dismissal from the program.
2. **Cleared Background Check**
The applicant must pass a criminal background check upon enrollment consisting of federal, state and specialty agencies per school policy, State Board of Nursing rules and regulations, various accrediting body requirements and the terms of the clinical affiliation agreements. Students must maintain a clear criminal background while enrolled in the nursing program.
3. **Negative Drug Screen**
The applicant must pass a drug screen upon enrollment. There may be additional needs throughout the program based on clinical requirements.
4. **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 nursing program.
5. **Student Health Requirements**
It is essential that nursing students be able to perform a number of physical and cognitive activities in the classroom, clinical, and laboratory portions of the program.

Students are not to enter any clinical facility with certain injuries or contagious conditions. A student must consult with the clinical instructor if an illness, medical condition, or injury is present prior to entering the clinical facility. The College or clinical agency reserves the right to request a medical release from a health care provider if a medical condition, illness, or injury may cause a potential safety risk to the student, patient, or others. Additional health care clearance documentation may be required. Any additional requirements will be at the student's expense.

Examples of medical issues include, but are not limited to: limitations required after surgery or accident, immunosuppression, pregnancy, back injury, behavioral health, etc.

Students may not enter or practice within a clinical 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 clinical instructor and nursing program director will be the final deciding authority as to their perception if the student may practice safely within the clinical environment. The clinical agency may be consulted as well.

Any changes in physical or mental health or any medication changes that may alter a student's cognition must be reported immediately to the clinical instructor and Dean of Nursing. All notifications must come at least 24 hours before entering a clinical area.

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

NOTE: Students with medical and/or mental health conditions which may place the student or patients' safety at risk may not be eligible for admission or continuation in the nursing program. Risk assessment is at the discretion of the Dean of Nursing in consultation with the Vice President of Nursing.

6. **Health Insurance**
Many clinical sites require students to have health insurance in order to participate in clinical experiences. It is strongly recommended that students always maintain a health insurance policy to help cover the immunization and health costs required for the nursing program and to cover any injury or illness during the program. Choosing to not maintain a policy could exclude students from clinical, resulting in course failure and potential dismissal.

7. Physical Examination

Nursing students must be able to perform a number of physical and cognitive activities in the classroom, clinicals, simulation and lab. All applicants must submit a current physical exam, less than 365 days old at the time of enrollment, signed by a valid healthcare practitioner demonstrating that they are free from any communicable disease or health impairment that could be a potential risk to patients or impede their ability to perform regular clinical duties. All exams must be performed in person. Tele-health exams are not accepted.

8. Immunizations

Immunization requirements are generally based on the current recommendations from the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC, ACIP, or school policy. The standardized immunization policy reserves the right to require additional healthcare clearance assessments, documentation, immunization, and serology testing at any point throughout enrollment of the nursing program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable proof of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the nursing program. Students are responsible for the cost of any additional requirements.

Students are required to submit documentation of complete immunization or serological evidence of immunity (titers) for the following infectious diseases. Full details may be found in the Clinical Requirements Policy published in the Student Handbook.

IMMUNIZATIONS

Vaccination/Screening/ Document	Requirement Summaries
Hep B/HBV (Hepatitis B)	1. Proof of a 3-dose series - doses at 0, 1, and 6 months OR 2. Proof of the HEPLISAV-B vaccine 2 dose series, 4 weeks apart OR 3. Serologic proof of immunity OR 4. Proof of a booster if the titer is "negative," "indeterminate," or "equivocal" OR 5. Documentation as a non-responder OR 6. Documentation that the series is underway and on track as described above OR 7. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
MMR (Measles, Mumps, Rubella)	1. Proof of 2 doses given at least 28 days apart OR 2. Serologic proof of immunity OR 3. Proof of a booster if the titer is "negative," "indeterminate," or "equivocal" OR 4. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Varicella (Chickenpox)	1. Serologic proof of immunity OR 2. Laboratory confirmation of disease OR 3. Documentation of a diagnosis or verified history of varicella from a healthcare provider OR 4. Proof of 2 doses of Varicella vaccine at least 28 days apart OR 5. Proof of a booster if the titer is "negative," "indeterminate," or "equivocal" OR 6. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Tdap (Tetanus, Diphtheria, Pertussis)	1. Tdap within the last 10 years OR 2. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Flu	1. Seasonal vaccine required annually during the September-March flu season OR

(Influenza)	2. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
Tuberculosis Testing (PPD TST (Purified Protein Derivative Tuberculin Skin Test), IGRA blood tests, & X-rays)	<ol style="list-style-type: none"> 1. If no history of previous annual TB testing, an initial two-step PPD skin test OR 2. If previous annual tests AND current testing documentation can be provided, only a one-step within the last 90 days is required for new students OR 3. Annual PPD skin test for all previously enrolled students OR 4. An annual, negative QuantiFERON-TB Gold test (QFT-G), T-SPOT TB Test or other Food and Drug Administration (FDA) approved TB blood test (IGRA) <p><i>For students with a positive TB skin test or IGRA test:</i></p> <ol style="list-style-type: none"> 5. A "negative" chest x-ray AND a "negative" TB screening report from a healthcare provider if it is a "new" positive TST or IGRA OR 6. A "negative" chest x-ray within the past 5 years for those with a history of a BCG vaccination, or a positive TST or IGRA
CPR	1. Valid AHA BLS CPR card (American Heart Association Basic Life Support CPR)
Physical	1. Performed by a healthcare provider stating the student is fit for practice that is less than 1 year old
Background	1. cleared check performed at enrollment - must remain clear through the program
Drug Screen	1. clear screening performed at enrollment and randomly throughout the program

ACADEMIC PROGRAMS

DIPLOMA PROGRAMS

HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

Length: 960 Contact Hours; 48 Instructional Weeks	Program Quarter Credits: 64
Total Clock Hours, including Out-of-Class Work Hours: 1,200	
Credential Awarded: Diploma	Mode of Delivery: Residential

OBJECTIVE

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

DESCRIPTION

The Heating, Ventilation, Air Conditioning & Refrigeration program is designed for persons interested in a career in the field of climate control systems, focusing on learning objectives identified as the key knowledge points for an HVACR Technician. The student will be adept at using a variety of tools to work with refrigerant lines and air ducts.

They use voltmeters, thermometers, pressure gauges, manometers, and other testing devices to check airflow, refrigerant pressure, electrical circuits, burners, and other components. Upon graduation from the HVACR program, students will be required to take and pass the EPA certification exam. Students will receive a diploma and be able to work as heating, air conditioning and/or refrigeration service technicians in both residential and commercial sites.

CREDENTIALING EXAMS

Graduates are eligible to take the EPA Universal Certification Exam and Rocky Mountain Gas Association (RMGA) Certification Exam.

CAREER OPPORTUNITIES

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

PLAN OF STUDY

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

Schedule

Evening: 6:00 pm – 11:00 pm Monday through Thursday except on Make-up Days.

MEDICAL ASSISTING AND BASIC X-RAY TECHNICIAN

Length: 1020 Contact Hours; 48 Instructional Weeks	Program Quarter Credits: 62
Total Clock Hours, including Out-of-Class Work Hours: 1,275	
Credential Awarded: Diploma	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

OBJECTIVE

Changes in the healthcare field have created a need for professionally-trained individuals who can perform both medical assisting tasks and basic x-ray operation in a physician’s office or other non-hospital healthcare settings. The Medical Assisting and Basic X-ray Technician program has been designed to meet such a unique need in the health care industry. The diploma program starts with general knowledge required by allied health professions and then focuses on the fundamental knowledge and skills expected of a typical medical assistant who is also able to perform basic or limited scope X-ray operations. The program offers a carefully designed set of courses that train students in administrative and clinical skills to support a physician. Additionally, students in the program also learn to perform limited scope x-ray operations. The objective of the program is to prepare students for seeking entry-level employment as a medical assistant who is also able to perform limited scope x-ray operation tasks.

DESCRIPTION

This program primarily prepares students with the skills and knowledge necessary to perform administrative and clinical tasks of a Medical Assistant in a medical setting. As an added component, the program also trains students on principles and skills for limited scope x-ray operation such as positioning the skeletal system and chest in preparation for limited scope x-ray procedures. Students learn to accurately position patients and ensure that quality diagnostic images are produced. The Medical Assistant and Basic X-ray Technician program graduate is often expected to multitask in any physician’s office or clinic by assisting with vital signs or other typical back-office procedures and/or administrative office procedures including electronic health record management. When the need arises, he or she is also able to perform limited scope x-ray procedures for a diverse population of patients.

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 externship hours and other related learning activities prior to graduation. Students are not paid for work performed on the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the National Healthcareer Association Certified Clinical Medical Assistant (CCMA) exam. They are also eligible to take the American Registry of Radiologic Technologists (ARRT) examination for the Limited Scope of Practice in Radiography.

CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment in positions such as: Medical Assistant, Medical Office Assistant, and Limited Scope Medical X-Ray Technician.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4
AHP105	Medical Terminology**	60	4
AHP106	Medical Anatomy and Physiology**	60	4
BXR110	Introduction to X-Ray Technology	60	4
BXR115	Principles of Radiography	60	4
BXR120	Radiation Protection and Patient Care	60	4
BXR125	Digital Radiography	60	4
BXR130	X-Ray Positioning – Skeletal System	60	4
BXR135	X-Ray Positioning – Torso and Cranium	60	4
MAS110	Clinical Procedures and Techniques	60	4
MAS115	Laboratory Procedures and Techniques	60	4
MOA115	Medical Records and Insurance**	60	4
MOA120	Electronic Health Records**	60	4
MAS142	Certification Review and Career Development	60	4
MAS192	Externship	180	6

***Online Delivery*

Schedule

Morning: 8:00 am – 1:00 pm Monday through Thursday except on Make-up Days.

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. Externships are not offered in the evening or weekend.

ASSOCIATE DEGREE PROGRAMS

DENTAL HYGIENE

Length: 2412 Contact Hours / 120 Instructional Weeks	Program Quarter Credits: 141.5
Total Clock Hours, including Out-of-Class Work Hours: 3,814	
Credential Awarded: Associate of Science	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

OBJECTIVE

An integral member of the professional dental team, the Dental Hygienist assumes a major role in the prevention of dental diseases for patients. Advanced technology and increased public awareness on preventive health modalities have contributed to the growth of the dental industry. Increased demand for dental services has led to the expansion of roles for the hygienists to include clinician, educator, administrator, and advocate. The responsibilities of the dental hygienist continues to evolve requiring advanced skills in preventive, educational, and therapeutic dental services. The objective of the dental hygiene program is to train and prepare students in all skills necessary to perform dental hygiene services in a variety of entry-level employment settings.

DESCRIPTION

The Dental Hygiene program will prepare students to achieve competency in the delivery of the most current dental procedures and prepare the individual to pursue a career as a dental hygienist with skills to fulfill responsibilities as practitioner and patient advocate. Students learn to provide preventative, educational, clinical therapeutic services supporting the total health of their patients, control oral disease symptoms, and promote good oral health.

CLINICAL

The Dental Hygiene program has a significant component of supervised clinical on campus to allow students opportunities to apply their knowledge and skills on patients. The clinic hours are scheduled throughout the curriculum to fulfill the clinical practice requirements. During the clinical hours, students work under the supervision of an instructor and a licensed dentist.

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday.

CREDENTIALING EXAMS

Graduates cannot be employed as a Registered Dental Hygienist (RDH) until they have successfully passed all applicable exams and have received a license from the State Board of Dentistry. Licensing requirements vary by state, and one such requirement is to pass several credentialing exams. Students must pass the written National Board Dental Hygiene Examination (NBDHE) and a regional or state board examination that includes a clinical component and in some jurisdictions a written component. Most states require passing a written jurisprudence examination administered by the State Board of Dentistry.

CAREER OPPORTUNITIES

Graduates of this program are prepared to seek entry-level employment as dental hygienists.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP206^	Ethics and Jurisprudence	40	4
BIO205*^	Microbiology	60	4
COM205*	Effective Communication**	40	4
DAS114	Radiology	60	4
DHG100	Nutrition	60	4
DHG104	Introduction to Dental Hygiene Lab I	60	4
DHG105	Introduction to Dental Hygiene Lab II	60	4
DHG110	Anatomy, Histology, and Embryology of Facial Structures I	60	4
DHG111	Anatomy, Histology, and Embryology of Facial Structures II	60	4
DHG112	Process of Care I	60	4
DHG197	Dental Hygiene Clinic	120	4
DHG198	Dental Hygiene Clinic	120	4
DHG199	Dental Hygiene Clinic	120	4
DHG200	Dental Materials	60	4
DHG212	Process of Care II	60	4
DHG220	Periodontology I	60	4
DHG230	Health Promotion	60	4
DHG240	General Oral Pathology	60	4
DHG250	Pharmacology and Pain Control	60	4
DHG297	Advanced Dental Hygiene Clinic	144	4.5
DHG298	Advanced Dental Hygiene Clinic	144	4.5
DHG299	Advanced Dental Hygiene Clinic	144	4.5
DHG312	Process of Care III	60	4
DHG314	Radiology II	60	4
DHG320	Periodontology II	60	4
DHG330	Community Oral Health	60	4
ENG101*	English Composition**	40	4
MAT101*	College Mathematics**	40	4
MED110*^	Anatomy & Physiology I	60	4
MED115*^	Anatomy & Physiology II	60	4

PDC200*^	Career Development	60	4
PSY101*	General Psychology**	40	4
SCI118*^	Chemistry	60	4
SCI120*^	Biochemistry	60	4
SOC101*	Sociology**	40	4

**General Education course*

**^General Education – Related course*

^Related course

***Online delivery*

NURSING

Length: 1500 Contact Hours / 96 Instructional Weeks / 144 Instructional Weeks (Flex Program Option)	Program Quarter Credits: 106
Total Clock Hours, including Out-of-Class Work Hours: 3,080	
Credential Awarded: Associate of Science	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

Clinical times may start as early as 6:00 am and end as late as 11:00 pm and may require an occasional Saturday or Sunday.

NURSING PROGRAM MISSION, GOALS, AND STUDENT LEARNING OUTCOMES

It is the mission of Fortis College's nursing programs to serve the needs of society by offering excellent nursing programs that exemplify the highest standards and educational outcomes. The nursing programs are based upon contemporary, educationally sound, conceptual frameworks, which include supporting concepts of critical thinking, nursing process, therapeutic interventions, therapeutic communication, and leadership to help students develop and expand their nursing roles. These programs emphasize the values of caring and advocacy, professional accountability, and professional ethics. Both faculty and students reflect these attributes when serving the needs of society in their respective roles.

Student Learning Outcomes - Associate Degree in Nursing Program

1. Analyze relevant assessment data to provide holistic client-centered care.
2. Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
3. Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and healthcare team members.
4. Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.
5. Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
6. Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.
7. Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
8. Participate in activities that promote professional development and personal growth.

Upon graduation, the graduate is eligible to apply to take the National Council Licensure Examination [NCLEX-RN], passage of which is required to obtain a license to practice nursing in the state of Utah.

Graduation from the Associate Degree in Nursing program does not guarantee eligibility to sit for state licensure examination in this or any other state.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP216	Anatomy and Physiology I	80	6***
AHP217	Anatomy and Physiology II	80	6***
BIO101*^	General Biology	60	5
BIO205*^	Microbiology	60	4
CMP105*^	Introduction to Informatics**	20	2***
COM205*	Effective Communication**	40	4
ENG101*	English Composition**	40	4
MAT101*	College Mathematics**	40	4
NUR100	Pharmacology	50	5
NUR101	Health Assessment	50	4
NUR104	Foundations of Nursing	150	8***
NUR201	Medical-Surgical Nursing I	180	9
NUR202	Maternal-Newborn Nursing****	60	4
NUR203	Pediatric Nursing****	60	4
NUR204	Leadership and Management**	20	2
NUR206	Community Nursing Concepts**	20	2
NUR208	Mental Health Nursing****	60	4
NUR209	Medical-Surgical Nursing II	160	8
NUR210	Transition to Practice-Capstone	120	6
PSY101*	General Psychology**	40	4
PSY278*^	Human Growth and Development**	40	4***
SCI115*^	Fundamentals of Human Nutrition**	30	3***
SOC101*	Sociology**	40	4

*General Education course

*^General Education – Related course

**Online delivery

***Awarding of Academic Credit for Licensed Practical Nurses: Prospective students who have completed a Practical Nursing program and hold a current PN license may be awarded up to 23 quarter credits for these courses in the Associate Degree in Nursing program. Prospective students who completed a Practical Nursing program that did not include a course in general informatics may be awarded only 21-quarter credits and will be required to take CMP105 Introduction to Informatics as part of their plan of study.

****Blended delivery (lecture online, lab and clinical residential)

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 College include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program	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 school. 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

***Nursing Students**

For successful completion of nursing courses, a minimum test composite score of 78% (total average of key graded assessments) and clinical, simulation, and laboratory performance grades of Pass ("P") are required for the science courses. The minimum overall course grade of C+ (78%) is also required for Mathematics (MAT 101). The minimum grade of "C-" (70%) is required to pass all other courses (non-nursing and non-required courses) in the program curriculum.

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

- Anatomy and Physiology
- Microbiology
- Ethics & Jurisprudence
- Chemistry
- Biochemistry

Any dental hygiene or prerequisite science course as listed above with a final grade below 78% must be retaken. A student may attempt a dental hygiene course no more than two times. Any student who fails to pass a dental hygiene course after two attempts is subject to dismissal from the program.

ACADEMIC HONORS

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

Honor Roll

Students who earn a grade point average between 3.50 and 3.69 for an academic term will be placed on the Honor Roll.

Students acquiring Honor Roll status will receive a certificate designating their status. Students who achieved Honor Roll in the most recent term will be displayed prominently throughout the campus.

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 and Dean of Education will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

CLINICAL EVALUATION

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

The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

Nursing Students

Clinical and laboratory activities will be evaluated using grading rubrics that identify critical elements that must be judged satisfactory, to assign a letter grade. The instructor will provide feedback to the student regarding his or her progress in lab, simulation and clinical. In addition, a formative clinical evaluation will be completed at mid-term, and a comprehensive clinical evaluation will be completed at the end of each clinical rotation.

INCOMPLETE GRADE POLICY

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

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

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

Nursing students

All incomplete coursework must be completed and submitted for grading within one calendar week from the last day of the completed academic term. Any coursework not completed in this timeframe will receive a grade of 0 (zero) and the course grade will be determined in accordance with the criteria published in the course syllabus. In no case may a nursing student progress to the next term with a grade of "Incomplete."

Each student in a Practical Nursing or Associate Degree in Nursing program is required to successfully complete a capstone course (PNR 207 or NUR 210) that includes a comprehensive competency exam. The capstone course is taken in the final term of the program.

Successful completion of the capstone course requires the student to achieve no less than the minimum required score on the comprehensive exam. The specific information about the comprehensive examination and required minimum score is in the course syllabus.

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.

Students In Online Nursing Courses Will Follow The Incomplete Policy For Nursing Students.

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 an asterisk on the official transcript.

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

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

Nursing Students

A nursing student will be dismissed from the program after earning a third failing grade in a nursing course (refer to syllabus for the definition of failing grade). Nursing courses are those with an NUR or PNR course code prefix.

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 or 12 weeks, depending on program). Auditing a class may lengthen the time it takes for a student to complete the program.

COURSE REFRESHER

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

TRANSCRIPT OF GRADES

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

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students must have:

- 1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
- 2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- 3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
- 4) Verified satisfactory completion of all program criteria for graduation with the 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 College.

LICENSURE, CERTIFICATION, AND REGISTRATION

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

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

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

STUDENT HANDBOOKS

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

COUNSELING/ADVISEMENT

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

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

If a student has a problem that cannot be addressed by the Fortis College team members, that student is referred to ESPYR. ESPYR is a professional, confidential service provided by Fortis College here 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 campus have 24/7 access to licensed ESPYR 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

Final Course Grade Appeals

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

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

Before initiating a grade appeal, the student is strongly encouraged to work directly with the course instructor to resolve the concern. Per the Grade Appeal Policy, if the student still chooses to appeal their final grade the student must complete, sign, and submit the school's Grade Appeal Form by the 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 or Registrar.

Dismissal Appeals

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

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

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

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

Nursing Academic Appeals

If a nursing student wishes to appeal a dismissal from the program due to a third failure in a NUR or PNR course, the student's appeal letter must describe the significant extenuating circumstances that directly affected the student's ability to successfully pass the courses. The appeal letter must also state the changes that have occurred in the student's circumstances that will support the student being able to successfully pass the course/s if the appeal is granted. Qualifying significant extenuating circumstances are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. The Academic Review Board will make the determination of whether the person will be allowed to re-enter the program and define the requirements for re-entry. After the campus has made their recommendations, their decision will be reviewed by the Appeals Oversight Committee. The Appeals Oversight Committee consists of various positions within Education Affiliates Inc, the ultimate owner of the College. All appeal materials must be submitted to the Appeals Oversight Committee four weeks before the term starts. Appeals submitted less than four weeks prior will not be reviewed for the upcoming term. The final decision regarding the appeal will be made by the Appeals Oversight Committee.

To appeal to re-enter after dismissal, the student must submit an appeal form, letter of appeal, supporting documentation, current grade transcript, and an academic success plan four weeks before returning. The appeal should include a description of the academic decision being appealed, along with as much supporting documentation as possible to explain and substantiate the reason for the appeal.

If a student is appealing termination due to a third failure in a nursing course, their letter of appeal must demonstrate, to the

satisfaction of the Academic Review Board, that significant extenuating circumstances prevented them from passing the failed courses. Qualifying significant extenuating circumstances are rare and typically include severe illness, injury, hospitalization, military duty, death of a family member, or incidents related to natural disasters. The student must also explain the steps taken to ensure these events will no longer impact their progress and provide a plan to successfully meet their academic goals.

If re-entry is permitted, the campus will review an academic success plan with conditions that the student must agree to and meet. If another failing grade in a nursing course is received, the student will be permanently dismissed from the program, and no additional appeals will be considered. This policy applies to all nursing programs in the Education Affiliates system. Permanently dismissed students cannot transfer to another Education Affiliates school.

If the person who has been dismissed or a student believes that he or she did not receive the appropriate due process, the person may submit a grievance by following the procedure described in the grievance policy section of this Catalog.

ATTENDANCE

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

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes

will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

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

A student attending the College will be withdrawn from any course he or she does not attend within a 14-day calendar period (excluding school holidays and breaks). The student will be withdrawn from his or her program immediately if he or she does not attend any course(s) within a 14-calendar day period (excluding school holidays and breaks). All students must complete 100% of the scheduled clinical or externship hours within the assigned grading period.

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

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

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

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.

Attendance in Online Nursing Courses

Attendance in online Nursing courses – those that start with an NUR or PNR – occurs when students attend the weekly live lecture. The days and times for live lectures are listed in the student's schedule. Attendance in the weekly live lectures is mandatory. If a student is unable to attend a live session, the student must speak with their online Nursing instructor.

Additional Dental Hygiene Program Attendance Policies

Students are expected to attend all classes, labs, and clinical. Absences jeopardize a student's ability to meet course or clinical objectives. Under extraordinary circumstances, an excused absence based on proper documentation may be awarded for circumstances such as a death in the immediate family, required court appearance, military leave, jury

duty or a student's hospitalization. If this situation occurs during a clinical session, any missed time must be made-up; however, the students may be charged an hourly fee for that clinical make-up session. By enforcing a strict attendance policy, Fortis College helps to assist the students in gaining valuable educational experiences and developing good work habits.

A dental hygiene student who accumulates four (4) unexcused absences in any combination of classes, labs, or clinical in a quarter will be placed on attendance probation for the duration of the quarter. During the probationary period if a student misses one more class, lab or clinical they may be dropped from the program and receive a failing grade for all current courses. Late arrivals (tardies) and early departures of 15 minutes or more from classes and labs will be documented. Any combination of three (3) late arrivals and/or early departures from class, lab or clinical will count as an absence and will be used in calculating overall absences. Students who miss half or more of any class or lab will be counted as absent for that particular class, lab or clinical. Even though 100% missed clinical time must be made up, a missed clinical still counts as an absence for determining if a student is placed on attendance probation.

The Fortis College Dental Hygiene Program does not guarantee clinical make-up experiences. Failure to complete 100% of clinical time, for any reason, will result in a failure for the course. Students are allowed ONE (1) clinical absence (of the four (4) defined unexcused absences mentioned above) per 12-week quarter. Additional clinical absences may result in dismissal from the dental hygiene program. Students must make up missed clinical time within two (2) weeks of the absence or will not receive credit for the make-up. Students must provide documentation to receive any excused absences. Specific clinical attendance policies are more stringent than the overall dental hygiene program attendance policies and are documented in detail in the Fortis College Dental Hygiene Program Student Handbook, and in the college catalog.

It is the student's responsibility to monitor their own attendance status. Students should consult with the dental hygiene program administrator if they have any questions.

Dropped students will be considered for re-entry into the program on a space-available basis. Re-admission policies apply. Students are not guaranteed readmission.

Students re-entering the program after being dropped for violation of the attendance policy will be dismissed permanently from the program if they violate the attendance policy a second time.

Lecture and lab classes: Students are responsible for reporting absences to their instructor prior to the beginning of class. A "no call, no show" is NOT acceptable. Call 801-713-0915. Students should follow up with an email to their instructor to notify them of their absence and request homework assignments.

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 or W F 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 should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
- 4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12-month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

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

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

There are five required steps that must be completed prior to the approval of the SPN enrollment status:

1. The student must be currently enrolled and actively attending a program of study that delivers instruction in modules.
2. The student must have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.
3. The student must be able to return to the same payment period, or term for which the SPN is granted. For standard term programs a SPN can only be granted in the first child module of the parent term.
4. The Campus President and Financial Aid Director **must** approve the SPN request.
5. Any SPN means that the School will not charge the tuition, books, or fees for the module of instruction for which the student is not in attendance.

WITHDRAWAL

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

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

If a student is considering withdrawing from a course or from the College, the student should contact and meet with the Dean of Education or the Dean of Nursing (for students enrolled in nursing courses), 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 College will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

Nursing Students

Students enrolled in nursing courses and required courses (anatomy and physiology, microbiology, nutrition, general biology, and mathematics (Math 101) who withdraw from a course or from the College will receive a grade of "W" if they withdraw before the end of the 8th week of a quarter-based course, or before the end of the 11th week of a semester-based course. If students withdraw in week 9 (for quarter programs) or week 12 (for semester programs) and thereafter, they will receive a "WF" grade for the course. The grade will be recorded on their transcript.

A "WF" grade is regarded the same as an "F" grade in determining Academic persistence and Satisfactory Academic Progress.

Nursing students are allowed only two course withdrawals (including both "W" and "WF") from nursing courses and/or required courses (anatomy and physiology, microbiology, nutrition, general biology, and mathematics (Math 101) during the entire program, whether such withdrawals were from the same course or different ones. Withdrawing a third time, regardless of the week in which the withdrawal takes place, will result in academic dismissal from the nursing program.

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, termination shall take effect on their last day of attendance.

Dismissal from the Program and the College

Students who have been dismissed from the College may not be eligible for re-instatement, unless the dismissal was due to failure to meet the College 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, 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 College uses the following clock hour to quarter credit hour conversions:

One quarter credit hour is defined as:

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

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

OUT-OF-CLASS WORK

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

Types of Out-of-Class Work

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

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.

Assignment of Out-of-Class Work

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

MAXIMUM CLASS SIZE

Course Component	Allied Health Programs	Dental Hygiene (AS)	Nursing (AS)	HVACR
Lecture	24:1	24:1	36:1	30:1
Clinic/Lab	20:1	5:1	12:1	18:1
Simulation**	N/A	N/A	10:1	N/A
Clinical Rotation	N/A	N/A	10:1	N/A
Online Courses	25:1	25:1	25:1	N/A

**Broken into two subgroups of 5 students each

COURSE PROGRAMMING

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

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

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

COLLEGE CLOSURES

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

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

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.

For nursing students in online nursing courses, zoom lectures will be held as scheduled.

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, INTERNSHIPS, AND EXTERNSHIPS

1. Nature of policies in this section of the Catalog
 - a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term “externship” is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of CIE - educational purpose, status of students

- a. Most programs at this College are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship
 - a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.
 - b. Students must have a CGPA of at least 2.0 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.
 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. 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.
- f. 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 first-hand and to obtain feedback from both the student and the on-site supervisor.

b. Sign-off on attendance

- i The student's supervisor must sign off on time reported back to the College. It is the student's responsibility to get the supervisor's signature on his or her timecard.

9. Safety, confidentiality, professionalism

- a Students are expected to observe and comply with all site and institutional requirements for safety and preservation of confidentiality. Students are expected to demonstrate professionalism in their interaction with all members of staff and members of the public at the site where they are assigned. Such professionalism includes appropriateness of communications. Allied health students may be required to sign a statement acknowledging confidentiality of patient records and the applicability of HIPAA laws.

10. Dress code, behavior, conduct, and rights and responsibilities

- a At all times the College's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.
- b In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the College's policies and discipline will be administered accordingly, up to and including dismissal from the program.

11. Grading, student performance evaluation

a Academic

- i 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 firsthand observation and input from the site.
 - iv The student is required to fill out a survey evaluating the extern site and experience.
- b If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.

12. Program Specific Requirements

- a There is a wide and extensive array of program specific conditions that a student must meet both 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. 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.
- b 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 assists the College in making changes and modifications to improve the quality of programs, instruction, and student services.

LEARNING RESOURCE CENTER

Mission Statement

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

Objectives

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

Definition

The Learning Resource Center (LRC) is a library serving a number of academic programs. The Center is located in a defined learning space within the College. The LRC houses the print collection of reference books, print journals, and media titles. It is the central location for access and distribution of a broad range of databases and web-based resources that are accessible on computers in the LRC or at any location in the College. The LRC provides a quiet environment for study or research and is staffed by knowledgeable and trained professionals.

CAREER SERVICES

Career Services continuously promotes 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 placement assistance will be provided, the College cannot promise or guarantee employment or specific salary.

TUITION AND FEES

PROGRAM	TUITION	ADMIN & TECH FEE	UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	IMMUNIZATION TRACKING	LAPTOP COMPUTER	BACKGROUND CHECK	DRUG SCREEN	TEXTBOOKS & E- BOOKS	TOTAL COST
DIPLOMA PROGRAMS											
Heating, Ventilation, Air Conditioning	\$19,736	\$100	\$0	\$776	\$25	\$0	\$432	\$0	\$0	\$585	\$21,654
Medical Assisting & Basic X-Ray Technician	\$19,944	\$203	\$0	\$103	\$322	\$0	\$432	\$60	\$37	\$645	\$21,746
DEGREE PROGRAM											
Dental Hygiene (141.5 credits)	\$55,217	\$350	\$0	\$3,315	\$0	\$0	\$515	\$40	\$40	\$2,692	\$62,169

NURSING PROGRAMS	TUITION	ADMIN & TECH FEE	UNIFORMS	STUDENT KIT	CERTIFICATION / LICENSURE EXAM	REFERENCE	LAPTOP COMPUTER	BACKGROUND CHECK	IMMUNIZATION TRACKING	CLINICAL FEE	DRUG SCREEN	TEXTBOOKS & E- BOOKS	TOTAL COST
Associate Degree in Nursing (96 Week Program)	\$49364	\$520	\$0	\$140	\$200	\$545	\$515	\$60	\$0	\$0	\$37	\$1570	\$52,951
Associate Degree in Nursing (144 Week Program)	\$49364	\$780	\$0	\$140	\$200	\$545	\$515	\$60	\$0	\$0	\$37	\$1570	\$53,211

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

The Enrollment Agreement obligates the student and the College by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this College catalog. The content and schedule for the programs and academic terms are described in this catalog. 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 dismissed by the College for any reason, refunds will be made according to the College's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the College determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis College from any and all liabilities. All governmental

and agency refunds will be made within the required time limits of the funding agency.

REFUND DETERMINATION POLICY

If an applicant/student cancels, withdraws, or is terminated by All-State Career School for any reason, refunds will be made according to All-State Career 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 All-State Career 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, 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 All-State Career School from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

TUITION REFUND POLICY

A student wishing to officially withdraw should inform Fortis College at least five calendar days, but no more than thirty calendar days, in advance of withdrawal, and is encouraged to do so in writing. A student who returns to Fortis College after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current price of tuition and fees. A student’s last date of attendance as documented by Fortis College will be used to calculate any money the student owes and to calculate any refund the student is due. All other fees are non-refundable when the applicable item or service is provided to the student.

Student refunds are based on the formula below:

Proportion of Quarter Taught	Refund Percentage
0-10%	10%
10.1%-20%	20%
20.1%-30%	30%
30.1%-40%	40%
40.1%-50%	50%
More than 50%	No Tuition Refund

RIGHT TO CANCEL

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) calendar day after the date the applicant’s Enrollment Agreement with the College was signed by the student and a representative of the College. The applicant may use a copy of his or her Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis College at 3949 South 700 East, Suite 150, Salt Lake City, Utah, 84107, Attention Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees to be paid within 30 days.

CANCELLATION/REJECTION POLICY

Fortis College will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by Fortis

College or who enrolls in a program that Fortis College cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount Will Not be charged to the student.

A fee of \$200 per day may be charged to students in the Associate Degree in Nursing program for an unexcused make- up clinical day. A fee of \$25 per hour may be assessed for an unexcused make-up lab or simulation experience.

There is no graduation fee.

FINANCIAL ASSISTANCE PROGRAMS

Fortis College maintains a staff of financial aid professionals to assist students in obtaining the financial assistance they require to meet their educational expenses. Available resources include the federal grant and state aid programs, student loans from private lenders, and federal work-study opportunities, both on and off campus. Federal assistance programs are administered through the U.S. Department of Education. Any U.S. citizen, national, or person in the United States for other than temporary reasons who is enrolled or accepted for enrollment may apply for these programs. Most forms of financial assistance are available for each July 1 – June 30 award period. Every student considering application for financial aid should request a copy of the current guide, *Do you need money for college or trade/career school?*, published by the U.S. Department of Education. This important document may be obtained from the College's Financial Aid Office or online at <https://studentaid.gov/> and will assist persons in understanding eligibility requirements, the application process, deadlines, and the various forms of grants and loans available. In addition, the College's *Consumer Information Guide* contains more detailed information about financial assistance programs. The *Consumer Information Guide* is available online at <http://www.fortis.edu/>.

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, 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, his or her is notified by letter.

VETERANS' BENEFITS

Insert School Name Here is approved for participation in various funding programs offered through the Veterans' Administration. Information on eligibility requirements and applications can be obtained from the Financial Aid Office. A student entitled to educational assistance under chapter 31 or 33 should submit a certificate of eligibility as early as possible, but no later than the first day of class. Students who request in writing to use their chapter 31 or 33 entitlement and provide all necessary information for a timely certification of enrollment will receive a budget sheet or financial aid award letter outlining these benefits which would be used to pay for costs the student will incur. In such cases, the institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds due to the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided under chapter 31 or 33..

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 awarded by Utah State Office of Rehabilitation and is determined based on financial need, physical need, and the availability of funds.
www.usor.utah.gov/contact/CurrentRoster.pdf
Toll-Free 1-800-473-7530 Fax 801-538-7522
www.usor.utah.gov
- **Department of Workforce Services**
Workforce Investment Act of Utah (WIA) is designed to assist students who have been affected by the downturn in the economy to re-enter 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 counties that award funding for that specific county. The funding is awarded based on need, availability, and several other factors. Students must meet with a counselor in their area prior to entering an education program. <http://jobs.utah.gov/regions/ec.html>
Department of Workforce Services - Imaging Operations
P.O. Box 143245
Salt Lake City, UT 84114-3245
Phone: 801-526-0950 Toll-Free Phone: 1-866-435-7414
Fax: 1-877-313-4717
- **Fortis College Dental Hygiene Scholarship**
The Dental Hygiene Scholarship is an award amount of \$2000, disbursed quarterly over the length of the program. This application is made available during the financial aid appointment and any new student entering into the program can apply. The scholarship is awarded based on composite admission scores. This is compiled based on the score of the following: Wonderlic Scholastic Exam, High School or most recent GPA, Allied Health Work or Military experience, written essay, interview with the Dental Hygiene Program Chair, and a completed application form. Once approved, the student receives an official approval letter. If applicable, payment plans are recalculated. If the student is denied, they are not eligible in the future.
- **Fortis College Nursing Scholarship**
The Nursing Scholarship is an award amount of \$2000, disbursed quarterly over the length of the program. This application is made available during the financial aid appointment and any new student entering into the program can apply. The scholarship is awarded based on the following requirements: one letter of recommendation from an

employer, supervisor, or faculty member (if attended school in the past 2 years), completed application form, and a short essay with the student's professional goals, plan for success, and an explanation of how the scholarship will assist in meeting those objectives. Once approved, the student receives an official approval letter. If applicable, payment plans are recalculated. If the student is denied, they are not eligible in the future.

VERIFICATION

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

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

RETURN OF TITLE IV FUNDS POLICY

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

Credit Hour Programs:

No. of Days Completed in the Payment Period through Withdraw Date Total Number of Days 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 require refund are credited in the following order:

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

Return of Unearned FSA Funds

The College must return the lesser of the following:

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

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

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

If a student earned more aid than was disbursed, the College may owe the student a Post-Withdrawal Disbursement (PWD)

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

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

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

ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS

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

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

SATISFACTORY ACADEMIC PROGRESS

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

SAP Evaluation Periods

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

Maximum Time Frame

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

Quantitative Requirement Credit Completion

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

Qualitative Requirement – Cumulative Grade Point Average (CGPA)

The College measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be

included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

Academic/Financial Aid Warning

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

SAP Tables

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

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

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

Nursing and Dental Hygiene Programs (Quarter Credit Programs)

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

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.

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

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

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

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

Cancellation of Aid

If a student's financial assistance is cancelled for failure to meet satisfactory academic progress standards after either a SAP Academic/Financial Aid Warning period or a SAP Financial Aid Probationary period, the student will be notified in writing informing him or her of the cancellation of federal financial aid and termination from the College as well as the requirements for the submission of an appeal and the requirements for re-admission to the College.

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

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

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

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

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the College from another postsecondary institution, the transfer credits that were accepted by the College

will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

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

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

Remedial Courses

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

Termination

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

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the College, for the purpose of initiation or admission into an affiliation with any organization recognized by the College.

Hazing includes, without limitation, the following as determined by the College: any brutality of a physical nature, such as

whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

- Hazing is a violation of the College Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the College.

COPYRIGHT PROTECTION POLICY

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

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

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 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 time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the College community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the College and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

Students who violate this policy may face disciplinary actions, up to and including dismissal from school.

CYBERBULLYING

The College is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The College encourages the promotion of positive interpersonal relations among members of the school community. The use of any electronic communication device or venue to harass, intimidate or bully a student, faculty, or staff member, whether by other students, faculty, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes any act that substantially interferes or presents a perception of interference with a student's educational experience, opportunities, or performance. Any threats, verbal, and/or psychological abuse, electronically transmitted or posted, or actions which cause or threaten to cause bodily harm or personal degradation will not be tolerated. Students who violate the policy against

cyberbullying may face disciplinary actions, up to and including dismissal from school. Students, faculty, staff, and other parties, who feel like they have been a victim of cyberbullying, should contact the Dean of Education or his/her designee immediately. Students enrolled in nursing programs and nursing faculty and staff should contact the Dean of Nursing.

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.

HVACR DRESS CODE (TRADES)

Trades students must maintain a clean and neat appearance while attending any Fortis College activity including: classes, field trips, meetings, etc. It is essential to develop appropriate dress habits for a career in the Trades. Listed below are the specific criteria for Trades students:

- Trades students should maintain appropriate personal hygiene.
- Fortis issued polo shirt and trousers or jeans will be worn for all college activities.
- Undergarments are to be worn and are not to be visible at any time.
- Hard-soled, closed-toe, supportive shoes with socks are to be worn at all times.
- Students are required to wear their Fortis College picture ID at Fortis College activities.
- Appropriate casual attire will be worn on days specified by program curriculum, such as career development interviews, etc.
- Hats and other headgear should be professional and appropriate for the Trades.
- All clothing and accessories should be neat, clean, and in good repair.

ALLIED HEALTH PROGRAMS DRESS CODE

Allied Health students (MABXT & DA) must maintain a clean and neat appearance while attending any Fortis College activities including: classes, externship, field trips, meetings, etc. It is essential to develop appropriate dress habits for a career in the allied health field. Listed below are the specific criteria for Allied Health and students:

- 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.
- Tops may be worn tucked inside or outside of the uniform pants.
- 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.
- Fortis issued scrubs will be worn for all college activities including: classes, field trips, meetings, externship etc.
- A lab coat or scrub-type warm-up jacket may be worn over scrubs, or a long sleeve t-shirt or thermal shirt may be worn under scrubs for comfort. Hoodies, sweatshirts, parkas, or other outerwear may NOT be worn over scrubs.
- Undergarments are to be worn and are not to be visible at any time.
- Hard-soled, closed-toe, supportive, shoes with socks are to be worn at all times. Shoes should be neat, clean, and in good repair.
- Crocks, sandals, flip-flops, canvas or ballerina type slip-ons, and boots are prohibited.
- Students are required to wear their Fortis College picture ID at all times including: classes, field trips, meetings, externship, etc.
- Appropriate casual attire will be worn on days specified by program curriculum, such as career development interviews, etc.

DENTAL HYGIENE CLINIC DRESS CODE

Additional dress code standards apply in the dental hygiene clinic. Please refer to the Dental Hygiene Program Handbook for additional program requirements

Students must maintain a clean and neat appearance while attending any Fortis College activities including: classes, externship, field trips, meetings, etc. It is essential to develop appropriate dress habits for a career in the dental field. Listed below are the specific criteria for dental hygiene students:

- A clean, wrinkle-free, and well-fitting uniform top and bottom. T-shirts, sweatpants, jeans, or jean-like materials are unacceptable.
- 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. Hoodies, sweatshirts, parkas, or other outerwear may NOT be worn over scrubs. A plain zip front sweatshirt may be worn over scrubs in didactic courses.
- Fortis issued scrubs will be worn for all college activities including: classes, field trips, meetings, externship, etc. Students may purchase additional scrubs on their own. They must be the required color, have the Fortis logo, and be approved by the program director.
- A white or black long sleeve t-shirt may be worn under scrubs.
- Undergarments are to be worn and are not to be visible at any time.
- Hard-soled, closed-toe, supportive shoes with socks are to be worn at all times. Shoes should be neat, clean, and in good repair. Crocks, sandals, flip-flops, ballerina type slip-ons, and boots are prohibited.
- Appropriate casual attire will be worn on days specified by program curriculum, such as career development interviews, etc.

- Students who violate the dress code policy may be prohibited from attending school or campus-related activities. Those who disregard the dress code will be warned and/or sent home. If the problem persists, students may be dismissed from Fortis College.

The Campus President or Program Director may make adjustments as needed.

Students dressed inappropriately or who do not follow the dress code, including standards above for personal hygiene and accessories, may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed from Fortis College. Questions should be addressed to the specific program director.

DRUG AND ALCOHOL POLICY

The College is a drug-free environment. The use, possession, or distribution of alcoholic beverages or illegal chemical substances on campus is prohibited. Upon enrollment, the student signs a statement indicating understanding of and intent to abide by the College's Drug Free Program.

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

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

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

NON-SMOKING/NON-TOBACCO POLICY

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

DISCIPLINARY ACTION

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

Suspension is a period 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, as applicable, or if the dismissal is due to the failure of two or more nursing and/or required courses. The required courses are the anatomy and physiology, microbiology, nutrition, general biology, and Math 101. Please refer to the Student Appeal Policy.

TERMINATION OR EXPULSION POLICY

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

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

The College reserves the right to suspend or dismiss any student who

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the "Conduct" section of this Catalog

- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the College

Time on suspension will be counted as an absence from the College and in the event the time on suspension exceeds the allowable absences stated in the attendance policy, the student will be dismissed.

Please refer to the Student Responsibilities and Standards of Professional Conduct Section, page 65.

STUDENT APPEAL PROCESS

Students who are dismissed by the College have the right to appeal that decision, unless otherwise prohibited. Students must initiate the appeal process by submitting, in writing (e-mail), the reason why they should be re-admitted to the College to the Campus President within 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.

Nursing Students

Nursing students who are dismissed and are eligible to submit an Appeal will be required to submit the appeal in writing (e-mail) to the Dean of Nursing within 14 calendar days from the date of dismissal from the program. The Dean of Nursing 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 College's SAP policy.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The College 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 Statistics' College Navigator website. The National Center for Education Statistics (NCES) is the primary federal entity for collecting and analyzing data related to education in the U.S. and other nations. NCES is located within the U.S. Department of Education and the Institute of Education Sciences.

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

For more up-to-date information, please contact an Admission's Advisor.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis College is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis College will investigate student complaints, and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found at Page 71 and the Termination or Expulsion Policy can be found at Page 71 of this Catalog. Fortis College will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur

during the year.

If a student is a victim of a Title IX/VAWA offense, the student is urged to seek immediate medical assistance as necessary, and to report the incident to the police. A written notification in the form of Victim's Bill of Rights will be provided concerning his or her rights and options. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. A student who is a victim of sexual violence involving a student at Fortis College or an employee is urged to make a complaint to the Title IX Coordinator. Victim support and community resources are available even if the victim does not report to the police or make a complaint. If a student has knowledge of an incident of sexual violence involving a fellow student, he/she should report the facts to the Title IX Coordinator or the local police. Retaliation against an individual who reports a crime, brings a complaint, pursues legal action, participates in an investigation; or is a witness in any proceeding is prohibited and will not be tolerated by Fortis College. Should a victim of sexual violence request confidentiality, Fortis College will honor the request to the extent possible and allowed by law. Fortis College will not disclose the name of the victim of sexual violence unless required by law or with permission of the victim.

Title IX Coordinator

Attention: Suzanne Peters Esq., M.Ed.
Address: 5026D Campbell Blvd.
Baltimore, Maryland 21236
Telephone: Phone: 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, participation in, or deprived of benefits in the Institution's education program or activity because of race, color, national origin, or age. If a student, employee, or other third party believes his/her rights have been violated the student may submit a complaint to the Title VI/Age Discrimination Coordinator. The student may also submit a complaint to the Campus President and the Campus President will forward it to the Title VI/Age Discrimination Coordinator.

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

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

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

Supportive measures, among other things, may include:

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

Appeal Process:

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

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

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

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

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

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

If you are a faculty or staff member and you believe that you have been subject to unlawful discrimination based on race, color, national origin, or age, please contact Dondi.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 Institution’s Title VI and the Age Discrimination Act Policy and take appropriate measures to create an atmosphere free of discrimination. Ms. Suzanne Peters has been designated to coordinate the school’s compliance with Institution’s Title VI Policy and the Age Discrimination Act Policy. Any inquiries regarding this policy or to file a complaint please contact the Title VI/Age Discrimination Coordinator at the information provided below.

Title VI Coordinator

Attention:	Title VI/Age Discrimination Coordinator Suzanne Peters Esq., M.Ed.
Address:	5026D Campbell Blvd. Baltimore, Maryland 21236
Telephone:	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 purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the College decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

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

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

Directory information includes the student's name, address, email address, telephone number, birth date, program undertaken, degrees conferred and dates of conferral, honors and awards, and dates of attendance. This directory information may be disclosed without the consent of the student unless the student specifically requests that the information not be released. The College requires students to present such a request in writing. Written consent is required before education records may be disclosed to third parties with the exception of the accrediting commissions and government agencies so authorized by law.

To make a request to suppress directory information, please complete the Request to Suppress Directory Information form and submit it to the Registrar's Office. Directory information will be suppressed until the student signs a revocation of the request.

PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE

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

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

Student Professional Liability Insurance does not cover medical bills that a student may incur if the student gets hurt while performing tasks that are a part of the program curriculum. The College maintains Student Accident Insurance which provides limited insurance for accidental injuries that students incur while participating in school-sponsored activities related to the curriculum. Coverage is limited to activities that are part of, and a requirement of, the student's curriculum and which is school sponsored. The College recommends all students maintain personal health care insurance. Personal healthcare insurance provides primary coverage of medical bills in the case of an accidental injury while participating in College sponsored activities.

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

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

HIPAA REQUIREMENT

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

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 extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

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

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

STUDENT ACTIVITIES

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

FIELD TRIPS

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

HOUSING ASSISTANCE

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the Dean of Education 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 no restrictions on activity or weightlifting, and to report such restrictions immediately to the student's program director and instructor.

GRIEVANCE PROCEDURE

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

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

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

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

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

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to communicate their concerns as soon as possible to achieve a resolution in a timely fashion. If the issue cannot be resolved at this level, students have the right to address the issue in writing with the Dean of Education, or the Dean of Nursing (for students enrolled in nursing courses).
2. If the dispute has not been resolved through addressing the Dean Education, or the Dean of Nursing (for students enrolled in nursing courses) the next step is to submit the issue or concern in writing (e-mail) to the Campus President. The written (e-mail) complaint must be submitted within ten calendar days of the incident or notification of termination. The documentation should include a description of the disputed items, the date, or dates when the issue occurred, the reason why the student is requesting a review of the decision and the steps the student has taken to resolve the issue. When submitting the documentation, the student should include the relevant factual evidence, such as evidence of extenuating circumstances. The Campus President will investigate the student's concern, including gathering additional data about the issue or incident as necessary. The Campus President will then convene the Campus Review Committee which will consist of the Campus President and the heads of the relevant departments.

It will be at the discretion of the Campus Review Committee to determine if a meeting with the student is appropriate to address the grievance and develop a plan to achieve a resolution. A response from the Campus Review Committee will be provided to the student within ten calendar days. All decisions will be provided in writing (e-mail) and may be delivered to the student in person if the student is on campus as well as to the student's mailing address (e-mail) of record with acknowledgement of receipt required.

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

The appeal to the Regional Vice President may also be submitted by e-mail. The Regional Vice President will investigate of the issue and will respond to the student within seven calendar days of receiving the escalated grievance. All decisions will be provided in writing (e-mail) and will be delivered to the student in person if the student is on campus and will also be sent to the student's official school e-mail and the mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved (the student is still unsatisfied with the response), the student may submit a request for reconsideration of the decision to the appropriate individual/s (depending on the student's program of study). Non-nursing students will submit the request for reconsideration to the Corporate Vice President (VP) of Academic Affairs at Education Affiliates and nursing students will submit this request to the Corporate Vice President of Nursing. This request for

reconsideration must be submitted in writing (e-mail) to the appropriate person within ten calendar days of being notified of the Regional Vice President's decision.

The Corporate VP of Academic Affairs (or Nursing) will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the request for reconsideration. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's official e-mail address or mailing address of record with acknowledgement of receipt required.

5. If the dispute remains unresolved after evaluation by the VP of Academic Affairs of Education Affiliates, the student should address his or her concerns by directing them to the State Licensing Authority and/or the College's accrediting body. Students who reside out of state may contact any of the agencies listed below or contact the Campus President for information about agencies in their local area.

The title and address of the state licensing authority and accrediting bodies are:

Utah Department of Commerce

Division of Consumer Protection SM
Box 146701
Salt Lake City, UT 84114-6704 (801) 530-6601
www.dcp.utah.gov

Utah State Board of Nursing

Heber M. Wells Bldg.,
4th Floor 160 East 300 South
Salt Lake City, UT 84111

Commission on Dental Accreditation

211 East Chicago Avenue
Chicago, IL 60611
(312) 440-4653

Accreditation Commission for Education in Nursing

3390 Peachtree Road, NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000

Accrediting Commission of Career Schools & Colleges

2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

STUDENT COMPLAINT PROCEDURE

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges 2101 Wilson
Boulevard, Suite 302
Arlington, VA 22201 (703) 247-4212
www.accsc.org | complaints@accsc.org**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting complaints@accsc.org or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

Idaho Residents

Students are encouraged to work through their school's internal grievance process to resolve any school disputes. If after a completion of that process the issues have not been resolved, students may file a complaint with the appropriate agency. Complaints regarding the violation of state laws related to private postsecondary education institutions and proprietary schools registration may be made by completing and submitting a complaint form to the Executive Director of the State Board of Education. The complaint form can be found on the website at:

<https://boardofed.idaho.gov/higher-educationprivate/proprietary-schools-nondegree-granting/student-complaint-procedures/>.

Nevada Residents

Students should make every effort to resolve the situation at hand with their school. If a mutually satisfactory solution cannot be met at this level, students may contact their Nevada legislative representatives to share their concerns. The representatives may be found on the Nevada Commission website at:

http://www.doe.nv.gov/home/FAQs/Complaints_FAQ/.

Wyoming Residents

Fortis College is registered as a Chapter 30 degree granting institution with the Wyoming Department of Education. Complaints relating to different topics have to be submitted to the respective departments. More information on which department to submit a complaint to, along with the respective procedures can be found on their website at:

<https://edu.wyoming.gov/beyond-the-classroom/school-programs/private-schoollicensing/>

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.

COURSE DESCRIPTIONS

EXPLANATION OF COURSE NUMBERING SYSTEM

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

AHP	Allied Health Professions
BIO	Biology
BXR	Medical Office Basic X-Ray Technician
CMP	Computer
COM	Communications
DAS	Dental Assisting
DHG	Dental Hygiene
ENG	English
HVR	Heating, Ventilation, Air Conditioning and Refrigeration
MAS	Medical Assisting
MAT	Mathematics
MED	Medical Technology Professions
MOA	Medical Office Administration
NUR	Nursing
PDC	Professional Development
PSY	Psychology
SCI	Science
SOC	Sociology
SKW	Skilled Trades Professions

The first number represents the level of the course: 100 series courses are generally first academic year courses or do not have pre-requisite requirements; 200 series courses are generally second academic year courses, or the course requires completion of a pre-requisite; 300 series courses are generally third academic year courses, or the course requires completion of a pre-requisite.

AHP101 INTRODUCTION TO HEALTH PROFESSIONS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

AHP105 MEDICAL TERMINOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course will introduce students to the terminology associated with medical language. To function effectively in health professions students must understand the structure of medical language, including prefixes, suffixes, root words and medical abbreviations. Through virtual laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology. *Prerequisite(s): None*

AHP106 MEDICAL ANATOMY AND PHYSIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary 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.

Prerequisite(s): None

AHP206 ETHICS AND JURISPRUDENCE

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course prepares the allied health student to manage the moral, legal, and administrative challenges encountered in clinical and nonclinical settings. Principles and standards of practice are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model.

Prerequisite(s): None

AHP216 ANATOMY AND PHYSIOLOGY I

6.0 Credits

80 Clock Hours (40 Lecture /40 Lab Hours)

This course is the first part of two courses in anatomy and physiology for nursing students. It provides a fundamental knowledge of the structure and function of the human body, enabling students' understanding of normal body structure, and functioning of different organ systems of the human body. The course includes a study of Anatomy terminology, basic cellular principles, tissues, and organ systems, with emphasis on integumentary system, muscular system, skeletal system, nervous system, and endocrine system. Nursing care related to diseases and disorder of concepts is presented through lab experiences.

Prerequisite(s): None

AHP217 ANATOMY AND PHYSIOLOGY II

6.0 Credits

80 Clock Hours (40 Lecture /40 Lab Hours)

This course is the second course in anatomy and physiology for nursing students. It provides a fundamental knowledge of the structure and function of the human body, enabling students' understanding of normal body structure and function within different organ systems of the human body. This course includes a review of levels of organization, organization of human body systems, and emphasizes the following systems: cardiovascular, lymphatic, immune, gastrointestinal, respiratory, urinary, and reproductive. Also covered is the importance of maintaining homeostasis within the body. Medical terminology associated with the systems are covered in this course. Nursing care related to diseases and disorders and related concepts are presented through lab experiences.

Prerequisite(s): None

BIO101 GENERAL BIOLOGY

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

General Biology is an introductory course that covers scientific concepts that may affect you as an individual in our society. Basic principles of general biology are covered as they relate to the cellular, organism and population levels of organization. The course includes cell structure and function, energy transfer, reproduction, genetics, evolution, diversity of organisms, and ecology. Correct scientific terminology is also emphasized.

Prerequisite(s): None

BIO205 MICROBIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course focuses on the nature of microbial organisms and offers a comprehensive survey of infectious diseases of humans, with major emphasis on the biology of the infectious process. Important infectious pathogenic agents (bacteria, viruses, protozoa) are studied in terms of their physiological functions and the properties which permit them to be pathogens. The epidemiology and pathogenesis of infections, analysis of the dynamic interactions between invading organisms and the defense mechanisms of the invaded hosts, clinical pictures of the disease states, and prevention of infection are explored. The laboratory exercises provide an introduction to basic microbiology and modern diagnostic and clinical microbiology.

Prerequisite(s): None

BXR110 INTRODUCTION TO X-RAY TECHNOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces students to the role, state rules, and licensure process pertaining to the limited x-ray machine operator. Students develop hands-on skills in radiographic equipment manipulation including x-ray tube movement, use of locking mechanisms, use of the collimator, Bucky tray, the upright holder radiographic accessory devices, conventional radiographic image receptors, and radiographic film processing. This course, in combination with the other limited scope program requirements, will help prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

BXR115 PRINCIPLES OF RADIOGRAPHY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces students to the principles of x-ray exposure using manual and automatic exposure control, formulating x-ray techniques, and image quality. Principles of radiation physics associated with radiography are also included. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

BXR120 RADIATION PROTECTION AND PATIENT CARE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide an overview of the principles of interaction of radiation with living systems; radiation effects on molecules, cells, tissues, and the body as a whole are presented with factors affecting biological response, including acute chronic effects of radiation. This course will also reinforce the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel, and the public. Topics include radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations. Laboratory skills are incorporated with patient assessment and vital signs, management of acute situations, as well as review of medications and their administration. Patient communication and infection control methods are presented. Proper patient transfer techniques are also introduced with a review of ethics and legal considerations in the workplace which are relative to the scope of practice of the medical x-ray technician. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope Technician state licensure exam.

Prerequisite(s): None

BXR125 DIGITAL RADIOGRAPHY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the fundamental concepts of computed radiography and digital imaging, quality assurance, image evaluation, and characteristics and function of image receptors used in computed and digital radiography. This course in combination with the other limited scope program requirements will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

BXR130 X-RAY POSITIONING – SKELETAL SYSTEM

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

A review of skeletal anatomy and pathology as related to the upper extremities, shoulder girdle, lower extremities, pelvis, and spine is covered. An emphasis on anatomy, proper positioning, and technical factors to produce x-ray images will be reviewed and practiced. Radiographic procedures of the fingers, hand, wrist, forearm, elbow, humerus, clavicle, shoulder, foot, ankle, tibia/fibula, knee, patella, femur, hip, pelvis, cervical spine, thoracic spine, and lumbar spine, relative to patients of all ages are also included. Image critique of each anatomical part is included. The basic concepts of bone densitometry are introduced. This course, in combination with the other limited scope program requirements will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

BXR135 X-RAY POSITIONING – TORSO AND CRANIUM

College Catalog 2024-2025

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, a review of skeletal anatomy, pathology, and radiographic procedures related to the chest, abdomen, bony thorax, skull, facial bones, and paranasal sinuses, relative to patients of all ages, is covered. Image critique of each anatomical part is included. This course, in combination with the other limited scope program requirements, will help to prepare the student to take the Limited Scope X-Ray Technician state licensure exam.

Prerequisite(s): None

CMP105 INTRODUCTION TO INFORMATICS

2.0 Credits

20 Clock Hours (20 Lecture Hours)

This course will offer a broad coverage of the health informatics. Topics include an introduction to the health informatics field and its major applications. The course also covers the scope, methods and evaluation of the healthcare information systems and the principles of electronic health record. Reference is also made to the diagnostic systems that support decision making in healthcare. Finally, the course provides an overview of the principles and applications of telemedicine in healthcare and the healthcare informatics associated ethical and legal topics.

Prerequisite(s): None

COM205 EFFECTIVE COMMUNICATION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural, and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.

Prerequisite(s): None

DAS114 RADIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital X-ray systems.

Prerequisite(s): None

DHG100 NUTRITION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces students to food sources of nutrients and highlights principles of digestion and absorption, the function of nutrients, lifecycle nutritive needs, disease prevention, diet modifications, and weight controls. Emphasis is placed on the role of nutrition in the development and maintenance of the human body through the life cycle.

Prerequisite(s): None

DHG104 INTRODUCTION TO DENTAL HYGIENE LAB I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

DHG105 INTRODUCTION TO DENTAL HYGIENE LAB II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the didactic and laboratory components of preclinical dental hygiene theory. A firm foundation in infection control procedures, dental hygiene process of care, client assessment, and oral infection control, fluoride therapies and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OSHA regulations, Blood Born Pathogen Standard, Hazard Communication Standard, and CDC Guidelines.

Prerequisite(s): DHG104

DHG110 ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

DHG111 ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This is a continuation of Anatomy, Histology and Embryology of Facial Structures I and presents an in-depth coverage of the anatomy of the teeth and surrounding soft tissues. In addition, eruption sequences and occlusion are highlighted. *Prerequisite(s): None*

DHG112 PROCESS OF CARE I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course builds on the foundations of DHG 104. It involves a didactic approach to implementing more advanced dental hygiene services. Topics include sealants, chemotherapies, ultrasonic and sonic instrumentation, and instrument sharpening. The identification of patients with medical, physical, and psychological conditions is presented as well as the dental hygiene treatment modifications for those patient communities. An introduction to cultural diversity and competency as it relates to patient management is presented.

Prerequisite(s): DHG104, DHG105

DHG197 DENTAL HYGIENE CLINIC

4.0 Credits

120 Clock Hours (120 Clinical Hours)

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

Prerequisite(s): DHG105

DHG198 DENTAL HYGIENE CLINIC

4.0 Credits

120 Clock Hours (120 Clinical Hours)

In this course the dental hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques, and delivery of therapeutic and preventative services.

Prerequisite(s): DHG197

DHG199 DENTAL HYGIENE CLINIC

4.0 Credits

120 Clock Hours (120 Clinical Hours)

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

Prerequisite(s): DHG198

DHG200 DENTAL MATERIALS

College Catalog 2024-2025

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontics.

Prerequisite(s): None

DHG212 PROCESS OF CARE II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to present to the dental hygiene student an overview of more advanced clinical competencies including pain control strategies. The techniques of pain control include non- invasive and behavioral strategies, local anesthesia administration and nitrous oxide sedation will be presented.

Prerequisite(s): DHG105, DHG112

DHG220 PERIODONTOLOGY I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

The intent of this course is to acquaint the dental hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatics, and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented.

Prerequisite(s): None

DHG230 HEALTH EDUCATION INSTRUCTIONAL METHODS / HEALTH PROMOTION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource person. The knowledge and experiences will assist the dental hygiene student in developing and enhancing interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities. An introduction to cultural diversity and competency as it relates to patient management is presented. A participatory segment of this course explores the various methods used in health promotion and disease prevention programs (e.g., educational strategies, group and individual processes, community approaches.) These education methods are tailored for diverse settings and populations. Topics include community efforts in tobacco cessation counseling programs, nutritional counseling programs and pit and fissure sealant placement programs. In addition, students will develop educational aids for individualized oral hygiene instructions.

Prerequisite(s): None

DHG240 GENERAL ORAL PATHOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

DHG250 PHARMACOLOGY AND PAIN CONTROL

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

DHG297 ADVANCED DENTAL HYGIENE CLINIC

4.5 Credits

144 Clock Hours (144 Clinical Hours)

This course is intended for the student who will begin to incorporate all components of the process of care and will recognize and begin to implement treatment evaluation methods. It is expected that the dental hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care.

Prerequisite(s): DHG199

DHG298 ADVANCED DENTAL HYGIENE CLINIC

4.5 Credits

144 Clock Hours (144 Clinical Hours)

This clinic will provide the student with experiences in the managing patient care using a comprehensive utilization of a process of care model. The student will apply the process of care model for patients who have systemic modifiers and/or intermediate stages of periodontal diseases. In addition, the student will apply the techniques of pain control presented in Process of Care II.

Prerequisite(s): DHG297

DHG299 ADVANCED DENTAL HYGIENE CLINIC

4.5 Credits

144 Clock Hours (144 Clinical Hours)

This course is designed to continue to enhance the skills necessary in providing clinical preventive and therapeutic dental hygiene services. Experiences in comprehensive dental hygiene patient care will include advanced manual instrumentation, ultrasonic instrumentation, and application of chemotherapeutic agents, nutrition counseling, whitening trays, and sealant placement. A burgeoning portfolio of competencies is expected at the completion of this course. A burgeoning portfolio of foundational competencies is expected at the completion of this course. This course allows for further enhancement of clinical skills and mastery of the entry level competencies to the dental hygiene profession. Students will take a simulation of a Clinical Dental Hygiene Regional Licensing Examination.

Prerequisite(s): DHG298

DHG312 PROCESS OF CARE III

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): All didactic and clinical courses with the exception of DHG330, DHG298, and DHG 299.

DHG314 RADIOLOGY II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is a continuation of Radiology DAS 114. Advanced topics will include digital radiography, intro oral photography, interpretation of films, extra oral radiography, advanced exposure techniques, and the clinical management of patients with clinical or systemic issues.

Prerequisite(s): DAS114

DHG320 PERIODONTOLOGY II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): DHG220

DHG330 COMMUNITY ORAL HEALTH

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the history and principles of community dental health and health care delivery systems. Topics include the prevention of oral disease, development of public policy, and implementation of community efforts to enlighten the public. Issues surrounding access to care, managed care, private practice, independent practice, as well as trends in dental insurance reimbursement are presented. In addition, students will gain insight into research design and statistical methods and evaluation by participating in a table clinic or poster research project. Selected current topics in international healthcare are presented.

Prerequisite(s): Satisfactory completion of all 100 and 200 level courses with the exception of DHG298 and DHG299

ENG101 ENGLISH COMPOSITION

4.0 Credits

40 Clock Hours (40 Lecture Hours)

Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.

Prerequisite(s): None

HVR105 THERMODYNAMICS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVAC-R industry. The components and features of the HVAC-R system are introduced. Students will also be introduced to Manual "J" calculations. At the conclusion of this course students will have a basic understanding of heat, pressure, temperature, conduction, and radiation.

Prerequisite(s): None

HVR110 PRACTICAL APPLICATIONS OF ELECTRICITY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course delivers the practical applications of electricity in relation to the Heating, Ventilation, Air Conditioning (HVAC) systems & the electrical panels. Topics include basic principles of electricity, circuits, interpreting wiring diagrams, the principles of electric motors and testing, troubleshooting, servicing, maintaining and installing HVAC electrical components. Students will be focusing on alternating current circuits, proper wiring of electrical boards, the application of electrical laws to practical wiring applications and safety in the process.

Prerequisite(s): None

HVR115 HVACR CONTROLS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students gain a basic understanding of the principles and theory of controls used in the HVACR industry. Students will apply electrical and energy theory to applications; learn control components, the basics of troubleshooting, and types of electric motors. At the completion of this course the student will be prepared to use Ohms law to analyze circuits, identify types of mechanical, electromechanical, and electronic controls to sense and control temperature, level, flow, and pressure, the use of basic electrical troubleshooting techniques, and identify types of motors and state their characteristics.

Prerequisite(s): None

HVR120 CONTROLS, MOTORS AND MOTOR CONTROLS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course, students will be introduced to direct digital controls (DDCs): control applications, types of control systems, and components. The application of motors: safety, voltages, environments, insulation, bearings and drives. Motor controls: safety, control devices, motor protection, and troubleshooting electric motors. Upon completion of this course the student will be prepared to explain control terminology, describe electronic control components, explain service factor amperage (SFA), full load amperage (FLA), and rated load amperage (RLA); and describe motor applications.

College Catalog 2024-2025

Prerequisite(s): HVR105

HVR125 REFRIGERANTS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces the physics of the basic refrigeration cycle, refrigerants, the pressure and temperature relationship, and pressure-enthalpy to the student. The methods and principles associated with evacuation, recovery and charging of refrigeration and air conditioning equipment are explored. At the completion of this course students will be prepared to identify the main components in a refrigeration cycle, use a pressure temperature chart, measure superheat and sub-cooling, plot a pressure-enthalpy diagram, correctly recover, evacuate, and charge an air conditioning or refrigeration system within compliance of EPA608 guidelines, identify refrigerants, and determine the temperature application.

Prerequisite(s): None

HVR130 RESIDENTIAL AIR CONDITIONING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students become familiar with indoor air quality and major air conditioning system components including: condensers, compressors, accumulators, suction lines, evaporators, metering devices, receivers, suction-, discharge-, liquid- and condensate lines. How equipment is selected using manual J heat gain and heat loss calculations are explored. At the end of this course the student will have a foundation of indoor air quality issues and methods that can address these issues. The student will be able to speak about use of manual J to apply proper selection of equipment and installation and use of major air conditioning components.

Prerequisite(s): None

HVR140 COMMERCIAL REFRIGERATION CONCEPTS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Commercial Refrigeration Concepts provides the student with a basic understanding of the components, methods, principles, and troubleshooting associated with HVAC-R equipment used in commercial HVAC-R systems. Topics include the major components, controls and accessories used in refrigeration systems, the identification of appropriate systems for given applications, and diagnosis and service of refrigeration systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, components and troubleshooting strategies involved in commercial refrigeration.

Prerequisite(s): HVR125

HVR141 INDUSTRIAL REFRIGERATION AND COMMERCIAL AIR CONDITIONING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Industrial Refrigeration provides the student with a basic understanding of the components, methods, and principles associated with large-scale industrial facilities. Topics include the components, processes and troubleshooting of chillers, cooling towers and chilled water air conditioning systems. At the end of this course, students will be able to define, describe and identify the concepts, functions, and components involved in servicing industrial-style refrigeration systems.

Additionally, this course focuses on the installation, start-up, and operation of commercial air-conditioning equipment. High-pressure, low-pressure, absorption chilled-water systems, cooling towers and pumps, operation, maintenance, and a troubleshooting of chilled water air conditioning systems, commercial packaged rooftop equipment, economizers, variable air volume, variable refrigerant flow and variable air flow system will be covered. Upon completion of this course students will be able to recognize components and types of commercial air conditioning systems.

Prerequisite(s): HVR125

HVR150 ELECTRIC HEAT AND HEAT PUMPS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to the principles and theory of electric heat and heat pump systems. Focus is on the equipment and controls of electric heating and how to maintain, test, and troubleshoot electrical problems. This course also provides students with a basic understanding of the principles and theory of heat pumps. The equipment and controls of air-source and geothermal heat pumps are covered. At completion of this course the student should be prepared to identify the components, trace electrical

schematics, describe operating sequence, perform basic maintenance and tests in troubleshooting electric heat and heat pump systems.

Prerequisite(s): HVR105

HVR155 GAS HEATING SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Gas Heating Systems exposes students to the theory of gas combustion and gas heating equipment and controls. Throughout the course students gain practical knowledge of gas furnaces along with safety considerations, and students will implement techniques used for troubleshooting, maintaining, and installing gas-heating equipment. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised service and maintenance as well as installation of gas heating systems.

Prerequisite(s): None

HVR161 REGIONAL HEATING SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Regional Heating Systems introduces students to the equipment and controls of oil heating components. The students will become familiar with different types of oil furnaces, the combustion process, and oil heating equipment. Oil heating and the Rocky Mountain Gas Association (RMGA) Certification Exam are covered in this course. The RMGA Certification Exam is required by law in the State of Utah for technicians to work on any gas combustion equipment. The course includes detailed instruction in the principles and chemistry of combustion, distribution systems, gas line sizing, combustion air requirements, appliance installation, duration of an appliance, and venting requirements. Students will attempt the RMGA certification exam as a part of the course.

Prerequisite(s): HVR105

HVR165 HVAC SYSTEM PERFORMANCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with the basic principles for the design and installation of HVACR equipment and how these practices ensure proper system performance. The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course. Manual "J" will be introduced. At the completion of this course the student will be prepared to develop a basic load calculation resulting in a properly sized system, recognize good installation practices and analyze system performance.

Prerequisite(s): HVR105

HVR170 WATER-BASED HEATING SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Water-Based Heating Systems introduces students to the equipment and controls of hot water and steam-based heating systems, as well as the strategies used to reduce indoor air pollution. Throughout the course students will gain valuable knowledge and experience with safety procedures, tools, piping, valves, and control systems used with water-based heating systems, and the tools and components used for providing indoor quality air. After successfully completing this course, students will have the knowledge and skills necessary to begin supervised maintenance and repair of water-based heating systems and be able to explain procedures used to create indoor quality air.

Prerequisite(s): HVR105

HVR175 HVAC TROUBLESHOOTING AND SERVICE CALLS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with the basic principles for troubleshooting HVACR equipment. The methods for repairing problems identified in HVACR equipment are practiced. The focus is on HVACR service calls for residential and commercial equipment. At the completion of this course, the student will be prepared to make service calls for troubleshooting and repairing problems in basic HVACR equipment.

Prerequisite(s): HVR105

HVR180 EPA CERTIFICATION PREPARATION

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides an extensive review of refrigeration and air conditioning systems fundamentals and lab practical. The Core, Type I, Type II, and Type III certifications will be covered. Emphasis will be placed on the safe and proper handling of refrigerants in compliance with Section 608 of the Clean Air Act. At the end of this course the student will be prepared for the EPA Certification— Universal Exam.

Prerequisite(s): HVR105 and HVR125

MAS110 CLINICAL PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is an introduction to basic clinical procedures designed to provide an overview of the disorders and abnormalities, diagnostic procedures, and pharmacology associated with clinical procedures. Skills are introduced on taking vital signs, patient histories, preparing patients for, and assisting with, various treatments, assisting with minor office surgeries, identifying, and caring for surgical instruments, and maintaining the exam room. Students practice diagnostic testing, electrocardiography, respiratory testing, and topics in professionalism, developmental psychology, and patient education.

Prerequisite(s): None

MAS115 LABORATORY PROCEDURES AND TECHNIQUES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course introduces basic medical laboratory techniques. It will provide instruction in standard precautions, specimen collection, processing, and diagnostic testing. This course is designed to provide the student with an understanding of hematological diseases and disorders. Students will be taught the proper methods for blood specimen collection and will perform phlebotomy techniques, diagnostic procedures, basic neurological assessment, glucose testing, labeling the skin and understanding different type of burn treatments, instructing patients in mobility assistance, and performing spirometry testing.

Prerequisite(s): MAS110

MAS142 CERTIFICATION REVIEW AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the National Certified Medical Assistant exam and Limited Scope X-Ray Technician state licensure exam. This course also provides the students with career planning and job search techniques and skills. Topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

Prerequisite(s): All prior BXR courses

MAS192 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): All Coursework

MAT101 COLLEGE MATHEMATICS

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This is an introductory college mathematics course with the goal of teaching students to think mathematically and solve real-world problems by applying mathematical concepts and principles. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, and decimals. Also included are the concepts of variables, ratios, proportions, solving simple equations in one

variable, percent, basic geometry, solving applied problems, and operations with integers.

Prerequisite(s): None

MED110 ANATOMY & PHYSIOLOGY I

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents an introduction to the structure and function of the human body, including basic cellular principles, the skin, skeletal tissues, joints, and the muscular system. Also included are the nervous system cells, central and peripheral nervous systems, sense organs, and endocrine system. Medical terminology associated with the systems covered in this course is also included. Connect laboratory experiences are included in the course.

Prerequisite(s): None

MED115 ANATOMY & PHYSIOLOGY II

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents an introduction to the structure and function of the human body, including transportation of blood and its many vital functions, including how it links the body's internal and external environments. This course also includes instruction in the following systems: cardiovascular, lymphatic and Immunities, digestive and nutrition, respiratory, urinary, and reproductive. Also covered is the importance of maintaining homeostasis in the body by balancing water and electrolytes. Medical terminology associated with the systems covered in this course is also included. Virtual laboratory experiences are included in the course.

Prerequisite(s): MED110

MOA115 MEDICAL RECORDS AND INSURANCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

Prerequisite(s): None

MOA120 ELECTRONIC HEALTH RECORDS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

NUR100 PHARMACOLOGY

5.0 Credits

50 Clock Hours (50 Lecture Hours)

This course introduces the concepts of pharmacology in using medications to promote, maintain, and restore health. Drug classifications are emphasized within the context of the nursing process. The student learns common medication actions, interactions, adverse effects, and nursing interventions. Emphasis is placed on professional nursing responsibilities for meeting client needs and maintaining a safe and effective environment that includes legal, ethical, and educational implications. Factors influencing the administration, use, and effectiveness of medications, such as nutritional status, culture, growth and development and psychosocial health are explored.

Prerequisite(s): MAT101

NUR101 HEALTH ASSESSMENT

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

This course introduces the concepts and techniques of interviewing, history taking, review of systems, and physical assessment.

The course provides the student with fundamental knowledge of pathophysiological stressors commonly encountered by adults. Laboratory experiences enable the beginning student to apply assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and psychomotor skills consistent with the care provider role in acute care and community-based settings.

Prerequisite(s): AHP217

NUR104 FOUNDATIONS OF NURSING

8.0 Credits

150 Clock Hours (40 Lecture /20 Lab /90 Clinical Hours)

This course provides the student with foundational knowledge and skills essential to the practice of nursing. Concepts related to nursing as a profession, standards of care, professional ethics, nursing roles, communication, cultural awareness, holistic care, nursing process, critical thinking, teaching-learning process, collaboration, and community are presented. Developmental concepts are discussed with a focus on the elder and the normal process of aging. Students perform basic psychomotor skills and apply physics concepts in a laboratory setting.

Prerequisite(s): NUR101

NUR201 MEDICAL-SURGICAL NURSING I

9.0 Credits

180 Clock Hours (40 Lecture /20 Lab /120 Clinical Hours)

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults with commonly occurring health problems. Students use the nursing process to formulate care plan/maps for individuals experiencing surgery, and immune, elimination and integumentary problems. Clinical learning experiences in acute and community-based settings enable the student to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills.

Prerequisite(s): NUR104

NUR202 MATERNAL-NEWBORN NURSING

4.0 Credits

60 Clock Hours (30 Lecture /30 Clinical Hours)

This course explores the concepts and skills necessary for the nursing care of childbearing families and neonates. The childbirth process from conception to postpartum is discussed. The course focuses on the role of the nurse in promoting, maintaining, and restoring health for the childbearing family and neonates including both normal and high-risk pregnancy. The course also includes topics related to women's health such as fertility and infertility, complications of menopause, sexually transmitted diseases, and female reproductive cancers. Clinical experiences provide the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills.

Prerequisite(s): NUR104

NUR203 PEDIATRIC NURSING

4.0 Credits

60 Clock Hours (30 Lecture /30 Clinical Hours)

This course focuses on the physiological, developmental, psychosocial, cultural, and spiritual health care of the child within the family unit. Students use the nursing process, family theories, legal-ethical principles, and community resources to promote, maintain, and restore optimum functioning of the family unit. Emphasis is placed on age-related health risks and common childhood health problems. Clinical experiences provide the student with opportunities to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, psychomotor skills, and collaborative skills in acute and community-based settings.

Prerequisite(s): NUR104

NUR204 LEADERSHIP AND MANAGEMENT

2.0 Credits

20 Clock Hours (20 Lecture Hours)

This course offers an experiential approach to identifying the role of the professional nurse in the health care system. The course also examines in critical manner accountability in nursing practice, professional values, legal-ethical issues, health care delivery systems, health care policy, change process, conflict resolution, interdisciplinary collaboration, risk management, quality improvement, and informational technology.

College Catalog 2024-2025

Prerequisite(s): NUR201

NUR206 COMMUNITY NURSING CONCEPTS

2.0 Credits

20 Clock Hours (20 Lecture Hours)

This course introduces Community Health Nursing, focusing on historical development, philosophy, health care systems, epidemiology, and specific target groups. Primary, secondary, and tertiary prevention activities are emphasized as they relate to individuals, families, groups, and aggregates. Focuses on transcultural and anthropological nursing concepts as well as rural and home health care delivery. Diverse roles of the community health nurse are explored.

Prerequisite(s): NUR201

NUR208 MENTAL HEALTH NURSING

4.0 Credits

60 Clock Hours (30 Lecture /30 Clinical Hours)

This course focuses on concepts basic to psychiatric-mental health nursing including neurobiology, therapeutic communication, cultural diversity, spirituality, family dynamics, loss and grieving, stress and coping, crisis intervention, violence, abuse, psychiatric disorders, and community resources. Mental health issues across the life span are explored. The course introduces specialized assessment and communication skills necessary for the care of the individual experiencing situational and maturational stressors as well as mental illness. Clinical experiences provide the student with the opportunity to develop assessment skills, communication skills, cultural awareness, nursing process, critical thinking skills, teaching skills, and collaborative skills in acute in-patient, chemical dependency, outpatient, and adolescent units.

Prerequisite(s): NUR104

NUR209 MEDICAL-SURGICAL NURSING II

8.0 Credits

160 Clock Hours (40 Lecture /120 Clinical Hours)

This course focuses on the role of the nurse in promoting, maintaining, and restoring health for adults experiencing endocrine, gastrointestinal, neurological, musculoskeletal, genitourinary, and life-threatening problems. Emphasis is placed on the decision-making process required for complex clinical situations. The course fosters the integration of concepts and skills presented in previous courses. Clinical learning experiences allow the student to apply leadership and management principles to the care of individuals, families, and groups.

Prerequisite(s): NUR201

NUR210 TRANSITION TO PRACTICE - CAPSTONE

6.0 Credits

120 Clock Hours (30 Lecture /90 Clinical Hours)

This course focuses on role transition from student nurse to practicing nurse. Emphasis is placed on the analysis of historical and contemporary issues in nursing and their effect on nursing practice. The course explores how economic, sociocultural, and political forces influence nursing practice and the role of the nurse as patient advocate. Professional development and the use of research to guide nursing practice are discussed as key components of the role of the associate degree nurse.

Prerequisite(s): All Coursework (NUR204 and NUR208 may be taken in the same quarter)

PDC200 CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide the students with career planning and job search techniques and skills. Topics include career exploration, sources for job information, networking, employment applications, cover letters, resumes, and interviewing. Students will develop skills that, along with their education, can lead to achieving personal goals and career success.

Prerequisite(s): None

PSY101 GENERAL PSYCHOLOGY

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning

and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.

Prerequisite(s): None

PSY278 HUMAN GROWTH AND DEVELOPMENT

4.0 Credits

40 Clock Hours (40 Lecture Hours)

This course focuses on the period from conception through late adulthood, with emphasis on developmental principles and theories in the areas of cognitive, emotional, social, personality, and physical development. This course is designed to promote the student's understanding of the process by which people become someone different while remaining in many aspects the same. This process, called human development, exposes our inherited structures to a lifetime of experiences.

Prerequisite(s): None

SCI115 FUNDAMENTALS OF HUMAN NUTRITION

3.0 Credits

30 Clock Hours (30 Lecture Hours)

The focus of this course is on the exploration of selected principles, concepts, and theories of nutrition. These are studied in conjunction with diet therapy. Emphasis is given to nutrition fundamentals for health maintenance throughout the life cycles of diverse populations. Chronic diseases, weight control and athletic performance are extrapolated. Application of theoretical and empirical knowledge in using nutritional assessment relative to individual client nutritional needs is determined. Variables affecting nutrition such as culture, religion, physiology, and medical regimens are studied.

Prerequisite(s): None

SCI118 CHEMISTRY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to introduce students to basic chemistry. Topics include an introduction to atomic structure, chemical bonding, and states of matter. Upon successful completion of this course, students will understand basic chemistry.

Prerequisite(s): None

SCI120 BIOCHEMISTRY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed for the student who has successfully completed SCI118 and wishes to learn more about biochemistry. Topics include a review of the structure and function of proteins, lipids, blood and bodily processes, and the interaction between metabolic pathways, organs, and tissues. Upon successful completion of this course, students will understand how bodily functions are related to biological, metabolic processes, nutrition, physical exercise and pharma genomics.

Prerequisite(s): SCI118

SKW101 INTRODUCTION TO THE SKILLED PROFESSIONS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite: None

SOC101 SOCIOLOGY

4.0 Credits

40 Clock Hours (40 Lecture Hours) Sociology is the systematic study of the relationship between human beings and society. In this course, students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to

analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.
Prerequisite(s): None

STAFF AND FACULTY

ADMINISTRATIVE STAFF

Campus President	Vanessa Lausch
Human Resources Associate	Sally Hinck
Business Office Manager	Sally Hinck
Receptionist	Luci Norton
Evening Receptionist	Rosemarie Weir
Registrar	Spencer Hemsley
Dental Hygiene Clinic Manager	Ricci Sadar
Nursing Clinical Coordinator	Tracey Lyu
Nursing Executive Assistant	Cheri Bullough

ADMISSIONS

Assistant Director of Admissions	Spencer Kimball
Admissions Advisor	Sabrina Torlescu
Admissions Advisor	LaRita Godfrey

CAREER SERVICES

Director of Career Services	Andrea Kuhn
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FINANCIAL AID

Director of Financial Aid	Julie Simpson
Financial Aid Advisor	Angela Hone
Financial Aid Advisor	Sarah Burbucs

LIBRARY

Learning Resource Center Manager	Jennifer Eatough
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ACADEMIC LEADERSHIP

DEAN OF EDUCATION

Dallen Herzog

Master of Public Health, Epidemiology-Biostatistics, George Washington University, Washington, D.C.

Bachelor of Science, Mechanical Engineering, Brigham Young University, Provo, UT

Bachelor of Science, Biology, University of Utah, Salt Lake City, UT

DEAN OF DENTAL HYGIENE

Julie Hemsley

Master of Science, Dental Hygiene, Old Dominion University, Norfolk, VA

Bachelor of Science, Dental Hygiene, Weber State University, Ogden, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

PROGRAM CHAIR FOR HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION TRADES

Anthony Weinburg

Bachelor of Science, Business Management, Emphasis in Technology, Stevens-Henagar College, Salt Lake City, UT

EPA 608 Universal Refrigerant Certification

Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

DEAN OF NURSING

Robert Jon Rock

Master of Science, Nursing, Leadership & Management, Western Governors University, Salt Lake City, UT

Bachelor of Science, Nursing, Psychiatric/Mental Health Nursing, Drexel University, Philadelphia, PA

Bachelor of Science, Behavioral Science & Health Psychology Minor, University of Utah, Salt Lake City, UT

Bachelor of Science, Sociology, Anthropology Minor, University of Utah, Salt Lake City, UT

Registered Nurse, Department of Professional Licensure, Utah Board of Nursing, Salt Lake City, UT

Board Certification, Psychiatric/Mental Health Nursing, American Nurses Association, Silver Spring, MD

ASSISTANT DEAN OF NURSING

Jacqueline Smithers

Master of Science, Nursing, Certified Nurse-Midwife, University of Utah, Salt Lake City, UT

Bachelor of Science, Nursing, Westminster College, Salt Lake City, UT

Advanced Practice Registered Nurse, Department of Professional Licensure, Salt Lake City, UT

Registered Nurse, Department of Professional Licensure, Utah Board of Nursing, Salt Lake City, UT

FACULTY

DENTAL HYGIENE

Jessica Adlard (Part-Time)

Bachelor of Science, Dental Hygiene, University of Missouri- Kansas City, Kansas City, MO

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Patricia Anderson (Part-Time)

Bachelor of Science, Dental Hygiene, Weber State University, Ogden, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Michelle Baxter (Part-Time)

Master of Public Health, University of Utah, Salt Lake City, UT

Bachelor of Science, Dental Hygiene, Weber State University, Ogden, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Mehravari Brown (Part-Time)

Doctor of Dental Surgery, University of California, Loma Linda, CA

Julie Christiansen (Part-Time)

Bachelor of Science, Dental Hygiene, Weber State University, Ogden, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Tyler Elwood (Part-Time)

Doctor of Dental Medicine, Midwestern College of Dental Medicine-Arizona, Glendale, AZ

Brenda Fuell (Part-Time)

Bachelor of Science, Dental Hygiene, Utah Tech University, St. George, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Nichole Jarnagin (Part-Time)

Bachelor of Science, Dental Hygiene, Weber State University, Ogden, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

William Kidder (Part-Time)

Doctor of Dental Surgery, University of Washington, Seattle, WA

Tonya Mapu (Part-Time)

Bachelor of Science, Dental Hygiene, Utah Valley University, Orem, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

William Morrell (Part-Time)

Doctor of Dental Surgery, Marquette University, Milwaukee, WI

Master of Public Health, University of Utah, Salt Lake City, UT

Bachelor of Science, Consumer Studies and Family Economics, University of Utah, Salt Lake City, UT

Hayley Nigbur (Part-Time)

Bachelor of Science, Dental Hygiene, San Joaquin Valley College, Hesperia, CA

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Alisha Noonan (Part-Time)

Associate of Science, Dental Hygiene, Fortis College, Salt Lake City, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Jefferson Plicka (Part-Time)

Doctor of Dental Medicine, University of Las Vegas School of Dentistry, Las Vegas, NV

Troy Sargent (Part-Time)

Doctor of Dental Medicine, Oregon Health and Science University, Portland, OR

Holley Searle (Part-Time)

Bachelor of Science, Dental Hygiene, University of Colorado, Denver, CO

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Terra Taylor (Full-Time)

Bachelor of Arts, Spanish, University of Utah, Salt Lake City, UT

Bachelor of Science, International Studies, University of Utah, Salt Lake City, UT

Associate of Applied Science, Dental Hygiene, Salt Lake Community College, Salt Lake City, UT

Associate of Science, General Studies, Salt Lake Community College, Salt Lake City, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Brooke Thiede (Full-Time)

Bachelor of Science, Dental Hygiene, University Valley University, Orem, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Tricia Tippetts (Part-Time)

Associate of Science, Dental Hygiene, Fortis College, Salt Lake City, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Aminda Whitten (Part-Time)

Bachelor of General Studies, Southern Utah University, Cedar City, UT

Associate of Applied Science, Dental Hygiene, Salt Lake Community College, Salt Lake City, UT

Associate of Science, General Studies, Salt Lake Community College, Salt Lake City, UT

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

Camille Zahajko (Part-Time)

Bachelor of Science, Dental Hygiene, Pierce College, Pierce County, WA

Licensed Dental Hygienist with Local Anesthesia, Utah, Department of Occupational and Professional Licensing

GENERAL EDUCATION

Kyle Hemming (Part-Time)

Master of Science, Kinesiology: Exercise Science, California State University, Long Beach, CA
Bachelor of Science, Exercise Science, Brigham Young University, Provo, UT
Associate in Arts, Liberal Arts and Science, Chabot College, Hayward, CA

Gayani Nanayakkara (Part-Time)

Doctor of Philosophy, Pharmaceutical Sciences, Auburn University, Auburn, AL

Nathaniel Nelson (Part-Time)

Doctor of Osteopathic Medicine, Des Moines University, Des Moines, IA
Bachelor of Science, Physiology and Developmental Biology, Brigham Young University, UT

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION

Carlos Arbizu (Part-Time)

EPA 608 Universal Refrigerant Certification
Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

Cordell DeMille (Part-Time)

Certificate, Refrigeration & Air Conditioning, Salt Lake Community College, Salt Lake City, UT
EPA 608 Universal Refrigerant Certification
Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

Travis Kump (Part-Time)

EPA 608 Universal Refrigerant Certification
Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

David Lund (Part-Time)

Associate of Applied Science, Electrical Independent Apprentice, Salt Lake Community College, Salt Lake City, UT
Associate of Science, General Studies, Salt Lake Community College, Salt Lake City, UT
Journeyman Electrician, Idaho Division of Building Safety
EPA 608 Universal Refrigerant Certification

Willis Quezada (Part-Time)

EPA 608 Universal Refrigerant Certification
Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

Mark Richardson (Part-Time)

EPA 608 Universal Refrigerant Certification
Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

Paul Zisakis (Part-Time)

EPA 608 Universal Refrigerant Certification
Natural Gas Technician, Rocky Mountain Gas Association (RMGA)

MEDICAL ASSISTING AND BASIC X-RAY TECHNICIAN

Chelsey Quarry (Part-Time)

Associate of Applied Science, Broadview University, Salt Lake City, UT
Certified Medical Assistant, Utah Career College, Salt Lake City, UT

Joanna Contreras (Part-Time)

Certified Medical Assistant, Apollo College, Mesa, AZ

Julee Weston (Part-Time)

Associate of Science, Utah Trade Tech, Salt Lake City, UT

NURSING

Tyson Catmull (Part-Time)

Doctor of Nursing Practice, Primary Care, Rocky Mountain University of Health Professions, Provo, UT
Bachelor of Science, Nursing, Grand Canyon University, Phoenix, AZ
Registered Nurse, Utah Department of Occupational and Professional Licensing

David Castaneda (Part-Time)

Master of Science, Nursing, Western Governors University, Salt Lake City, UT
Bachelor of Science, Nursing, Western Governors University, Salt Lake City, UT
Registered Nurse, Utah Department of Occupational and Professional Licensing

Tonya Condas (Part-Time)

Bachelor of Science, Nursing, Roseman University of Health Sciences, South Jordan, UT
Bachelor of Science, Clinical Psychology, Westminster College, Salt Lake City, UT,
Registered Nurse, Department of Professional Licensure, Utah Board of Nursing, Salt Lake City, UT

Tanya Damron (Part-Time)

Bachelor of Science, Nursing, Ameritech College of Healthcare, Draper, UT
Associate of Science, Nursing, Ameritech College of Healthcare, Draper, UT
Registered Nurse, Utah Department of Occupational and Professional Licensing

Cynthia Dunfield (Full-Time)

Master of Science, Nursing, American Sentinel University, Aurora, CO
Associate of Applied Science, Nursing, Salt Lake Community College, Salt Lake City, UT
Registered Nurse, Utah Department of Occupational and Professional Licensing

Shannon Estrada (Full-Time)

Master of Science, Nursing, Western Governors University, Salt Lake City, UT
Bachelor of Science, Nursing, Western Governors University, Salt Lake City, UT
Registered Nurse, Utah Department of Occupational and Professional Licensing

Regina Flaherty (Part-Time)

Bachelor of Science, Nursing, Westminster College, Salt Lake City, UT
Registered Nurse, Utah Department of Occupational and Professional Licensing

Elizabeth Niang (Part-Time)

Bachelor of Science, Nursing, Saint Louis University, St. Louis, MO
Registered Nurse, Utah Department of Occupational and Professional Licensing

Cyann Shaw (Full-Time)

Bachelor of Science in Nursing, Southern Utah University, Cedar City, UT
Registered Nurse, Utah Department of Occupational and Professional Licensing

JoNell Taylor (Full-Time)

Doctor of Nursing Practice, Leadership & Management, Aspen University, Phoenix, AZ
Master of Science, Nursing, Education, Weber State University
Bachelor of Science, Nursing, Weber State University, Ogden, UT
Registered Dental Hygienist, Weber State University, Ogden, UT
Registered Nurse, Department of Professional Licensure, Utah Board of Nursing, Salt Lake City, UT

Fortis College

CATALOG SUPPLEMENT

Supplement to catalog: 2024-2025 Catalog August 26, 2024, Volume 1, Version 1

These programs are not in the scope of the school's ACCSC's institutional accreditation.

CONTINUING EDUCATION

As continuing education programs, the below listed programs are outside the scope of the school's institutional accreditation with the Accrediting Commission of Career Schools and Colleges (ACCSC) and are offered for the sole purpose of continuing education, professional development, or preparation. Only the terms as outlined in this Catalog Supplement (and not the terms as they appear in the general Catalog) apply to students taking these courses.

Individual student payment for continuing education programs is due on or before the first day of class unless other payment plans are made, but in no case will the total payment not be due in full after the course is 50% complete. There is no financial assistance available for these programs.

AHA CERTIFICATION(S) PREPARATION

Program Description

Preparation for American Heart Association Certification is offered at Fortis College. Description follows:

- **BLS**-the AHA's BLS courses reinforce healthcare professionals' understanding of the importance of early CPR and defibrillation, performing basic steps of CPR, relieving choking, using an AED, the role of each link in the Chain of Survival, and to recognize several life-threatening emergencies.

TUITION AND FEES

BLS (Non-Students)	\$55
BLS (Current Student or Fortis Graduate)	\$40

- *Individual student payment for continuing education programs are due on or before the first day of class unless other payment plans are made, but in no case will the total payment not be due in full after the course is 50% complete. There is no financial assistance available for these programs.*

COURSE DESCRIPTIONS

BLS

The AHA's BLS course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. Reflects science and education from the *American Heart Association Guidelines Update for CPR and Emergency Cardiovascular Care (ECC)*

FACULTY

Julee Weston Full-Time

Associate Degree, Utah Trade Tech, Salt Lake City, UT Certified Dental Assistant

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 8/26/2024 Volume 1, Version 2

Effective date: 9/13/2024

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

INTRODUCTION AND OVERVIEW

NOTICE OF NON-DISCRIMINATION, PAGE 10

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

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

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

Title IX Coordinator

Attention: Suzanne Peters

5026D Campbell Blvd

Baltimore, MD 21236

Telephone: 330-805-2819

Email Address: speters@edaff.com

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>.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 8/26/2024 Volume 1, Version 3

Effective date: 10/18/2024

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

INTRODUCTION AND OVERVIEW

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES, PAGE 10

Fortis College is an Equal Opportunity Educational institution that complies with the Americans with Disabilities Act (42 U.S.C. Section 12101) and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794). The institution 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 accommodations or adjustments including auxiliary aids in connection with the admissions process, the admissions test and their academic 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, prospective student, or current student to collect the required documentation and request forms necessary to identify reasonable accommodations or academic adjustments so that the student is able to fully participate in the admissions and/or educational processes. A copy of the Applicants and Students with Disabilities Policy can be obtained from the Campus President. Questions about this process may be directed to the Campus President or the Vice President of Academic Affairs at Education Affiliates, Inc. at vpaa@edaff.com. Nursing students may contact the Vice President of Nursing at vpaa@edaff.com.

Vice President, Academic Affairs

vpaa@edaff.com

5026D Campbell Blvd.

Maryland 21236 Baltimore,

443-678-2143 (voice)

410-633-1844 (fax)

Vice President of Nursing

vpaa@edaff.com

5026D Campbell Blvd. Baltimore,

Maryland 21236

269-208-5098 (voice)

DISABILITY DISCRIMINATION

If a student has a concern regarding disability discrimination, the student should contact the Title IX Coordinator.

Suzanne Peters

Title IX Coordinator

Education Affiliates

5026 D Campbell Blvd

Baltimore, MD 21236

330-805-2819

speters@edaff.com

A student may also submit a grievance pursuant to the Grievance Procedure on page 77.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2024-2025 Catalog 8/26/2024 Volume 1, Version 4

Effective date: 11/24/2024

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

CALENDARS, PAGE 5

HOLIDAY/BREAKS

Allied Health and Trade Programs

12/21/24 – 12/29/24	Holiday Break
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