STUDENT CATALOG
2014 ACADEMIC YEAR
Version Date May 5, 2014
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Online Non-Main Campus

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Friday, 8:30 AM – 5:00 PM Mountain Time
www.ameritech.edu
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ABOUT THE SCHOOL

MISSION STATEMENT
Through quality training and education, the mission of AmeriTech College is to prepare graduates with the necessary knowledge, skills, and dispositions to become competent professionals in their chosen field of study.

OBJECTIVES
The objectives of AmeriTech College online campus is to:

1. Prepare students to become an integral part of health care teams as:
   - Health Information Technicians
   - Medical Coding and Reimbursement Specialists
   - Bachelor Completion Degree Nurses

2. Provide comprehensive programs of intensive study that are focused on the contemporary skills required for the graduate’s chosen profession. This includes associated business, ethical, and professional standards.

3. Utilize asynchronous distance education delivery systems for online programs.

4. Prepare students for applicable credentialing requirements for employment in their chosen field of study.

5. Create an environment conducive to the learning process.

6. Employ management, staff, and faculty who support the learning and personal growth process of students and whose primary purpose is to serve students in the above-mentioned objectives.

HISTORY
AmeriTech College was founded in 1979 by Dorothea and Keith Van Soest under the school’s original name, The American Institute of Medical Dental Technology, Inc. In August of 1997, Connie and Steve Garland purchased the school and took over its operation. The school expanded north of Provo, Utah and in 2005, opened a new non-main campus in Draper, Utah. This campus became the primary site for the school’s Associate Degree Nursing Program, which started in August 2006. In an effort to reflect the schools increased scope of training, the name of the school was changed in June of 2006 to AmeriTech College. In March of 2007, IQU Corporation led by Ken Bentley, purchased AmeriTech College, and assumed responsibility for the operation of both the Draper and Provo campuses. An ownership structure change in July 2013 resulted in AmeriTech College, LLC replacing IQU Corporation as the parent company of AmeriTech College.

STATEMENT OF OWNERSHIP
The AmeriTech College is exclusively owned by AmeriTech College, LLC. AmeriTech College, LLC is a Utah limited liability Company with its primary office located in Draper, Utah.
AMERITECH BOARD OF DIRECTORS

- Kenneth Bentley, Chairman
- Richard Gessner
- William Jones
- Virgil Opfer

FACULTY
The faculty of AmeriTech College is made up of qualified and experienced professionals teaching and mentoring students today for a better and more productive life tomorrow. Please see the College Catalog Addendum for a complete listing of faculty and their credentials.

ADMINISTRATIVE STAFF
The names and titles of administrative staff are listed in the College Catalog Addendum.

ACREDITATION AND AFFILIATIONS
There are two types of educational accreditation, one identified as "institutional", and one referred to as "programmatic". Institutional accreditation normally applies to an entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives. Programmatic accreditation generally applies to programs that are part of an institution. Each program at AmeriTech College that has programmatic accreditation has been individually accredited by an accrediting organization recognized by the Council for Higher Education Accreditation and/or by the U. S. Department of Education.

INSTITUTIONAL ACCREDITATION
AmeriTech College is institutionally accredited by The Accrediting Bureau of Health Education Schools (ABHES) ABHES is listed by the U.S. Department of Education as a nationally-recognized accrediting agency under the provision of Chapter 33, Title 38 of the U.S. Code and subsequent legislation.

ABHES provides AmeriTech College institutional accreditation for the delivery of diploma programs as well as Associate of Applied Science Degree, and Bachelor of Science Completion Degree programs. AmeriTech College programs are designed to lead a graduate directly into the workforce at an entry-level position.

AmeriTech College also offers some continuing education courses, which result in a certificate of completion only. These courses carry no college credit and do not lead to an occupational objective. In addition, these courses are not included within the institution’s grant of accreditation from ABHES.

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314 N.
Falls Church, Virginia 22043
(703) 917-9503
www.abhes.org
Programmatic Accreditations

Nursing - RN to BSN Degree Completion Program
AmeriTech College’s RN to BSN Degree Completion Program believes that specialized accreditation contributes to the centrality of nursing for the public good and provides for the maintenance of educational quality through continuous self-assessment, planning, and improvement. The Accreditation Commission for Education in Nursing (ACEN- formerly NLNAC) is one of two national bodies whose service provides programmatic accreditation to professional nursing programs. Emphasis in the accreditation is placed upon program compliance with established professional standards and criteria in the context of our mission/philosophy. Candidacy Status November 2013

Accreditation Commission for Education in Nursing, Inc. (ACEN, formerly NLNAC)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000 Voice
(404) 975-5020 Fax
www.acenursing.org

Affiliations and Memberships

Nursing - RN to BSN Degree Completion Program
AmeriTech College’s RN to BSN Degree Completion Program is a member of the National League for Nursing (NLN). The NLN is dedicated to excellence in nursing education. NLN is the preferred membership organization for nurse faculty and leaders in nursing education. Membership in this professional nursing organization fosters the continued development of the program and faculty to provide a quality, relevant program for nurses seeking to advance their academic degree.

National League for Nursing (NLN)
The Watergate
2600 Virginia Avenue, NW
Washington, DC 20037
www.nln.org

Health Information Technology - Associate of Applied Science Degree Program
Graduates may sit for the Certified Professional Coder (CPC) or Certified Professional Coder-Hospital (CPC-H) exams offered by the American Academy of Professional Coders.

American Academy of Professional Coders
309 West 700 South
Salt Lake City, Utah 84101
(800) 626-2633
(801) 236-2258 Fax
www.aapc.com
MEDICAL CODING AND REIMBURSEMENT - ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM
Students may sit for a national certification examination offered by the American Academy of Professional Coders (AAPC) to become Certified Professional Coders (CPC™) or Certified Professional Billers (CPB™). Fees for either one of these exams, but not both, are included in the cost of the program.

American Academy of Professional Coders
309 West 700 South
Salt Lake City, Utah 84101
(800) 626-2633
(801) 236-2258 Fax
www.aapc.com

AmeriTech College is a Member of the Following Associations:

Better Business Bureau
www.bbb.org

Provo/Orem Chamber of Commerce
www.thechamber.org
GENERAL INFORMATION

HOURS OF OPERATION
The College administrative offices are open Monday – Thursday, 8:30 AM – 5:30 PM Mountain Time and Friday, 8:30 AM – 5:00 PM Mountain Time.

SCHOOL CLOSURES/HOLIDAYS
If a holiday falls on a Saturday, the previous Friday will be a holiday. If a holiday falls on a Sunday, the following Monday will be a holiday. Please refer to the Catalog Addendum for other scheduled class breaks. AmeriTech College observes the following holidays:

- New Year’s Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Pioneer Day (Utah State holiday)
- Labor Day
- Thanksgiving (Thursday and Friday of Thanksgiving Week)
- Christmas Day

CLASS HOURS
Class hours will vary by program.

LEARNING RESOURCES
The Library is accessible virtually. Students and faculty have online access to a variety of databases through WorldCat Discovery including WorldCat, ArticleFirst, FirstSearch Electronic Collections Online (bibliographic index only) and Union Lists of Periodicals, PapersFirst, ProceedingsFirst, ERIC, GPO, MEDLINE, The World Almanac, CAMIO and ArchiveGrid. Students also have access to the EBSCO host database, CINAHL with Full-Text capability. Twenty-four hour librarian support is available.

CATALOG ADDENDUM
See the catalog addendum for current information regarding the AmeriTech College academic calendar, tuition, and fee schedules, listing of faculty and administrative staff, and other necessary updates.
ADMISSIONS INFORMATION

ADMISSIONS POLICY

AmeriTech College does not discriminate based on age, race, gender, religion, national origin, sexual orientation, or disability for admission to its programs. AmeriTech College also strives to be objective, honest, and fair in assessing the potential of applicants to succeed in their course of study and to become employed in their new profession. Therefore, the administration reserves the right to require additional evaluation to determine an applicant’s ability to complete program requirements and to benefit from his/her chosen field of study. Applicants should be aware that factors outside of their education might affect a graduate’s ability to work in his/her chosen field (such as prior or concurrent legal issues and health issues related to abilities or general health). The programs offered by AmeriTech College are rigorous and demanding; therefore, additional preparation prior to enrollment is encouraged.

ADMISSIONS PROCEDURE

1. All prospective students must interview with an Admissions Consultant prior to enrollment.
   During the interview, the goals, objectives, motivations, and commitment level of the applicant will be discussed. Additionally, the program details including schedule, tuition, and other associated costs will be reviewed.

2. Prospective students must complete and receive an acceptable score on the Wonderlic *SLE-Q exam.
   This exam is administered at no cost to the applicant. Test scores proctored at institutions other than AmeriTech College are not acceptable. Prospective students who do not achieve an acceptable score on their first attempt may retake another version of the exam. If a prospective student does not achieve an acceptable score on the second exam, administration will allow a third test after five business days. A prospective student may test a maximum of three times in a three-month period. Passing exam scores are valid for one year from the date administered.

   The following are considered acceptable Wonderlic *SLE-Q exam scores:
   *Health Information Technology  16
   *Medical Coding and Reimbursement  16
   RN to BSN Degree Completion  NA

3. The following programs require additional testing for admission.

Health Information Technology and Medical Coding and Reimbursement Applicants

   As part of the admissions procedure, a student must demonstrate an aptitude for the online learning environment in terms of both academic skill and comfort with negotiating the learning management system. In addition to one’s aptitude and online capabilities, a student must also demonstrate a commitment to the completion of their academic studies and to the pursuit of a career in their field of study.
Each program requires an applicant to pass the Online Readiness Assessment Exam.

4. **Term One 3-Week Cancellation Policy.**

In order to determine a fit between the program and student and to promote student success, students may cancel during the first term of enrollment through the end of the 3rd week for any reason. Students who do not maintain academic performance of at least 70% in both courses will be cancelled at the end of the 3-week period. Cancelled students will not incur additional financial responsibility for the materials and the cost of the program other than the initial application fee. Cancelled students who have attempted courses and were unsuccessful may reapply to the program after sitting out one full term. A student may apply for reentry only once.

**Online RN to BSN Degree Completion Program Applicants**

To meet the RN to BSN Degree Completion Program admission requirements, prospective students must:

a. Provide documentation of an active, unencumbered license to practice as a registered nurse in at least one US state or approved territory. Proof of licensure must be submitted at the time of enrollment.

b. Provide official transcripts to prove completion of an accredited associate’s degree in nursing. Transcripts will be evaluated by the AmeriTech College Registrar’s Office, including collaboration with the Program Director as needed, to determine credit to be approved and applied to the RN to BSN Degree Completion Program. A maximum of 72 semester credits will be awarded for prior completion of an associate’s degree in nursing. Of the 72 credits awarded, 24 semester credits must include general education courses. If a student has not earned at least 24 semester credits of general education towards their associate’s degree, the student will not be accepted into the RN to BSN Degree Completion Program. Accreditation must be from an institution recognized by the US Department of Education.

In the event a student wishes to transfer into the program, some or all of the additional required 12 semester credits of general education, those credits will be evaluated on a course-by-course basis by the Office of the Registrar using the College’s Transfer of Credit Policy (see the AmeriTech College Student Catalog for details).

b. Have earned a cumulative grade point average of at least 2.5 (out of 4.0) in their previously completed associate degree nursing program.

d. Students who received their initial pre-licensure nursing education in another country or who graduated from a foreign nursing program must submit their official course by course evaluation of the nursing program plan of study to a foreign credentialing evaluation service. The evaluation must be received by the AmeriTech registrar prior to enrollment in the RN to BSN program. The
evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services. (See www.naces.org/members).

5. **Applicants must provide evidence of a High School Diploma, GED equivalent or signed attestation of High School Graduation/GED completion for admittance.**

   If it is discovered that an attestation was falsely signed, the student may be immediately terminated from AmeriTech College or denied admissions, if discovery is made prior to the program start. Students may also submit evidence of a college degree from a postsecondary institution whose accreditation is recognized by the United States Department of Education. At this time, AmeriTech College does not accept students under “Ability to Benefit” arrangements.

6. **Applicants must pay the required application fee prior to enrolling; application fees are valid for one year from the date of receipt. Please consult the AmeriTech Admissions department for specific program requirements.**

7. **Applicants must complete an Enrollment Packet, which includes the AmeriTech Enrollment Agreement.**

8. **All enrolled students must meet with a member of the Campus Financial Aid (FA) Department to make satisfactory financial arrangements to cover the cost of education prior to starting classes.** Acceptable financial arrangements include but are not necessarily limited to:
   a. Title IV funds
   b. Alternative Funding Loans
   c. Cash Payment
   d. Government Funding (WIA, DWS, Voc Rehab, etc.)

9. **All accepted students, regardless of program, are required to attend a mandatory program orientation.**

10. **Individual programs may have additional requirements for admissions. Please consult the AmeriTech Admissions department for specific program requirements.**
FINANCIAL AID INFORMATION

The Financial Aid Office will personally work with prospective students to ensure that multiple options for covering the cost of their education are explored. All financial arrangements must be made in progress prior to the first day of class and students must meet satisfactory financial aid requirements at the time of graduation for release of transcripts (official and/or unofficial) and participation in graduation activities. For more details, please contact the Financial Aid or Bursar’s Office. There are several options for financing education at AmeriTech College including but not limited to:

a. Cash Payment
b. Federal Title IV Aid including: Pell Grant, Stafford Loans, and Parent Plus Loans (for those who qualify)
c. Outside Scholarships (for those who qualify)
d. State Benefits (for those who qualify)
e. VA Educational Benefits (for those who qualify)
f. Alternative Education Loans (for those who qualify)
g. Other Federal Benefits (for those who qualify)

See the Financial Aid or Bursar’s Office for information on any of the above programs.

HOW TO APPLY FOR FINANCIAL AID
Prospective students interested in applying for Federal Title IV Student Financial Aid Programs must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. To ensure acceptance into their program, applicants are encouraged to complete financial aid no later than three weeks after their enrollment date or prior to applicable deadlines.

FEDERAL FINANCIAL AID
Federal Financial Aid is available to those who qualify. AmeriTech College participates in the Federal Pell and Federal Direct Loan Programs that include Subsidized Stafford Loans, Unsubsidized Stafford Loans, and Parent Plus Loans.

VETERANS BENEFITS
AmeriTech College is approved for Veterans benefits including GI Bill. Specific information is available through the Financial Aid Office.

SUPPLEMENTAL FINANCIAL ASSISTANCE
Students at AmeriTech College may be eligible to apply for Alternative Education Loans. For more detailed information concerning the above methods of payment, the AmeriTech College financial aid programs, policies, procedures, and disbursements, please contact the Financial Aid Office.

SCHOLARSHIPS
AmeriTech accepts all valid outside scholarships. Arrangements must be made with the Financial Aid Department or Bursar’s Office/Student Accounts to apply scholarship monies to a student’s ledger card.
In addition, AmeriTech College offers an institutional scholarship for those who are interested in applying to one of the college’s online programs. Specific information is available through the campus Admissions Office and Financial Aid Office.

**INSTITUTIONAL REFUND FOR CANCELLATION OF ENROLLMENT**

An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday, and federal or state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid including the application fee. Application fees will not be refunded if cancellation of enrollment occurs after three days of enrollment. Fees paid to third party agencies for application items such as entrance exams, immunizations, drug screenings, background checks, etc. will not be refunded by the College.

A student canceling enrollment in a course of study on or before the first calendar day of the class start will not be charged tuition and will receive a refund of all monies paid (less the application fee if cancelation occurs after three days of enrollment and used books). A student may notify the Campus Administration Office verbally or in writing of her/his intent to cancel officially her/his enrollment.

**FINANCIAL AID REFUND POLICY FOR WITHDRAWALS**

If all tuition is paid in cash and the student does not receive any federal or state financial aid, then excess fees will be refunded to the student. If a state agency pays for the program, the proper agency will be refunded before the student. AmeriTech College will adhere to the Federal Return of Title IV Funds hierarchy for students with financial aid (See Withdrawal Policy Page 37 and Financial Aid Warning, Suspension, and Withdrawal. Page 20)

**FINANCIAL AID WITHDRAWAL CALCULATION TIMELINE**

Withdrawal after the student’s first day of class will result in a tuition charge equal to the percentage of time attended. This is calculated by dividing the number of calendar days from the semester start date to the student’s last date of attendance by the total number of calendar days in the semester. Once a student completes 60 percent or more of the semester full tuition is charged.

**UNPAID BALANCES**

AmeriTech College does not provide funding, but may assist in solving financial issues. Please contact the college if a balance remains, as third party arrangements may be available. If an unpaid balance remains, the student is responsible for paying the balance in full within 30 days after withdrawal. Non-sufficient fund fees, collection fees, annual interest of 18% and attorney fees shall apply and be charged.

**REFUND ON BOOKS**

Refunds for books will be evaluated on a case-by-case basis. Students that have cancelled before the start date and received books from AmeriTech College are liable for the entire cost of the books and will be required to pay the balance within 30 days unless returned to the school in the same condition as received.

**FEDERAL RETURN OF TITLE IV FUNDS POLICY**

All Title IV Aid recipients will be held to the same Title IV Refund Policy, which is in addition to the institutional refund policy. AmeriTech College is required to return—to the Federal Financial Aid program and other third party sources—the amount of aid received that was in excess of the aid “earned”
for the period that the student remained enrolled. AmeriTech College will return funds to the Title IV aid programs, and the student will then owe AmeriTech College any remaining balance originally paid by Title IV funds or third party sources. The student may also be required to return funds previously released to them for living expenses to the Federal Financial Aid programs.

Note: The student is responsible for paying any balance owed to AmeriTech College within thirty days. A student who remains enrolled more than 60 percent of the semester is considered to have earned 100 percent of the financial aid received for that period.

**POST-DISBURSEMENT**

Undisbursed financial aid, which the student was eligible to receive prior to withdrawing, but was not actually disbursed, is considered a “post-withdrawal” disbursement. In order for Pell Grants to be disbursed, the College must receive a valid Intuitional Student Information Record (ISIR). In addition, verification must be completed (if required). In order for Stafford Loans and Plus Loans to be eligible for disbursement, the Master Promissory Note (MPN) must be completed and must be certified prior to the student’s last date of attendance.

The College will provide written notification for the student or parent to receive any post-withdrawal disbursements within 30 days of the date of determination of withdrawal. The student or parent must respond within 14 days of notification to request some or all of the funds. The College must disburse the funds requested within 180 days of the determination date of withdrawal. If a response is not received within 14 days of the notification, the post-withdrawal disbursements of Title IV funds cannot be credited to the student’s account.

If additional eligible funds are received after the student’s date of determination or graduation date, the student will receive notification from the Bursar’s Office and will need to provide direction as to how the funds should be returned. If a response is not received within 14 days, the funds will be returned to any Title IV funding as the discretion of the College in the order as listed below.

**REFUND TIME LINE AND REFUND ALLOCATION**

The Bursar’s Office will perform the refund calculation once notified of the student’s last date of attendance. If the student pays tuition and fees with Federal Financial Aid, unearned federal funds will be returned to the Title IV programs and not to the student. AmeriTech College will return its share of unearned Title IV funds no later than 45 days after it determines the student withdrew or the date the College determines the student has unofficially withdrawn. Funds returned to the Title IV programs will first be applied to loans to reduce loan debt of the student or parent borrower. The remaining amount must be returned to the appropriate programs in the following order:

a. Federal Plus Loans
b. Unsubsidized Federal Stafford Loans
c. Subsidized Federal Stafford Loans
d. Federal Pell Grant **

**The student may be required to return 50 % of the PELL grant assistance received for credits attempted as living expenses.**

AmeriTech College
Note: When the total amount of unearned aid is greater than the amount returned by AmeriTech College from the student’s account, the student is responsible for returning unearned aid to the appropriate program(s) in the same order as indicated above. The student will have 30 days to repay in full any overpayment of grants. However, if no payment is received after the 30-day period has elapsed, AmeriTech College will refer an overpayment to the U.S. Department of Education Student Credit Management Collections; subsequently, the student will be ineligible for Title IV aid.

**Financial Aid Appeals Process**
A student with financial aid or a parent with a Plus loan may appeal any determination of a refund. A written request must be made to the Financial Aid administrator stating the individual circumstances believed to warrant exception from the published College policy. An appeals committee will review the case and will inform the student or parent of its decision *(See Appeals Policy Page 30).*

**Financial Aid Guidelines for Readmission Following a Withdrawal**
If a student wishes to return to school (students are only eligible to return if there is no outstanding balance with the school), he/she must reestablish eligibility for financial aid. If readmitted, the college administration will adjust the fees and tuition to be charged accordingly. Please note that Title IV funds cannot be used to pay off an existing balance with the school from any previous enrollments and readmission is subject to space availability, the approval of the reapplication process, and/or the appeals committee.

Students who have been suspended and withdrawn for failure to meet Satisfactory Academic Progress (SAP) requirements are ineligible for Title IV aid; however, they may apply for readmission without financial aid following the payment period in which they were suspended. Students who are allowed to re-enter at this point, must pay for educational expenses by other means, and are still subject to the SAP policy. Students may reestablish Title IV eligibility once again by bringing the CGPA and/or rate of progress to the minimum levels of 2.0 and 67% respectively.

**Cash Payments**
Students must meet all payment requirements in order to register/graduate. Students who fail to meet payment obligations may be placed on a registration, or graduation hold until the account balance has been paid in full. Requests to release unofficial or official documents from AmeriTech College will be denied if an account is delinquent.
ACADEMIC INFORMATION

UNIT OF CREDIT
AmeriTech College defines an academic semester credit hour as 15 hours of lecture instruction, 30 hours of laboratory instruction, or 45 hours of clinical/externship instruction. AmeriTech College uses the Carnegie Unit for the assignment of academic credit. The Carnegie Unit assumes two (2) hours of outside preparation for every hour in class.

TRANSFER OF CREDIT
Prospective students are strongly encouraged to submit transfer credit(s) during the application process. However, all transfer credit must be submitted and approved no later than five weeks after the student’s start date in the current enrollment. Transcripts submitted for transfer credit will be reviewed once a prospective student has enrolled in a program at AmeriTech College and once official transcripts are received. Transcripts will not be reviewed prior to enrollment nor will unofficial transcripts be considered for review.

Transfer credit will be awarded based on:
- A thorough review of official transcripts;
- Proof of applicable course content;
- Performance in the course submitted for transfer credit;
- Dates of credit earned.

Transfer credit will be applied based on the course description and the appropriateness to the specific degree program’s requirements and curricula. Course quality, content, level, and amount of credit earned should be comparable to the current program’s curricula. Course performance is evaluated based on the grade earned. In order for a course submitted for review to be eligible for transfer credit, the prospective student must have earned a grade equal to or better than “C”. Advanced Placement (AP) scores must be a 3 or better to receive transfer credit. Transcripts and AP scores earned more than fifteen years before the start of the semester the prospective student is applying for at AmeriTech will not be considered for transfer credit. The only exception to this policy is Anatomy and Physiology courses, which require completion no more than 5 years before the semester the prospective student is applying for.

Students who have received education in another country must submit their official transcripts to a foreign credentialing evaluation service. The evaluation must be received by the AmeriTech registrar prior to enrollment. The evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services. (See www.naces.org/members).

Transfer credit will not be awarded for any course in which a student has attended one or more class sessions at AmeriTech College. Courses may not be delayed to extend the timeline for receiving transfer credit.

Courses submitted for transfer credit will be considered if prior credit was awarded by an institution that is accredited by an agency recognized by the United States Department of Education (USDOE) or the Counsel for Higher Education Accreditation (CHEA). Academic credit must have been received; audit
courses, remedial courses (usually 001-099), proficiency exams, etc. are not eligible for transfer credit. AmeriTech College does not accept any transfer credits for core courses. AmeriTech College may accept transfer credit for subjects or courses completed at another accredited institution; however, 25% or more of the required program credits must be completed at the institution awarding the degree. AmeriTech College reserves the right to accept or reject any or all credits earned at other post-secondary institutions. AmeriTech College does not give academic credit for experiential learning. Transfer credits will be posted as a “TC” on the student’s academic transcript. Transferring credit does not necessarily abbreviate program length and may have an impact on financial aid. Please check with the campus Financial Aid Office for information on the impact of transfer credit on financial aid eligibility.

**Transfer Between Courses or Campuses**

In the course of his/her study, a student may find that a chosen program does not suit him/her. A student may change to another program better suited to his/her personality and aptitude. Students may transfer between campuses upon approval of the Program Directors and Campus Administration. Additionally, students wishing to transfer must meet all of the admissions requirements of the receiving campus and/or program.

If a student transfers to another program within 30 calendar days from the first day of class, previously paid tuition will be credited to the new program, book costs will be adjusted, and students will be required to complete the enrollment agreement for the new program.

**Attendance Policy**

If a student is enrolled in an online course, in order to be marked as having attended the online course(s) the student must complete one of the following academically related graded activities within the learning management system/online course:

- Post to a discussion board
- Submit an assignment
- Complete a quiz or exam

This means just logging into the course and moving around the virtual classroom will not count as having participated or attended. The student must complete one of the above academically related activities. Please note, that there are a significant number of other academically related activities required when taking online courses, for example: reading discussion boards; reading course materials and lectures; and messaging faculty members, but these activities will not be measured and counted as student attendance.

Attendance for online courses is tracked by the system on a daily basis and a student not completing an attendance-measurable academically related activity in his or her online course(s) for fourteen consecutive calendar days will be withdrawn from AmeriTech College.

**Withdrawals Due to Attendance**

AmeriTech College is required to withdraw students from school after fourteen consecutive calendar days of non-attendance. Attendance will be checked daily and students not meeting the attendance policy will be withdrawn. Attendance will be monitored for all online courses. AmeriTech College breaks and official holidays are not included when counting the fourteen days (See Withdrawal Policy page 37).
Satisfactory Academic Progress Policy

All students are expected to maintain satisfactory academic progress (SAP). In addition, SAP must be maintained in order to remain eligible to continue receiving federal financial assistance. SAP is measured using maximum time frame, successful course completion rate (quantitative measure), and cumulative grade point average (CGPA) standards (qualitative measure). These standards are outlined below and are considered minimum requirements; an individual program may require more stringent policies in regard to academic progress, attendance, or related requirements. Students are advised to consult with their Program Director for specific programmatic requirements.

Maximum Time Frame
Each student must successfully complete the educational objectives of the program, within a maximum time frame not to exceed 150% of the normal program length. Maximum time frame will be measured by limiting students to attempt 1.5 times, or 150% of the number of credits in their program of study (see table below for a listing of programs together with the 150% calculation). If a SAP review shows that a student cannot complete the program within 150% of the normal program credits, all Title IV aid must stop, even if the student has not yet attempted the maximum 150% of the total program credits.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Total Program Semester Credits</th>
<th>150% of Program Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Information Technology</td>
<td>66</td>
<td>99</td>
</tr>
<tr>
<td>Medical Coding and Reimbursement</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>RN to BSN Degree Completion Program</td>
<td>48</td>
<td>72</td>
</tr>
</tbody>
</table>

Successful Course Completion Rate
A student must complete at least 67% of the credits attempted, to be considered to be making satisfactory academic progress. A course is successfully completed if a grade of C (74%) or above has been earned. The successful course completion rate is calculated as the cumulative number of credit hours of courses successfully completed divided by the cumulative number of credit hours attempted for all courses. If a student has transfer credits earned at other institutions, those credits are counted in the calculation as both credits attempted and as credits completed. A student must earn a minimum of 67% of the credits attempted each payment period in order to complete the program within the maximum time frame and to avoid being placed on Financial Aid Warning. Courses with a grade of Incomplete, Withdraw, Withdraw Fail, and courses withdrawn from before completion are counted as credits attempted but not completed for purposes of calculation of the successful course completion rate. Both failed courses and repeated courses are counted in the calculation as credits attempted but not completed. AmeriTech College has no provisions for remedial course work, non-credit courses, or pass/fail grades and these activities have no effect on SAP. The successful course completion rate requirements are detailed in the table below.

Cumulative Grade Point Average Requirements
Students must meet specific CGPA requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are detailed in the table.
below. Students are required to achieve a cumulative grade point average of at least 2.0 (74%) to graduate from a program. In order to avoid being placed on Financial Aid Warning, a student must achieve a cumulative grade point average of at least 2.0 as measured at the end of each payment period. A payment period covers fifteen weeks of instruction regardless of whether the program is scheduled one fifteen week semester, or as two, seven and one half-week terms within each semester. At the time a student begins a program of study, the satisfactory academic progress policy goes into effect.

**Satisfactory Academic Progress Standards**

<table>
<thead>
<tr>
<th>Minimum CGPA requirement:</th>
<th>Minimum course completion rate:</th>
<th>Financial Aid Warning if CGPA and/or course completion rate is below minimum:</th>
<th>Suspension if CGPA and/or course completion rate is below minimum:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0</td>
<td>67%</td>
<td>End of any payment period</td>
<td>End of one Financial Aid Warning payment period</td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress Warning, Suspension, and Withdrawal and Its Impact on Financial Aid**

At the end of each payment period after grades have been posted, each student’s CGPA and rate of progress is reviewed to determine if the student is meeting (SAP) as defined above. Students will be placed on Financial Aid Warning when the CGPA and/or the rate of progress falls below the values specified in the table above. During the period of Financial Aid Warning, students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on Financial Aid Warning for one payment period and should work with their Student Services Advisor/Instructors through the Financial Aid warning period. The Student Services Advisor will work with the student’s Program Director if tutoring is needed. If at the end of the Financial Aid Warning payment period the CGPA and/or rate of progress are still below the minimum 2.0 and 67% respectively, the student will be placed on academic suspension and withdrawn from the College and will be required to complete an exit interview with the Financial Aid Office.

At the end of any payment period if a student is not meeting SAP and it is mathematically impossible for the student to meet the minimum SAP standards by the end of the next payment period, or if it is highly improbable for the student to meet those SAP standards, the student will not be placed on Financial Aid Warning, but will be suspended and withdrawn from school and will be required to complete an exit interview with the Financial Aid Office.

Students placed on academic suspension are withdrawn (See Withdrawal Policy Page 37) and are no longer eligible to receive financial aid. Students may appeal the academic suspension withdrawal. (See Appeals Procedure Page 30).

**Readmission Following Satisfactory Academic Progress Suspension and Withdrawal**

Readmission is subject to space availability, the approval of the reapplication process, and/or the appeals committee (see Financial Aid Guidelines for Readmission Following a Withdrawal Page 16).
**Grading System**

Each student is responsible for maintaining a minimum CGPA of 2.0 and must receive a passing grade in each course in order to graduate from AmeriTech College. Should a student need to repeat a course, that student is responsible for the associated costs; however, Federal Financial Aid may be available. Final program grades are computed from various elements and competencies mastered within the course and are reflected individually and collectively on each student’s final transcript.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA Equivalent</th>
<th>Status</th>
<th>Letter Grade</th>
<th>Percentage</th>
<th>GPA Equivalent</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94 – 100%</td>
<td>4.0</td>
<td>Passing</td>
<td>D-</td>
<td>60 – 63%</td>
<td>0.7</td>
<td>Not Passing</td>
</tr>
<tr>
<td>A-</td>
<td>90 – 93%</td>
<td>3.7</td>
<td>Passing</td>
<td>F</td>
<td>0 – 59%</td>
<td>0.0</td>
<td>Not Passing</td>
</tr>
<tr>
<td>B+</td>
<td>87 – 89%</td>
<td>3.3</td>
<td>Passing</td>
<td>AU</td>
<td>-</td>
<td>**</td>
<td>Audit</td>
</tr>
<tr>
<td>B</td>
<td>84 – 86%</td>
<td>3.0</td>
<td>Passing</td>
<td>I</td>
<td>-</td>
<td>**</td>
<td>Incomplete</td>
</tr>
<tr>
<td>B-</td>
<td>80 – 83%</td>
<td>2.7</td>
<td>Passing</td>
<td>L</td>
<td>-</td>
<td>**</td>
<td>Leave</td>
</tr>
<tr>
<td>C+</td>
<td>77 – 79%</td>
<td>2.3</td>
<td>Passing</td>
<td>S</td>
<td>-</td>
<td>**</td>
<td>Scheduled</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76%</td>
<td>2.0</td>
<td>Passing</td>
<td>T</td>
<td>-</td>
<td>**</td>
<td>Test Out†</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73%</td>
<td>1.7</td>
<td>Not Passing</td>
<td>TC</td>
<td>-</td>
<td>**</td>
<td>Transfer Credit</td>
</tr>
<tr>
<td>D+</td>
<td>67 – 69%</td>
<td>1.3</td>
<td>Not Passing</td>
<td>W</td>
<td>-</td>
<td>**</td>
<td>Withdrawal</td>
</tr>
<tr>
<td>D</td>
<td>64 – 66%</td>
<td>1.0</td>
<td>Not Passing</td>
<td>WF</td>
<td>0%</td>
<td>0.0</td>
<td>Withdraw Fail</td>
</tr>
</tbody>
</table>

**AU – Audit** – is given when a student takes a course for no academic credit. An AU grade has no effect on GPA or on the rate of progress for purposes of calculating Satisfactory Academic Progress.

**I – Incomplete** - is given, at the discretion of the faculty member and program director, when a student is unable to complete the coursework by the end of the grading period (semester/term). If a student fails to complete a required segment of a course by the end of the grading period (semester/term) and believes that with additional time he/she could reasonably pass the course, the student should approach the faculty member and request the grade of “I” (incomplete). The decision to grant this request is at the discretion of the faculty member, with approval of the program director.

When the grade “I” (incomplete) is granted, both the student and the faculty member must agree on provisions for the make-up work. The grade “I” cannot extend beyond seven weeks following the end of the grading period. When the work is completed in a satisfactory manner (within seven weeks), the faculty member will complete a Grade Change form and the “I” grade will be changed to the grade earned. Failure to complete the work will result in failure of the class, at which time the “I” grade will be changed to an F. The F grade will be computed in the GPA.

I grades may be granted to students if extenuating circumstances can be identified by the faculty member. (See extenuating circumstances)
L – Leave – is given when a student takes a leave of absence before completing the coursework for the semester/term/block. The L grade has no effect on GPA or rate of progress for purposes of calculating Satisfactory Academic Progress.

S - Scheduled – is given when a student is unofficially withdrawn from AmeriTech in a grading period that does not coincide with the student’s payment period. An S grade has no effect on GPA or on the rate of progress for purposes of calculating Satisfactory Academic Progress.

T – Test Out – indicates a student has passed the challenge exam of a course. A “T” grade has no effect on GPA; however, test out credits are counted as credits attempted as well as credits completed, thereby affecting rate of progress. ≈Ground campuses only.

TC – Transfer Credit – refers to transfer credit and is an indication of a transfer credit allowance. A TC grade has no effect on GPA; however, transfer credits are counted as credits attempted as well as credits completed, thereby affecting rate of progress.

W – Withdrawal – is given when a student withdraws from a course through 60%. Withdrawals have no effect on GPA. However, course credits will be considered as “attempted” but not “completed” for purposes of calculating Satisfactory Academic Progress (See Withdrawal Policy page 37).

WF- Withdrawal Fail – is given when a student withdraws either voluntarily or involuntarily from a course beyond 60%. Course credits will be considered as attempted but not earned for purposes of calculating Satisfactory Academic Progress and will be calculated at 0.0 points for GPA.

Grade Change Request
Students who wish to request a grade change must submit their request in writing to the course faculty member within ten business days of final grade posting. If the issue is not resolved, the student should discuss the grade change request with the Program Director. If the student feels the problem is still not resolved, the student may then arrange an appointment with the Student Services Department to explore the issue further.
PROFESSIONAL STUDENT BEHAVIOR

Students are expected to show professionalism and courtesy in their behavior toward the teaching and administrative staff, and fellow students. Students are being prepared to enter a professional health-care environment with all the necessary skills to demonstrate the behavior expected by prospective employers. Students who are in violation of these standards may be dismissed from the program. Professional behavior includes but is not limited to compliance with the following standards:

CODE OF CONDUCT FOR ONLINE STUDENTS
Freedom of speech and expression is valued not only throughout the society but also, and particularly, in the academic setting. Equally valued is the respect given to AmeriTech College computer systems and information technology. To that end, students will adhere to the following online code of conduct:

• Access AmeriTech College online courses and other learning materials only for lawful purposes.
• Respect the privacy of other members of the class and other students.
• Demonstrate integrity by completing all course work, tests, discussion responses and other assignments with your own work.
• Respect the integrity of the College computer systems, software, and applications.
• Respect the diversity of opinions among the faculty and members of the class and respond to them in a courteous manner. Electronic communication consisting of all caps, large font, or bold print may be considered unprofessional and a form of verbal abuse.
• Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation to the staff, faculty, and members of the class. This includes, but is not limited to demeaning written or oral comments of an ethnic, religious, sexist, sexual orientation, or racist; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings in course shells.
• Abide by all rules and regulations published by AmeriTech College and agree to be subject to disciplinary actions as described in the Student Catalog.

UNLAWFUL OR UNPROFESSIONAL CONDUCT
Students should be aware that past, present, or future unlawful and/or unprofessional conduct could render a student ineligible for certification, licensure, or employment in many fields of study offered by AmeriTech College. In addition, unlawful and/or unprofessional conduct could result in suspension or dismissal from school. Examples of such conduct include, but are not limited to, arrest, and/or conviction of a felony or misdemeanor, as well as the possession or distribution of controlled substances. Students should also be aware that past, present or future unlawful conduct involving the possession or distribution of controlled substances might result in the loss or suspension of eligibility for student financial assistance and the loss of the right to continue their education. Prospective students who are concerned that they may not qualify for certification, licensure, employment, or financial assistance for these or other reasons are encouraged to inquire prior to enrollment. AmeriTech College shall not be responsible for any student’s inability or ineligibility to secure student financial assistance, certification, licensure, or employment in his or her field of study as a result of disqualification.
**Harassment**

AmeriTech College has a zero tolerance policy toward harassment of any type. Harassment is defined as any conduct, physical, verbal, written or electronic, on or off campus, that has the intent or effect of unreasonably interfering with an individual’s or group’s educational or work performance at AmeriTech College. Unwanted comments and advances of a sexual nature directed toward faculty, staff members, or other students will not be tolerated. Such behavior is grounds for immediate dismissal. Sexual harassment includes the following types: gender harassment, seductive behavior, sexual bribery, sexual coercion, and sexual imposition. Anyone who believes he/she is a victim of sexual harassment needs to: 1) keep a record of events; including dates, times, places, names of persons involved, witnesses, and comments made by the participants; 2) report the incident immediately to a faculty member, Program Director, or any other Campus Administrator; and 3) understand that all reports will be fully investigated; and 4) understand confidentiality will be respected.

**Social Media Conduct**

Students are expected to adhere to the highest ethics and standards. Public remarks deemed inappropriate by the college administration, regarding educational experience, patients, classmates, colleagues, or other college matters may result in disciplinary action. This includes remarks made via social media whether on or off campus, during or outside of school hours.

**Personal Appearance and Cleanliness**

Students are required to present themselves in a professional demeanor in all school-related online environments. This includes, but is not limited to, photos, email addresses, account names, live lectures, mock interviews, or other audio/visual technology.
ACADEMIC INTEGRITY

Academic integrity is highly valued at AmeriTech College. Students are expected to adhere to the highest possible academic standards while attending AmeriTech College. The following are minimal guidelines that students are required to follow. These guidelines should be considered illustrative, and not comprehensive.

DISHONESTY:
Students will adhere to the principles and rules of the college and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and sanctions may include but are not limited to, a failing grade for the assignment, failing grade for the course, probation, suspension, or expulsion from the program. These sanctions do not need to follow in any specific order.

CHEATING:
Presenting another’s work as one's own or assisting another student to do so in the classroom, lab, or any other location. Cheating may also occur when a student violates the conditions governing an examination. Examples of cheating include, but are not limited to, the following:
1. using verbal, written, visual, or other forms of communication intended to give or receive improper assistance;
2. looking at or copying another's work;
3. use of unauthorized materials (texts, notes, calculators, etc.);
4. taking an exam for another student;
5. having someone else take an exam for you; or
6. obtaining and/or using an upcoming exam ahead of test time.

MISREPRESENTATION:
Falsifying information. This includes but is not limited to the following:
1. having another person represent or stand in for oneself in circumstances where one's attendance and/or performance are required;
2. misrepresenting class attendance;
3. presenting false academic credentials;
4. submitting someone else's work as one’s own;
5. submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current faculty (It is assumed that the current faculty member expects the work to be original);
6. forging or using another's signature;
7. altering or destroying academic records and documents; or
8. presenting false data, experimental or physical results.

PLAGIARISM:
Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one’s own. A student must always submit work
that represents his or her original words or ideas. Words or ideas that do not represent the original work of a student must be cited to include all relevant sources. The extent to which such sources were used should also be made clear. All submissions provided in any AmeriTech class forum fall within the scope of words and ideas that require citations if used by someone other than the original author. The work of a student that does not follow these standards will be considered plagiarism and violates the spirit of academic integrity.

Plagiarism includes, but is not limited to, the following:
1. acquiring by purchase or otherwise, a part of or an entire document of work which is represented as one's own;
2. representing the ideas, data, or writing of another person as one's own work, even though some wording, method of citation, or arrangement of evidence, ideas, or arguments have been altered;
3. concealing the true sources of information, ideas, or argument in any piece of work.

OTHER ACADEMIC VIOLATIONS:
Violations of academic policy considered as academic dishonesty include but are not limited to the following:
1. infringing on the rights of other students to fair and equal access to academic resources;
2. duplicating course materials expressly forbidden by the faculty member;
3. recording in a classroom when not specifically authorized to do so by the faculty member; or
4. ignoring or willfully violating class or laboratory instructions or policies.
COMPUTER TECHNOLOGY AND THE INTERNET

RIGHTS AND RESPONSIBILITIES
Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations. Students may have rights of access to information about themselves contained in computer files, as specified in federal and state laws. Files may be subject to search under court order. In addition, system administrators may access user files as required to protect the integrity of computer systems. For example, following organizational guidelines, system administrators may access or examine files or accounts that are suspected of unauthorized use or misuse, or that have been corrupted or damaged.

EXISTING LEGAL CONTEXT
All existing laws (federal and state) and college regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct. Activities will not be considered misuse when authorized by appropriate College officials for security or performance testing.

Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable college or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including but not limited to images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment.

EXAMPLES OF MISUSE
Examples of misuse include but are not limited to the activities in the following list:
1. Using an unauthorized computer account;
2. Obtaining a password for a computer account without the consent of the account owner;
3. Using the campus network to gain unauthorized access to any computer systems;
4. Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks;
5. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place an excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses, and worms;
6. Attempting to circumvent data protection schemes or uncover security loopholes;
7. Violating terms of applicable software licensing agreements or copyright laws;
8. Deliberately wasting computing resources, or viewing inappropriate content;
9. Using electronic mail or social media to harass others;
10. Masking the identity of an account or machine;
11. Posting materials on electronic bulletin boards that violate existing laws or the College codes of conduct;
12. Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner;
13. Creating media representing AmeriTech College on the internet or through other medium without the express consent of AmeriTech College;

**ADDITIONAL USE POLICIES**
The Computer Use Policy applies to use of all AmeriTech College computing resources. Additional computer and network use policies and terms and conditions may be in place for specific electronic services offered by the campus.

**APPROPRIATE USE**
AmeriTech College extends to students, faculty, and staff the privilege to use its computers and network. When provided access to the campus network, users are enabled to send and receive electronic mail messages around the world, share in the exchange of ideas through electronic news groups, and use Web browsers and other Internet tools to search and find needed information.

The internet is a very large set of connected computers, whose users make up a worldwide community. In addition to formal policies, regulations, and laws, which govern the use of computers and networks, the Internet user community observes informal standards of conduct. These standards are based on common understandings of appropriate, considerate behavior, which evolved in the early days of the Internet, when it was used mainly by an academic and highly technical community. The Internet now has a much wider variety of users, but the early codes of conduct persist, crossing boundaries of geography and government, in order to make using the Internet a positive, productive, experience. Students are expected to comply with these informal standards and be "good citizens" of the internet.

**ENFORCEMENT**
Penalties may be imposed under one or more of the following: AmeriTech College regulations, Utah law, or the laws of the United States.

Minor infractions of this policy or those that appear accidental in nature are typically handled informally by electronic mail or in-person discussions. More serious infractions are handled via formal procedures. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the situation is under investigation.

Infractions by students may result in the temporary or permanent restriction of access privileges, notification to College administration, and may result in termination from program. Offenses, which are in violation of local, state, or federal laws, may result in the restriction of computing privileges, and will be reported to the appropriate College and law enforcement authorities.
STUDENT SERVICES

STUDENT AND CAREER SERVICES ADVISORS
Student and Career Services Advisors assist the student in making a smooth transition into our online programs. The Advisor will directly interface with students to assist in the navigation through the organization to provide optimal student support focused on student progress, retention, graduation, and career placement.

AmeriTech College strives to assist each graduating student in finding a job. No guarantees for employment can be given. The Advisor will participate in relationships with local, regional and national businesses, organizations, and community partners to identify a steady pipeline of employment opportunities. Student and Career Services Advisors along with Program Directors maintain close contact with employers and stay up-to-date on possible job openings. Graduates are asked to keep the College informed of their credentialing status, employment achievements, and contact information through participation in surveys. Career services assistance is always available to graduates and is offered free of charge. The College takes great pride in the accomplishments of its graduates.

STUDENT ORIENTATION
AmeriTech College New Student Orientation is mandatory for all students prior to attending classes. Please see the Academic Calendar in the Catalog Addendum for specific dates.

ACADEMIC COUNSELING SERVICES
AmeriTech College takes personal interest in student academic progress and advancement. Class sizes are designed to provide an interactive relationship between the student and the teaching staff. Academic assistance is available to AmeriTech College students upon request. Students may pursue outside tutoring at their own expense. Please approach the Program Director or Director of Student Services for details. Students are encouraged to first discuss any problems with the faculty member, Program Director, Dean of Academic Affairs, and then with Campus Administration. A listing of local outside counseling resources is available upon request.

GRADUATION
Graduation ceremonies are held three times per year in Utah. This is a dignified occasion where academic achievement is celebrated. When all program requirements have been fulfilled, students in good standing may participate in the graduation ceremony. Formal caps and gowns are worn at the graduation ceremony. Special awards are given to students with outstanding achievements in attendance and academic excellence. Online students are encouraged to attend these ceremonies. Contact Online Advisors for more information. If student are unable to attend, the college makes every effort to broadcast and record the graduation ceremonies.
AmeriTech College recognizes and accepts its obligations under the Americans with Disabilities Act of 1990 and the Section 504 Rehabilitation Act of 1973, prohibiting discrimination based on a disability and requiring the Institution to provide reasonable accommodations to qualified disabled students in all College programs and required activities.

Qualified students seeking accommodations must notify the college administration and complete formal paperwork (provided by the administration) thereby formally informing the college of the disability for which accommodations are being requested. Students are required to include with their formal paperwork a physician’s (or other appropriate health care provider) letter verifying disability, explaining in detail the recommended accommodation based on stated disability. This documentation should be typed or printed on letterhead, dated, signed and legible with the name, title, and professional credentials of the evaluator or medical provider.

The Campus Administration will review all ADA requests, and students will be contacted to discuss requested accommodation within 48 hours of submission (excluding weekends or holidays).

**Appeals Policy**

If extenuating circumstances exist, (See Extenuating Circumstances Page 31) students may appeal an action resulting from a college policy (i.e. dismissal due to poor academic performance or withdrawal from a course due to attendance).

Students may submit a written appeal to the Registrar’s Office or Student Services within ten calendar days of the official date of the specific action or determination they wish to appeal. The written appeal must include the specific action the student is asking exemption from and justification for this request. The appeal must also include information detailing how the student’s circumstances have changed as well as an action plan specifying how compliance with the policy under appeal will be achieved and maintained. The administration must in turn respond to a student appeal within ten calendar days of an appeal filing. In the event that extenuating circumstances prevent a student from meeting these deadlines, special arrangements may be made with College officials. The AmeriTech College Appeals Committee will handle appeals on an individual basis.

Students granted appeal for SAP dismissal may continue the program uninterrupted. The student will be placed on Financial Aid Probation and may continue to receive federal financial aid for one more payment period. If at the end of the Financial Aid Probation payment period the CGPA and/or rate of progress are still below the minimum 2.0 and 67% respectively, the student will be placed on academic suspension and withdrawn from the College.
**EXTENUATING CIRCUMSTANCES**

I. Extenuating Circumstances are extraordinary events which
   1. impair a student’s performance, and/or
   2. prevent a student’s attendance, and/or
   3. prevent a student from submitting work by the required deadline.

II. Such circumstances **rarely occur** and would normally be:
   1. **Unforeseeable** - the student could have no prior knowledge of the event concerned, **AND**
   2. **Unpreventable** - the student could do nothing reasonably in their power to prevent such an event, **AND**
   3. A correlation can be made with the student’s performance or attendance.

III. Students are expected to make reasonable plans to take into account commonly occurring circumstances (such as transportation or computer problems), even those which, on occasion, may have been unforeseeable and unpreventable.
   1. Ongoing extended circumstances are not covered by extenuation procedures.
   2. Ongoing medical conditions may be covered by disability procedures.

IV. What is meant by impairing a student’s performance?
   Many things may have an impact on a student’s performance – a poor night’s sleep, a minor illness (such as a cough or cold), a minor injury, and financial worries and so on. These will often impact student performance but would **not be expected to have a serious impact** and so would not be applicable as extenuating circumstances.

V. What are examples of circumstances, which might **normally** be regarded as extenuating circumstances? **It is impossible to compile a complete list.** Examples include:
   1. Serious personal illness (outside of disability covered by ADA accommodations):
      a. For example, an illness requiring hospitalization over the period in question.
   2. The death of a close relative immediately prior to the date of assessment.

VI. What are examples of circumstances, which would **not normally** be regarded as extenuating circumstances? **Once again, it is impossible to compile a complete list, but here are some examples of everyday obstacles that are not regarded as extenuating circumstances:**
   1. Minor illnesses - even with a healthcare provider’s note. **As stated above, these may have some impact, but would not be regarded as extenuating circumstances.**
   2. Computer failure. **Students are expected to take proper precautions and make backup copies of data.**
   3. Computer failure of College equipment, copy or storage media (where failure is less than a continuous 24 hours). **Network, copier, and other technology failures do happen and students should plan to finish work prior to ‘the last minute’. For instance if students are relying on finishing work at campus the morning of a deadline (e.g. printing your work off) they are opening themselves up to this risk.**
   4. Transportation problems. **Students must plan for this possibility.**
5. Moving house. *This is predictable.*
6. Holidays. *This is predictable.*
7. Inadequate planning, organization or time management.
8. Misreading of syllabus or assignment directions.
9. Family, work, social, financial, or other general problems.

VII. What is meant by the statement that students are expected to make reasonable plans and take into account commonly occurring circumstances even those, which, on occasion, may have been unforeseeable and unpreventable?

1. If a student commonly takes a route to college which experiences severe traffic delays on occasion, they are expected to leave earlier or plan to take an alternative route on the morning of class, **OR**
2. If a student cares for a dependent and on occasion has not attended class because the dependent developed a minor illness, students are expected to make contingency plans for alternative care.

VIII. What if the student claims they were not given adequate instruction?
This would not qualify as an extenuating circumstance. It might be grounds for a complaint and would be handled under the complaints procedures.

IX. Can a student appeal based on disability?
Disabilities are not covered by the appeals process, but by the Americans with Disabilities Act (ADA). There are procedures governing ADA and the institution’s obligations in this area. The only way in which a disability would come within the scope of an appeal would be if there was a serious, unpredictable, and unpreventable increase in the disability, which might be expected to have a serious impact on performance. In this case, full independent evidential support for the increase would need to be provided, not just evidence of the disability.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Strong federal statutes protect the privacy and confidentiality rights of all individuals associated with any educational institution. These statutes regulate the gathering, disclosure, and circulation of records of any person associated with the institution. As such, all individuals are guaranteed both freedom from intrusion and protection from unauthorized disclosure of personal data from their personal, health, academic, disciplinary, attendance, and employment records.

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended sometimes referred to as the Buckley Amendment, is a federal law that protects the privacy of education records of all students enrolled in school. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Education Records at AmeriTech College include: grades, attendance, enrollment status, holds, class schedules, financial aid information, or any other personally identifiable information, and are records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution.
“FERPA Authorization” form must be filled out if a student wishes to authorize a specific individual/entity to receive their personal education record.

FERPA allows schools to disclose student education records and directory information without consent, to the following parties or under the following prescribed circumstances: school officials with legitimate educational interest; other schools to which a student is transferring; specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory information at AmeriTech College is defined as: student's name, address, telephone number, e-mail, photograph, date and place of birth, campus, honors and awards, dates of attendance, level and major field of study, enrollment status, (e.g. full time/part time), participation in activities, degrees, the most recent previous public or private school attended by the student, and any other information authorized in writing by the student. A student can request that the institution not release any directory information, about him/her by filling out the “FERPA Opt-out” form. Request for non-disclosure will be honored by the college until removed by the student. Students who wish to restrict directory information should realize all employers, scholarship committees and the like will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at AmeriTech College. AmeriTech students initially give or withhold consent via the Admissions Application. Students may change their decision by filling out the “FERPA Opt-out” form with the Admissions office.

The Registrar’s Office at AmeriTech College maintains student records. Students wishing to review their records may do so, within a reasonable amount of time (not more than 45 days), by requesting in writing. However, students may not inspect the following items: financial information submitted by their parents, employment, or job placement, honors to which they have waived their rights of inspection and review, or education records containing information on more than one student. AmeriTech College will only provide copies (for a fee) of a student’s education record if a student cannot physically inspect/review the record. Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement within the record setting forth his or her view about the contested information.

At AmeriTech College, the campus Executive Director is the officer in charge of ensuring and overseeing that all administrative offices and academic programs are in compliance with the college privacy and confidentiality policies. A student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education regarding an alleged violation under the Act and this part. The address is:

Family Policy Compliance Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202
**LEAVE OF ABSENCE POLICY**

In the event of a prolonged illness, serious accident, death in the immediate family, or other extenuating circumstances that makes it impractical for the student to complete current courses, the student has the option of withdrawing or requesting a leave of absence from the program. The College may grant multiple leaves of absence to a student; however, it is not to exceed 180 days in any twelve-month period.

*Please note that NOT all requests will be granted, as each request for a leave of absence will be evaluated on a case-by-case basis.*

If a student desires to take a leave of absence, the student must first meet with the Student Services Representative to discuss all possibilities. The student must then submit a signed and dated written request, which must include the reason for the leave with supporting documentation. The request will be forwarded to an appeals committee who shall approve or deny the request. If the request is approved, the student will be referred to the Registrar’s office to complete the Leave of Absence form. In instances where a student is unable to complete the form, such as with injury or illness; the Registrar will complete the leave of absence form, however it must be noted along with an explanation as to why the student did not complete the form himself or herself.

If the Registrar determines that, a student’s request for a leave of absence meets the eligibility requirements, she will send the student a Leave of Absence letter, which will state:

1. that the students leave of absence has been approved (or has not);
2. the students expected return date;
3. that while the student is on a leave of absence s/he will NOT be considered to have withdrawn;
4. that while the student is on a leave of absence no additional charges will be generated;
5. if a student fails to return from an approved leave of absence, s/he will be withdrawn;
6. if withdrawn, the “withdrawal date” will be retroactive to the student’s last date of attendance and the “date of determination” will be the day s/he should have returned to school;
7. if a student is granted a leave during a semester/term, s/he will be assessed an “L” grade for the classes from which s/he left;
8. upon returning from a leave of absence, s/he must return to the same courses from which s/he left;
9. students in term-based programs may have their financial aid payment period adjusted upon return from a leave of absence; and
10. upon returning from a leave of absence, a student must maintain Satisfactory Academic Progress (SAP).

**NONDISCRIMINATION AND EQUAL OPPORTUNITY**

AmeriTech College is committed to the principle of equal opportunity and nondiscrimination in education and employment for all its students, faculty, staff, and applicants for admission or employment. AmeriTech College and all its employees will not discriminate against any student or employee, present or potential, on the basis of race, color, sex, sexual orientation, religion, age, veteran status, marital status,
or ethnic background. AmeriTech College abides by these policies in the administration of its student admissions, financial aid and scholarships, and career placement programs, as well as in all other student-related services and educational programs and opportunities.

According to Sections 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and within the limits of its resources, AmeriTech College is committed to providing a reasonable accommodation to all of its students. However, upon admission, students need to be able to meet the essential skills requirement for each specific program and have the physical and mental abilities necessary to perform successfully and achieve the objectives of their program of study.

At AmeriTech College, the campus Executive Director is the officer in charge of seeing that all administrative offices and academic programs are in compliance with the College’s nondiscrimination and equal opportunity policies. Students with complaints regarding any academic or administrative violations of these policies should contact the Registrar’s Office to file a written complaint. The Registrar’s Office will forward the complaint to the campus Executive Director, who, within 10 calendar days, will notify the student in writing about the action taken.

AmeriTech College’s nondiscrimination and equal opportunity policies are in accordance with the Civil Rights Act of 1964, related to Executive Order 11246 and 11357; Title IX of the Education Amendments Act of 1972; Section 402 of the Vietnam Era Veteran’s Readjustment Assistance Act of 1974; and all civil laws of the State of Utah.

**READMISSION**

Students who have withdrawn either voluntarily or involuntarily for any reason other than mathematical inability to meet Satisfactory Academic Progress and wish to resume their studies must submit a letter of intent to return to the program at AmeriTech College. The letter of intent must be submitted to the Registrar at AmeriTech College, and include information outlining proposed changes to be successful in the program. The Board of Appeals will review the request and deliver a response within ten days of the receipt of the letter.

Additionally, the student will be subject to current tuition rates and will be required to meet satisfactory financial arrangements with the Financial Aid department prior to re-entry and it must be mathematically possible for the student to meet Satisfactory Academic Progress over the course of the next payment period. Re-admitted students will be subject to current institutional and programmatic admissions policies and will be responsible for reading and understanding the current College Catalog, course syllabi, and all other applicable documents where policy is outlined. All students withdrawn as a result of unsatisfactory academic progress (SAP) are ineligible for Title IV aid and must pay for educational expenses by other means. Students may reestablish Title IV eligibility once again by bringing the CGPA and/or rate of progress to the minimum levels of 2.0 and 67% respectively.
**STUDENT GRIEVANCES**

A student who has a concern, complaint, or problem is expected to discuss it first with the involved faculty member. If the concern, complaint, or problem is not resolved after this discussion, or if the issue is program-related, the student should discuss such issues with the Program Director, then the Dean of Academic Affairs. If a student feels that the problem is still unresolved, the student may file a complaint.

Students who wish to file a complaint for an unresolved issue may do so to the College Administration in writing within ten calendar days of the incident. The College Administration must respond to a student’s request within ten calendar days of filing the complaint. The AmeriTech College Appeals Committee will handle actions on an individual basis.

If a student continues to feel that the issue remains unresolved after the decision of the AmeriTech College Appeals Committee, the student may submit the concern in writing to the AmeriTech Corporate Office.

**ATTN: AmeriTech College Corporate Office**

12257 Business Park Dr. Ste. 108  
Draper, UT 84020-6545  
FAX: (801) 816-1456

The AmeriTech Corporate Office will review the submitted material and may schedule a personal interview with the student and/or any staff or faculty involved in the situation. Interviews may be conducted in person or over the phone. The AmeriTech Corporate Office will make a recommendation to the campus Executive Director in response to the complaint. The student will be informed of any decision in writing within ten calendar days of receipt of the complaint.

If the student continues to feel that the issue remains unresolved after submission to the AmeriTech Corporate Office, the student may contact the ABHES Accrediting Commission. Please direct all inquiries to:

**Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314 N.  
Falls Church, Virginia 22043  
(703) 917-9503

A copy of the accrediting commission’s complaint form and procedures is available and may be obtained by contacting the Registrar’s Office.

In addition to the College’s formal student grievance policy and procedure, students may also contact the Utah Division of Consumer Protection at any time through the U.S. mail, phone, or website. This contact may be made regardless of whether or not students have availed themselves of the College’s grievance policy.
WITHDRAWAL POLICY

Official Withdrawal: Student requests to be withdrawn from the program. This must be made either in person (student then signs withdrawal form) or in writing (See Financial Aid Warning, Suspension, and Withdrawal Page 20). The “date of determination” is the date of the initial request.

The Last Date of Attendance is determined by the last day a student participated in an academically related activity, including posting to a discussion board, submitting an assignment, or completing a quiz or exam. For a student who officially withdraws, (i.e., notified the Campus Administration Office in writing, of his/her intent to withdraw) the “date of determination” is the date administration becomes aware the student ceased attending.

In the event of an Unofficial Withdrawal (the student fails to attend for fourteen consecutive calendar days, fails to meet Satisfactory Academic Progress (SAP) minimums, student does not return from Leave of Absence, violates the Academic Integrity or Student Code of Conduct policy OR if the student is unavailable for signature, AmeriTech College will consider the student to have unofficially withdrawn.

- 14 Days of Non-Attendance: Student fails to attend classes for 14 consecutive calendar days. The Date of Determination shall be the 14th consecutive day of the absence.

- Does Not Meet Graduation Criteria: Student either fails to meet SAP minimums after one payment period on FA Warning status (See Financial Aid Warning, Suspension, and Withdrawal Page 20), cannot meet Satisfactory Academic Progress (SAP) minimums within one payment period, or has a second course failure (RN to BSN Completion Program only). The Date of Determination shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.

- Did Not Return from Leave of Absence: If a student fails to return from an approved Leave of Absence by the stated date and does not elect to extend their leave (if applicable; leaves cannot extend beyond 180 days per federal regulations), the student shall be withdrawn. The Date of Determination shall be the expected date of return while the Last Date of Attendance shall be the date prior to the leave. If a student fails to return to college after a leave of absence, the effective date and the refund calculations will be based on the last date of attendance.
o Academic Integrity/ Code of Conduct Violation: If a student is found by a committee to be in violation of the College’s Academic Integrity or Code of Conduct policies. The Date of Determination shall be the date the committee notifies the registrar of the offense.
The institution offers certain courses and programs in an online format. Online courses are accessible through a Learning Management System (LMS), which requires a web browser and internet connection. The online classroom is the primary method for student and faculty interaction and all coursework is submitted and stored electronically within the LMS. Online courses and programs will be designated in the College Catalog and course syllabi so students can distinguish between online and on-ground offerings during the normal registration period.

To maximize success within the online courses or programs, students must:

- Have access to a computer with a system profile that meets these minimum requirements.
  - Operating system: Microsoft Windows 7 or later, or Mac OS X 10.6 or later
  - Internet browsers: Internet Explorer 9 or newer, or Firefox 12 or newer with cookies enabled, Apple Safari 5 or newer, Google Chrome 18 or newer
  - Processor: PC: 1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2
  - Mac: Intel processor
  - Memory: PC: 1 GB RAM (32-bit); 2 GB RAM (64-bit) Mac: 1 GB RAM
  - PC: 1366x768 screen resolution Mac: 1280 x 800 screen resolution
  - Keyboard and mouse or touchpad
  - 1.5-3.0 mbs or higher-speed modem minimum, broadband network connection recommended
  - The latest version of Microsoft Office software installed on the computer and ready for use.
- Have and maintain internet access.
- Use provided ameritech.edu email account for all school-related communications.
- Have and maintain a working phone and accessible number.
- Participate in online course orientation.
- Commence online contact with the faculty member(s) within the first three days after the term start date.
- Verify mailing address and phone number with the online coordinator at the time of registration for each term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in any scheduled program activities during a 14 consecutive calendar day period, the student will be withdrawn from the program and will not be allowed to reenter the program during that term. Please consult with the College administration for specific program readmissions information.
Students are expected to log into each course two to five times each week (depending on course requirements) to participate through discussion posts, email messages, assignment submissions, and taking quizzes.

**REGISTRATION FOR ONLINE COURSES**

Online courses are available to students of AmeriTech College who are enrolled in programs that are delivered in an online format.

Certain fees may be charged to students registered in online courses or programs. Please refer to the Tuition and Fees section of the Student Catalog Addendum.

Upon registration for online courses, students will be given information to access an online library with multiple full-text databases.

**PROGRAM INFORMATION**

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
<th>Total Classroom Hours</th>
<th>Classroom Length in Weeks</th>
<th>Externship Hours</th>
<th>Externship Length in Weeks</th>
<th>+ Total Program Length in Weeks</th>
<th>Total Program Length in Months</th>
<th># Days Per Week</th>
<th># Number of Start Dates Per Year</th>
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<td>83</td>
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<td>11</td>
<td>M-SU</td>
<td>6</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Online Delivery: All programs are offered exclusively online in an asynchronous format.

* Program requires a two-year associate’s degree in nursing (max of 72 semester credit hours) prior to enrollment.

+ Approximate completion time. Semester breaks are not included in completion calculation.

** Course schedules are subject to change without prior notice.

* Availability of classes is dependent upon enrollment and availability.
HEALTH INFORMATION TECHNOLOGY
DELIVERY METHOD: ONLINE

OBJECTIVE

The objective of the Health Information Technology Program at AmeriTech College is to prepare the student through online instruction, laboratory application, and experience to enter the health information technology field in technical, supervisory or management positions. To meet this objective, the curriculum has been designed and is taught in conformance with the Standards and Guidelines for Accredited Programs and the Domains, Subdomains, and Tasks as prepared and approved by the American Health Information Management Association.

PROGRAM DESCRIPTION

The Health Information Technology Program provides students with a solid academic foundation and the critical skills needed in the health information technology field. Successful graduates will be well prepared to technically analyze and evaluate health records according to standards established by current law, regulations and accrediting agencies. Students will be able to compile and utilize various types of administrative and health statistics e.g., patient census, daily discharge analysis, monthly patient data reports and vital statistics. Students will learn to code symptoms, diseases, operations, procedures, and other therapies according to recognized classification systems. Students will also prepare health data information for computer processing, storage and retrieval as well as maintain and utilize a variety of health record indices.

CAREER INFORMATION

Health information technology professionals include billing professionals, reimbursement coordinators, documentation specialists, registrars, medical data analysts, electronic health records positions, and managers and supervisors. One of the areas in most demand is medical coding. Each patient record contains a diagnosis (or reason for encounter) as well as documentation of procedures performed on that visit. These diagnoses and procedures are assigned specific “code” numbers which provide a statistical reference, as well as a link to reimbursement for that particular setting. Medical coders apply these code numbers, and then utilize specific reimbursement software applications to generate the financial reimbursement for the facility, as well as the payment obligations of the patient.

ADDITIONAL PROGRAM INFORMATION

As a result of training received, students will be able to abstract and retrieve health information used for evaluating patient care and planning in health care and health related programs. In addition, students will be able to provide data to health care facility staff in quality management studies, utilization review, risk management, planning, and research activities.

PROGRAM OFFERING AND LENGTH

The Health Information Technology Program is 66 Semester Credit Hours, consisting of 83 weeks (5.5 semesters) of online training. This program is offered exclusively online in an asynchronous format. Asynchronous learning’s greatest benefit to students is the freedom it gives them to access the course and its instructional materials at any time they choose, and from any location, with an Internet connection. All program courses are designed for interaction between faculty and students and among students that encourages participation.
<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
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</tr>
<tr>
<td>BIO 120</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>3.00</td>
</tr>
<tr>
<td>COM 101</td>
<td>EFFECTIVE COMMUNICATION</td>
<td>3.00</td>
</tr>
<tr>
<td>CRT 101</td>
<td>CRITICAL THINKING</td>
<td>3.00</td>
</tr>
<tr>
<td>ENG 101</td>
<td>ENGLISH COMPOSITION</td>
<td>3.00</td>
</tr>
<tr>
<td>PSY 101</td>
<td>GENERAL PSYCHOLOGY</td>
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<tr>
<td>CIS 121</td>
<td>COMPUTER AND OFFICE APPLICATIONS</td>
<td>3.00</td>
</tr>
<tr>
<td>MAT 101</td>
<td>COLLEGE MATH</td>
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<td>MGT 101</td>
<td>PRINCIPLES OF MANAGEMENT</td>
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<tr>
<td>TRM 111</td>
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<td>INTRODUCTION TO ICD-10-CM CODING</td>
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<tr>
<td>COD 120</td>
<td>INTRODUCTION TO CPT/HCPCS AND ICD-10-PCS CODING</td>
<td>3.00</td>
</tr>
<tr>
<td>COD 200</td>
<td>ADVANCED CODING</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 101</td>
<td>INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY I</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 120</td>
<td>LEGAL ASPECTS OF HEALTH INFORMATION MANAGEMENT</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 140</td>
<td>REIMBURSEMENT METHODOLOGIES</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 160</td>
<td>HEALTH CARE STATISTICS/PERFORMANCE IMPROVEMENT</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 200</td>
<td>PHARMACOLOGY AND PATHOPHYSIOLOGY FOR HIT</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 220</td>
<td>INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY II</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 240</td>
<td>HEALTH INFORMATION MANAGEMENT SYSTEMS</td>
<td>3.00</td>
</tr>
<tr>
<td>HIT 280</td>
<td>HEALTH INFORMATION TECHNOLOGY PRACTICUM</td>
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<td></td>
<td>TOTAL CORE COURSES</td>
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<td></td>
<td>TOTAL REQUIRED CURRICULUM CREDITS</td>
<td>66.00</td>
</tr>
</tbody>
</table>

A complete description of all courses in the HIT Program is provided in the course descriptions section of this catalog.
**Medical Coding and Reimbursement**

**Delivery Method: Online**

### Objective

Upon completion of the program, the student will have the ability to:
- **Input patient information**: using medical software, understand medical terminology related to coding and billing.
- **Organize information**: related to patient medical records, use CPT, ICD-9-CM ICD-10-CM, and HCPCS for medical billing, coding, and completion of insurance forms.
- **Work methodically**: to reduce human error in claims submitted.
- **Maintain current information** for private and government-run insurance policies.
- **Communicate** clearly and tactfully.
- **Use administrative equipment** skillfully.
- **Acquire critical thinking and English composition** skills.

### Program Description

This program is offered exclusively online in an asynchronous format. All program courses are designed for interaction between faculty and students and among students that encourages participation. This program provides students with a solid academic foundation and the critical skills needed in healthcare billing, reimbursement, and coding practices, and the technologies that support them. Successful graduates will be well-prepared to enter the healthcare field as coding and reimbursement specialists in physician-based practices and outpatient and in-patient healthcare facilities, with a valuable level of general education, technological competence, interpersonal abilities, and a keen understanding of the value and importance of correct billing and coding. The program covers the necessary range of topics needed for high-level Coding and Reimbursement Specialists including a general education in academic and technology subjects. The program also has a special emphasis on billing and coding skills, related ethical and legal issues a Coding Reimbursement Specialist will need to know, to office procedures for billing and coding including necessary computing practices. Focusing entirely on the skills that are truly needed in order for a student to succeed in the marketplace, this Coding and Reimbursement Degree provides a student the ability to find a top-level position as a Coding and Reimbursement Specialist in any area where billing and coding are required.

### Career Information

Medical Coding and Reimbursement Specialists play a vital role in ensuring physicians and other health care providers are properly reimbursed for services and supplies rendered to patients. Medical Coding and Reimbursement Specialists are typically employed by physician offices and group practices, multi-specialty clinics, outpatient and urgent care facilities, non-physician practitioners (such as physical therapists), medical equipment suppliers, medical billing companies, and insurance carriers.

### Additional Program Information

Students may sit for a national certification examination offered by the American Academy of Professional Coders (AAPC) to become Certified Professional Coders (CPC™) or a Certified Professional Biller (CPB™). Fees for either one of these exams, but not both, are included in the cost of the program.

### Program Offering and Length

The Medical Coding and Reimbursement Program is 60 Semester Credit Hours, consisting of 75 weeks (5 semesters) of online training. This program is offered exclusively online in an asynchronous format. Asynchronous learning's greatest benefit to students is the freedom it gives them to access the course and its instructional materials at any time they choose, and from any location, with an Internet connection.
### General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101</td>
<td>ANATOMY AND PHYSIOLOGY I</td>
<td>3.00</td>
</tr>
<tr>
<td>BIO 120</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>3.00</td>
</tr>
<tr>
<td>COM 101</td>
<td>EFFECTIVE COMMUNICATION</td>
<td>3.00</td>
</tr>
<tr>
<td>CRT 101</td>
<td>CRITICAL THINKING</td>
<td>3.00</td>
</tr>
<tr>
<td>ENG 101</td>
<td>ENGLISH COMPOSITION</td>
<td>3.00</td>
</tr>
<tr>
<td>PSY 101</td>
<td>GENERAL PSYCHOLOGY</td>
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</tr>
</tbody>
</table>

**Total General Education Courses** 18.00

### Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 121</td>
<td>COMPUTER AND OFFICE APPLICATIONS</td>
<td>3.00</td>
</tr>
<tr>
<td>CD 101</td>
<td>PROFESSIONAL AND CAREER DEVELOPMENT</td>
<td>3.00</td>
</tr>
<tr>
<td>MAT 101</td>
<td>COLLEGE MATH</td>
<td>3.00</td>
</tr>
<tr>
<td>TRM 111</td>
<td>MEDICAL TERMINOLOGY</td>
<td>3.00</td>
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**Total Required Courses** 12.00

### Core Courses

<table>
<thead>
<tr>
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<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBC 102</td>
<td>INSURANCE BILLING AND REIMBURSEMENT I</td>
<td>3.00</td>
</tr>
<tr>
<td>MBC 122</td>
<td>INSURANCE BILLING AND REIMBURSEMENT II</td>
<td>3.00</td>
</tr>
<tr>
<td>MBC 131</td>
<td>PHARMACOLOGY AND PATHOPHYSIOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td>MBC 142</td>
<td>FUNDAMENTALS OF MEDICAL CODING I</td>
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</tr>
<tr>
<td>MBC 162</td>
<td>FUNDAMENTALS OF MEDICAL CODING II</td>
<td>3.00</td>
</tr>
<tr>
<td>MBC 201</td>
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</tr>
<tr>
<td>MBC 221</td>
<td>ADVANCED INSURANCE BILLING AND REIMBURSEMENT</td>
<td>3.00</td>
</tr>
</tbody>
</table>
| MBC 241       | MEDICAL CODING AND REIMBURSEMENT CERTIFICATION
Preparation                                 | 3.00    |
| MBC 280       | MEDICAL CODING AND REIMBURSEMENT CAPSTONE             | 3.00    |
| MED 162       | PRACTICE MANAGEMENT AND EHR SOFTWARE                  | 3.00    |

**Total Core Courses** 30.00

**Total Required Curriculum Credits** 60.00

A complete description of all courses in the Medical Coding and Reimbursement program is provided in the course descriptions section of this catalog.
# RN to BSN Degree Completion Program

**Delivery Method:** Online

## Objective

The objective of the RN to BSN Degree Completion Program is to enable registered nurses to achieve a baccalaureate level of education through an online educational system that promotes seamless academic progression and to prepare students for roles in leadership and management in nursing.

## Program Description

This program will prepare registered nurses with the knowledge and skills required to extend their practice options for a variety of clinical and management/leadership positions. With a conceptual framework based on holistic nursing practice, graduates will integrate concepts of caring that support the interrelationships of the bio-psychosocial spiritual dimensions of the human experience. The program will build upon the foundational education of registered nurses and offer coursework in general education, and nursing major courses to complete a Bachelor of Science in Nursing degree.

## Career Information

A national goal set by the Institute of Medicine recommends preparing 80% of the nursing workforce with a bachelor’s degree by the year 2020. Why? Because studies show that when the percentage of baccalaureate-prepared nurses is higher, so are patient outcomes. According to the Economic Modeling Specialists International, the workforce will increase 21% from 2010-2020 increasing from 2.7 million jobs in 2010 to 3.3 million jobs in 2020. Unit managers, directors of nursing and other leadership roles are areas looking for academic preparation at the Baccalaureate degree or above.

Additional Program Information

A current and relevant curriculum reflecting The Essentials of Baccalaureate Education for Professional Nursing Practice, as established by The American Association of Colleges of Nursing (AACN), the RN to BSN Degree Completion Program is currently a Candidate of the Accreditation Commission for Education in Nursing (ACEN previously NLNAC) for programmatic accreditation.

The curriculum meets other national industry standards and guidelines as well, and is informed by the American Nurses Association (ANA) Code of Ethics, Holistic Nursing practice, and Quality and Safety in the Education of Nurses (QSEN).

Upon completion of the nursing program, graduates may be eligible for certification as holistic nurses. Students are responsible for verifying eligibility with the American Holistic Nurses Association.

## Admissions Program Requirements

Students must provide official transcripts to prove completion of an accredited associate’s degree in nursing. Transcripts will be evaluated by the AmeriTech College Office of the Registrar to determine credit to be approved and applied to the requirements of the RN to BSN Degree Completion Program. A maximum of 72 credits can be earned through completion of an associate’s degree in nursing of which 24 credit hours must be from general education courses. Accreditation must be from an institution recognized by the US Department of Education.

## Program Offerings and Lengths

The RN to BSN Degree Completion Program is 120 semester credit hours in length, 72 credit hours are granted through the completion of an associate’s degree in nursing. The remaining 48 credits are completed at AmeriTech College. The program consists of 45 weeks (3 semesters) of online training in an accelerated delivery format. This program is offered exclusively online in an asynchronous format and there are no required clinical courses. Asynchronous learning's greatest benefit to students is the freedom it gives them to access the course and its instructional materials at any time they choose, and from any location, with an Internet connection. All program courses are designed to promote student and faculty engagement opportunities using a variety of technology applications. Some practice-linked experience assignments may require interviews and observation in healthcare facilities and enrich the delivery of course content for the learner to have the opportunity to apply knowledge learned in courses.
### General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 320</td>
<td>Professional Writing</td>
<td>4.00</td>
</tr>
<tr>
<td>MAT 350</td>
<td>Introduction to Statistics: Data Driven Decision Making</td>
<td>4.00</td>
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<tr>
<td>PSY 300</td>
<td>Abnormal Psychology</td>
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<td><strong>Total General Education Courses</strong></td>
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### Other Required Courses

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<th>Prior Nursing Education</th>
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### Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NUR 300</td>
<td>Contemporary Nursing Issues and Innovations</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 310</td>
<td>Nursing Research and Use of Evidence Based Practice</td>
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</tr>
<tr>
<td>NUR 320</td>
<td>Holistic Nursing and Health Assessment</td>
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</tr>
<tr>
<td>NUR 330</td>
<td>Population Focused Nursing Care</td>
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<tr>
<td>NUR 340</td>
<td>Quality and Safety in Nursing</td>
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</tr>
<tr>
<td>NUR 400</td>
<td>Nursing Informatics and Technology</td>
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<tr>
<td>NUR 410</td>
<td>Nursing Leadership and Management Systems</td>
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<tr>
<td>NUR 420</td>
<td>Nursing Care of the Older Adult</td>
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<tr>
<td>NUR 430</td>
<td>Nursing Capstone Synthesis</td>
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*A complete description of all courses in the RN to BSN Degree Completion Nursing Program is provided in the course descriptions section of this catalog*
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>BIO</td>
<td>ANATOMY AND PHYSIOLOGY/PATHOPHYSIOLOGY COURSES</td>
</tr>
<tr>
<td>CD/CSC</td>
<td>EMPLOYMENT STRATEGIES/CAREER DEVELOPMENT COURSES</td>
</tr>
<tr>
<td>CIS</td>
<td>COMPUTER APPLICATION COURSES</td>
</tr>
<tr>
<td>COD</td>
<td>CODING COURSES</td>
</tr>
<tr>
<td>COM</td>
<td>COMMUNICATIONS COURSES</td>
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<td>CRT</td>
<td>CRITICAL THINKING COURSES</td>
</tr>
<tr>
<td>ENG</td>
<td>ENGLISH COURSES</td>
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<tr>
<td>HIT</td>
<td>HEALTH INFORMATION TECHNOLOGY COURSES</td>
</tr>
<tr>
<td>MAT</td>
<td>MATH COURSES</td>
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<td>MEDICAL CODING AND REIMBURSEMENT COURSES</td>
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<td>MED</td>
<td>MEDICAL COURSES</td>
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<td>MGT</td>
<td>MANAGEMENT COURSES</td>
</tr>
<tr>
<td>NUR</td>
<td>NURSING COURSES</td>
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<tr>
<td>PSY</td>
<td>PSYCHOLOGY COURSES</td>
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<tr>
<td>TRM</td>
<td>MEDICAL TERMINOLOGY COURSES</td>
</tr>
</tbody>
</table>

**Lower Division Courses:** Lower division courses are those courses numbered one hundred (100) through two hundred ninety nine.

**Upper Division Courses:** Upper division courses are those courses numbered three hundred (300) through four hundred ninety nine.
**COURSE DESCRIPTIONS**

**BIO 101 ANATOMY AND PHYSIOLOGY I**

Length in Hours: 55 hours (40 hours lecture/15 hours lab)

Credits: 3 credit hours (semester)

Prerequisite: None

Co-requisite: None

Course Description: This course is an introduction to the human body and includes chemistry and the human body, the structure and function of cells, tissues and body membranes, organ systems, mechanisms of disease, the integumentary system, and the muscular and skeletal systems.

**BIO 120 ANATOMY AND PHYSIOLOGY II**

Credits: 3 credit hours (semester)

Length in Hours: 60 hours (30 hours lecture/30 hours lab)

Prerequisite: BIO101 Anatomy and Physiology I

Course Description: This course is a continuation of Anatomy and Physiology I and covers the blood, heart, and cardiovascular system, the lymphatic system and immunity, respiratory system, the digestive system and nutrition and metabolism, the urinary system and body fluids, the reproductive system and pregnancy, the nervous system, including the spinal cord, brain, and cranial nerves, the endocrine system, and development and inheritance, weights and measures, and physiological values.

**CD 101 PROFESSIONAL AND CAREER DEVELOPMENT**

Length in Hours: 55 hours (40 hours lecture/15 hours lab)

Credits: 3 credit hours (semester)

Prerequisite: None

Course Description: The student will prepare a resume, a cover letter, and a thank-you letter. They will acquire skills necessary to properly prepare typical pre-employment forms. Interviewing techniques are taught and practiced. This class will help to optimize a student’s potential for employment by developing skills in communication, business etiquette, problem solving, critical thinking, time management and interpersonal skills.

**CIS 121 COMPUTER AND OFFICE APPLICATIONS**

Length in Hours: 60 hours (30 hours lecture/30 hours lab)

Credits: 3 credit hours (semester)

Prerequisite: None

Course Description: This course is designed to provide an introduction to personal management and collaboration software including email, calendar, contacts, and tasking features using Microsoft Outlook. Students learn the advanced functionality of Outlook, including interactive task and calendaring functions, and practice group scheduling. This course introduces computer novices and/or beginning students to the features and functionality of computer hardware and computer literacy, Microsoft Windows, Microsoft Applications such as Word and Excel.

**COD 101 INTRODUCTION TO ICD-10-CM CODING**

Length in Hours: 55 hours (40 hours lecture/15 hours lab)

Credits: 3 credit hours (semester)

Prerequisite: None

Course Description: Learn the basic coding guidelines using ICD-10-CM coding classification system. Students will practice the application of diagnosis and procedure codes validating coding accuracy using
clinical information found in the health record. Students will learn the impact of the coding system as it relates to coding diagnoses. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included.

**COD 120 INTRODUCTIONS TO CPT/HCPCS AND ICD-10-PCS CODING**

**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)
**Credits:** 3 credit hours (semester)
**Prerequisite:** None

**Course Description:** Learn the basic coding guidelines using ICD-10-PCS and CPT/HCPCS coding classification systems. Students will practice the application of diagnosis and procedure codes validating coding accuracy using clinical information found in the health record. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included.

**COD 200 ADVANCED CODING**

**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)
**Credits:** 3 credit hours (semester)
**Prerequisite:** None

**Course Description:** Learn the advanced coding guidelines using ICD-10-CM, ICD-10-PCS, CPT/HCPCS coding classification systems. Students will practice the application of diagnosis and procedure codes validating coding accuracy using clinical information found in the health record. Student’s code advanced inpatient cases. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included.

**COM 101 EFFECTIVE COMMUNICATION**

**Length in Hours:** 45 Lecture Hours
**Credits:** 3 credit hours (semester)
**Prerequisite:** None

**Course Description:** Communication skills are developed through the use of effective listening, speaking, and writing skills. The student will develop the ability to speak clearly and effectively by learning to plan, compose, and deliver ideas. Emphasis is on the global, ethical, technological, and customer service aspects of communication.

**CRT 101 CRITICAL THINKING**

**Length in Hours:** 45 Lecture Hours
**Credits:** 3 credit hours (semester)
**Prerequisite:** None

**Course Description:** This course introduces critical thinking skills. Students gain an introductory level experience in deductive/inductive reasoning skills. The student will discuss experiences of everyday life and the repercussions of decision-making at various levels.

**ENG 101 ENGLISH COMPOSITION**

**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)
**Credits:** 3 credit hours (semester)
**Prerequisite:** None

**Course Description:** Principles of English composition are introduced and applied. Students develop clear and effective writing skills through the application of proper grammatical usage, paragraph development, and essay writing assignments.
ENG 320 PROFESSIONAL WRITING
Length: 7.5 Weeks
Credits: 4 Credit Hours (60 lecture hours).
Prerequisites: None
Course Description: This course will provide an overview of the basic forms of writing in any workplace setting: the persuasive paragraph, the cogent and direct cover letter, the report that summarizes masses of data to answer a question or make a point. Assignments will address the kinds of writing that nurses will be called upon to generate, such as patient health histories, an executive summary of a medical research article or educational presentations on a topic of current controversy in health care. Emphasis throughout will be on providing opportunities for the students to hone their qualities of mind through practical real-world writing assignments. In addition to the practical clinical writing assignments, students will engage in personal self-reflection, where nurses will experience using writing as a way to explore their own developing identities and qualities of mind as nursing professionals and potential leaders in the healthcare field. It is a hallmark of this program that our curriculum emphasizes the development of writing as a tool to build critical thinking capacity—which will promote the leadership potential of nurse graduates. As nurses increasingly take a place at the medical decision-making table, the nurse must possess the ability to think clearly and to be able to express themselves in crisp, clear prose.

HIT 101 INTRODUCTION TO HEALTH INFORMATION TECHNOLOGY I
Length in Hours: 55 hours (40 hours lecture/15 hours lab)
Credits: 3 credit hours (semester)
Prerequisite: None
Course Description: Learn hospital and physician's office record keeping practices. Emphasis is placed on hospital and medical staff organization; patient record content; procedures in filing, numbering, and retention of patient records; quantitative analysis; release of patient information; forms control and design; indexes and registers; and regulatory and accrediting agencies. This course covers the collection and use of health data in hospitals and government agencies.

HIT 120 LEGAL ASPECTS OF HEALTH INFORMATION MANAGEMENT
Length in Hours: 55 hours (40 hours lecture/15 hours’ lab)
Credits: 3 credit hours (semester)
Prerequisite: None
Course Description: Learn the legal issues of Health Information Management with focus on statutory and regulatory requirements, case law, and practical applications. Special legal problems associated with access to patient information, disposition of records, confidentiality and privacy, reporting requirements and compliance with current state and federal legislation are emphasized.

HIT 140 REIMBURSEMENT METHODOLOGIES
Length in Hours: 55 hours (40 hours lecture/15 hours lab)
Credits: 3 credit hours (semester)
Prerequisite: None
Course Description: Learn healthcare reimbursement systems, reimbursement methodologies, and payment processes throughout the healthcare industry. Examine the complex financial systems within today's healthcare environment and provide an understanding of the basics of health insurance, public funding programs, managed care contracting, and how services are paid.
**HIT 160 Healthcare Statistics Performance Improvement**  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** Learn statistical computation at the introductory level for use in health information management departments. Learn how to use statistics to make better business decisions, track activities in the healthcare facility, and analyze data. Learn how to identify quality issues in a healthcare setting and be able to implement performance improvement programs. Decrease risk exposure to the healthcare facility by learning to aggregate and analyze data specific to an issue. Identify trends that demonstrate quality, safety, and effectiveness of healthcare.

**HIT 180 Health Information Management Systems**  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** The purpose of this course is to provide students with the ability to define operational and strategic objectives for health information management systems and to guide the understanding of systems to meet those objectives. Particular emphasis will be placed upon the conceptualization of variables to be included in such systems; the proper interpretation and utilization of processed information for decision-making purposes. The hands-on use of the AHIMA Virtual Lab will provide students with a practical approach to multiple electronic medical record systems; and software for clinical data collection, storage and patient management.

**HIT 200 Pharmacology and Pathophysiology for HIT**  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** This introductory course covers medications and their related educational information. Students examine purposes, side effects, cautions, uses, and classifications of drugs. A brief historical perspective is given as well as laws and requirements for use.

**HIT 220 Introduction to Health Information Technology II**  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** This course covers electronic health information systems and their design, implementation, voice recognition technology and application. Topics include imaging technology, information security, and integrity, data dictionaries, modeling, and warehousing to meet departmental needs. Upon completion, students should be able to apply policies/procedures to facilitate electronic health records and other administrative applications.

**HIT 240 Health Information Management Systems**  
**Length in Hours:** 60 hours (30 hours lecture/30 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** CIS 121 Computer and Office Applications; HIT 220 Introduction to Health Information Technology II  
**Course Description:** The purpose of this course is to provide students with the ability to define operational and strategic objectives for health information management systems and to guide the understanding of systems to meet those objectives. Particular emphasis will be placed upon the
conceptualization of variables to be included in such systems; the proper interpretation and utilization of processed information for decision-making purposes. The hands-on use of the AHIMA Virtual Lab will provide students with a practical approach to multiple electronic medical record systems; and software for clinical data collection, storage and patient management.

**HIT 280 HEALTH INFORMATION TECHNOLOGY PRACTICUM**

Length in Hours: 90 hours lab  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** This capstone course culminates key concepts in the program and serves to provide a synopsis for the student. Students are given a review of major theories and industry-standard practices. Certification test preparation and practice questions are reviewed. This course will prepare the student to perform the basic functions and tasks of a health information department. Activities will include application of health information management procedures learned in the classroom and lab, including analyzing case studies, coding medical records, and completing practice test exams. This course is designed to help the student gain entry-level competences as set forth by the American Health Information Management Association (AHIMA). Students will assemble a portfolio of major assignments.

**MAT 101 COLLEGE MATH**

Length in Hours: 60 hours (30 hours lecture/30 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** This course is designed to develop mathematical and computational skills needed by college students and aids students in making the transition from computational to application mathematics. The student gains practice in mathematical calculations including percent, ratio, proportion, measurement, evaluation of numerical expressions and using charts, tables and graphs to solve problems. Emphasis is on solving for the unknown to help students become comfortable using variables to represent numbers.

**MAT 350 INTRODUCTION TO STATISTICS: DATA DRIVEN DECISION MAKING**

**Length:** 7.5 Weeks  
**Credits:** 4 Credit Hours (60 lecture hours).  
**Prerequisites:** None  
**Course Description:** The decisions that you make on a daily basis are filled with risks and uncertainty. These decisions are based on the comprehension of data that is encountered from various sources. This course gives an understanding of data and how this data is used to make decisions through statistical techniques relevant to the nursing field.

**MBC 102 INSURANCE BILLING AND REIMBURSEMENT I**

Length in Hours: 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** None  
**Course Description:** This course will prepare students for the necessary procedures for Medical Coding and Reimbursement. It will offer guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. It will introduce students to various kinds of health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.
MBC 122 INSURANCE BILLING AND REIMBURSEMENT II  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** MBC 102 Insurance Billing and Reimbursement I  
**Course Description:** This course will prepare students for the necessary procedures for Medical Coding and Reimbursement. It will offer continuing guidance for all elements of submitting, tracing, compiling, appealing and transmitting billing claims for insurance company procedures. Students explore in greater detail health insurance and managed care models, including Medicare. It will cover insurance claim collection strategies.

MBC 131 PHARMACOLOGY AND PATHOPHYSIOLOGY  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite:** MAT 101 College Math, BIO120 Anatomy and Physiology II  
**Course Description:** This introductory course covers medications and their related educational information. Students examine purposes, side effects, cautions, uses, and classifications of drugs. A brief historical perspective is given as well as laws and requirements for use.

MBC 142 FUNDAMENTALS OF MEDICAL CODING I  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite(s):** MBC 122 Insurance Billing and Reimbursement II  
**Course Description:** This course provides instruction in basic coding guidelines using the ICD-9-CM and ICD-10-CM coding classification systems. Students will practice the application of diagnosis and procedure codes validating coding accuracy using clinical information found in the health record. Students will learn the differences and similarities between ICD-9-CM and ICD-10-CM and understand the impact of the coding system changes as it relates to coding diagnoses. Ethical coding standards will be applied and promoted while adhering to current regulations and established guidelines in code assignment. Encoding systems and software with practice applications are included.

MBC 162 FUNDAMENTALS OF MEDICAL CODING II  
**Length in Hours:** 55 hours (40 hours lecture/15 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite(s):** MBC 142 Fundamentals of Medical Coding I  
**Course Description:** This course provides instruction in the fundamentals of medical coding. It details how to operate today’s common healthcare coding systems including: Current Procedural Terminology (CPT), International Classification of Diseases 9th and 10th Revisions, Clinical Modification (ICD-9-CM and ICD-10-CM), and the Healthcare Common Procedural Coding System (HCPCS).

MBC 201 ADVANCED MEDICAL CODING  
**Length in Hours:** 60 hours (30 hours lecture/30 hours lab)  
**Credits:** 3 credit hours (semester)  
**Prerequisite(s):** MBC 162 Fundamentals of Medical Coding II  
**Course Description:** This course provides comprehensive practice of advanced coding guidelines using ICD-9/ICD-10-CM, ICD-10-PCS, CPT, and HCPCS coding classification systems for physician-based services including the medical office, ambulatory surgery center, and inpatient hospital settings. Students will practice the application of diagnosis and procedure codes and validate coding accuracy using clinical information found in the health record and case scenarios.
MBC 221 ADVANCED INSURANCE BILLING AND REIMBURSEMENT
Length in Hours: 55 hours (40 hours lecture/15 hours lab)
Credits: 3 credit hours (semester)
Prerequisite(s): MBC 122 Insurance Billing and Reimbursement II, MBC 162 Fundamentals of Medical Coding II
Course Description: This course explores advanced principles and practice of insurance and reimbursement processing including CMS reimbursement methodologies; reporting of codes for diagnoses; procedures and services; completion of claim forms for inpatient and outpatient settings; and claims follow-up procedures.

MBC 241 MEDICAL CODING AND REIMBURSEMENT CERTIFICATION PREPARATION
Length in Hours: 60 hours (30 hours lecture/30 hours lab)
Credits: 3 credit hours (semester)
Prerequisite(s): MBC 201 Advanced Medical Coding, MBC 221 Advanced Insurance Billing and Reimbursement
Course Description: This course provides a review of medical coding processes and procedures, including practice test activities and simulated certification examinations. Students are presented with coding case practices and are expected to apply their knowledge of procedural and anatomical coding in an abstract manner. This course will review anatomical terminology, pathophysiology, and reimbursement issues. It will also review Current Procedural Terminology (CPT), International Classification of Diseases 9th Revision and 10th revisions, Clinical Modification ICD-9-CM/ICD-10-CM Official Coding Guidelines and CMS Healthcare Common Procedural Coding system.

MBC 280 MEDICAL CODING AND REIMBURSEMENT CAPSTONE
Length in Hours: 75 hours (15 hours lecture/60 hours lab)
Credits: 3 credit hours (semester)
Prerequisite(s): MBC 201 Advanced Medical Coding, MBC 221 Advanced Insurance Billing and Reimbursement
Course Description: This capstone course provides content and activities to simulate the expectations and requirements of coders and billers in medical practices. The goal of this simulation will help students learn as if they were actually employed by a practice and obtain practical experience.

MED 162 PRACTICE MANAGEMENT AND EHR SOFTWARE
Length in Hours: 60 hours (30 hours lecture/30 hours lab)
Credits: 3 credit hours (semester)
Prerequisite: None
Course Description: This course is intended to function as an introduction to Electronic Health Records technology. PrimeSUITE, an integrated Practice Management and EHR software, is used to provide students with practical, hands-on knowledge of concepts in documentation, regulation, and reporting and financial management functions such as insurance billing and patient scheduling.

MGT 101 PRINCIPLES OF MANAGEMENT
Length in Hours: 55 hours (40 hours lecture/15 hours lab)
Credits: 3 credit hours (semester)
Prerequisite: None
Course Description: This course is designed to provide the student with a practical understanding of management principles, techniques, and concepts. Course topics include an overview of the nature of organization and the primary functions of the manager: creating, planning, organizing, motivating, communicating, and controlling. Students explore each managerial function through case studies and problems.
**NUR 300 CONTEMPORARY NURSING ISSUES AND INNOVATIONS**

*Length:* 7.5 Weeks  
*Credits:* 4 Credit Hours (60 lecture hours).  
*Prerequisites:* Admission to BSN Program

**Course Description:**  
This introductory course in the BSN degree completion program prepares the student with knowledge of the major trends and innovations in professional nursing practice and in the U.S. healthcare delivery system. As the first course in the curriculum, students will be provided with an overview of major concepts that are incorporated into the program of study and that culminate in the capstone synthesis course. Students will integrate knowledge from their prior learning and nursing experience as they explore the complexity of the healthcare system and practice innovations. Coursework will include an overview of the economics and regulatory issues in nursing and healthcare. In addition, students will learn principles of case management, human genetics, technology, and other practice innovations. Students will prepare a plan for lifelong learning, establish a professional portfolio, and complete a project that requires the application of change management principles to nursing practice.

**NUR 310 NURSING RESEARCH AND USE OF EVIDENCE BASED PRACTICE**

*Length:* 7.5 Weeks  
*Credits:* 4 Credit Hours (60 lecture hours).  
*Prerequisites:* **MAT 350 Introduction to Statistics**

**Course Description:** This course presents students with an introduction to the research process as it is applied to nursing. Students will learn the steps in the research process and consider how both qualitative and quantitative methods are used in nursing studies. Students will apply this knowledge as they design a researchable question in the field of nursing. They will then use this question as the basis for a review of relevant scientific literature and explore a variety of research models that could be used to conduct a study on their topic. Students will learn to critically examine and interpret research findings as the basis for applying research in evidence-based practice. The role of the nurse as researcher and consumer of research will be examined, as will ethical considerations and the rights of human subjects in research studies.

**NUR 320 HOLISTIC NURSING AND HEALTH ASSESSMENT**

*Length:* 7.5 Weeks  
*Credits:* 4 Credit Hours (60 lecture hours).  
*Prerequisites:* None

**Course Description:** This course provides students with knowledge and theoretical information required for holistic nursing practice. Content will be based on the foundational principles and standards formulated by the American Holistic Nurse Association. Students will explore the integration of body, mind, spirit, and culture as they impact wellness and health status. Strategies used to assess the health and wellness status of individuals will be explored. The concept of the holistic nurse as a coach and advocate for improved health status will be explored.

**NUR 330 POPULATION FOCUSED NURSING CARE**

*Length:* 7.5 Weeks  
*Credits:* 4 Credit Hours (60 lecture hours).  
*Prerequisites:* **MAT 350 Introduction to Statistics**

**Course Description:** This course introduces students to the concepts and methods of population-based, community health nursing practice. Emphasis will be on the promotion of community health with a focus on community health nursing roles, biostatistics, and epidemiological measures of the health status of populations. The student will learn to assess, diagnose, plan, intervene, and evaluate the health status of
vulnerable populations. Health promotion and disease prevention at the community level will be explored from a holistic perspective.

**NUR 340 QUALITY AND SAFETY IN NURSING**
Length: 7.5 Weeks  
Credits: 4 Credit Hours (60 lecture hours).  
**Prerequisites:** None  
**Course Description:** Providing holistic nursing care that leads to quality outcomes and is protective of patient safety are both essential to professional nursing practice. This course will focus on the processes and practices of quality assessment and continuous quality improvement in healthcare. Students will examine a variety of health indicators that nurses are accountable for achieving. Additionally, students will examine the issue of patient safety, risk appraisal, and medical error reduction. They will create a model safety or quality improvement initiative for a sample group of clients or nursing personnel.

**NUR 400 NURSING INFORMATICS AND TECHNOLOGY**
Length: 7.5 Weeks  
Credits: 4 Credit Hours (60 lecture hours).  
**Prerequisites:** NUR 300 level courses  
**Course Description:** Informatics is identified by the Institute of Medicine and the Quality and Safety in Nursing Education groups as a key initiative and competency required for nurses across all specialties and levels of practice. In exploring the concepts of informatics and data management, the role of the informatics nurse in practice, research and administration will be considered. Students will apply their learning to a real-world project to implement a technological solution to improve quality and/or safety in a practice setting.

**NUR 410 NURSING LEADERSHIP AND MANAGEMENT SYSTEMS**
Length: 7.5 Weeks  
Credits: 4 Credit Hours (60 lecture hours).  
**Prerequisites:** NUR 300 level courses  
**Course Description:** This nursing course focuses on transformational leadership and management principles that guide professional nursing across practice setting. Leadership theories and concepts are emphasized, including the identification of key organizational structures, mission, and cultures. Students will examine professional communication and teamwork, collaboration and conflict resolution, delegation and supervision, workforce motivation, and managing and leading change. The course also addresses health care delivery structure and economics, and the integration of ethical and legal aspects of nursing leadership.

**NUR 420 NURSING CARE OF THE OLDER ADULT**
Length: 7.5 Weeks  
Credits: 4 Credit Hours (60 lecture hours).  
**Prerequisites:** NUR 300 level courses  
**Course Description:** The country is facing a significant social and public health issue as the population ages. At present, the fastest growing segment of the US population is the over age 85 group. This reality poses a challenge to nursing and the entire healthcare delivery system. Based on the recommendations of the Hartford Institute for Geriatric Nursing, this course is designed to educate students on the unique needs of older people. Students will examine the health and comprehensive care needs of older adults from the perspective of holistic nursing practice. Following an overview of the aging process, students will explore strategies and interventions to support safe and effective outcomes for older patients in a variety of settings. Students will complete a clinical protocol for use with an older adult population.
special needs of hospice and end of life care, as well as legal and ethical issues in elder care will be considered.

**NUR 430 NURSING CAPSTONE SYNTHESIS**

*Length:* 7.5 Weeks  
*Credits:* 4 Credit Hours (30 hours lecture/60 hours lab).

**Prerequisites:** NUR 300 level courses & 400 Level Courses

**Course Description:** As the final learning experience in the BSN degree completion program, this course provides students with an opportunity to synthesize and apply prior learning, practice experience, and the knowledge gained in the program. Students will complete a real-world nursing project under the direction of the course faculty member and as part of a student group. The project can be focused on a clinical population/client care need and the use of a holistic nursing intervention, a nursing administrative or leadership/management need, or an educational need for nurses or clients. Students are urged to consider projects that influence client safety or improve the care provided to clients or vulnerable populations. The faculty member will review and approve the project proposal and provide mentorship and direction as the project is completed. In addition to the project, students will explore a variety of topics related to contemporary nursing practice in the weekly course units. Students will present their final projects to a group of Ameritech College faculty and students for critique as a summative evaluation of the coursework.

**PSY 101 GENERAL PSYCHOLOGY**

*Length in Hours:* 45 Lecture Hours  
*Credits:* 3 credit hours (semester)

**Prerequisite:** None

**Course Description:** This course is an introduction to the field of psychology as the scientific study of the behavior of man. Through a blend of application and theory, students develop a basic understanding of psychological principles. These principles are then applied in a variety of situations.

**PSY 300 ABNORMAL PSYCHOLOGY**

*Length:* 7.5 Weeks  
*Credits:* 4 Credit Hours (60 lecture hours).

**Prerequisites:** None

**Course Description:** Those who deal with human behavior in the workplace need to understand how to distinguish “normal” from “abnormal” behavior, especially in the arena of healthcare. This course presents a variety of the prevailing perspectives on psychological disorders, including the medical, psychoanalytical, cognitive, behavioral, socio-cultural, and humanistic perspectives of diagnosis and treatment. Beginning with a historical review of how distressed or unusual behavior was dealt with in the past (with superstition, extreme isolation and supernatural explanations), the course will compare and contrast approaches which psychologists consider best practice today. The most common disorders that healthcare professionals will encounter such as anxiety, phobias, psycho-somatic disorders, panic attacks, dissociative disorders, mood problems, schizophrenia, depression and personality disconnects will be addressed. The course will utilize case studies and movies to sharpen student’s recognition of and sensitivity to human psychological suffering and how it affects all forms of health and well-being. Students will reflect on their own experiences with mental health problems as professionals, family members, or friends. A societal viewpoint will examine issues in how we deal with unusual behavior in our culture, from the question of Big Pharma to multicultural definitions of “mental health” and sanity.
TRM 111 MEDICAL TERMINOLOGY
Length in Hours: 60 hours (30 hours lecture/30 hours lab)
Credits: 3 credit hours (semester)
Prerequisite: None
Course Description: This course will provide students with a foundation to recognize medical terms using the four-word part approach (prefixes, word roots, suffixes, and combining vowels). This will prepare the student to better understand and master the terminology common to diseases and the medical field and related to health care delivery. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. Pronunciation, identification, and spelling are stressed. A working knowledge of medical terminology is desirable for anyone entering one of the health science fields. Simulations will provide students with the opportunity to practice creating billing and coding records. Students will learn how to apply knowledge of medical terminology and anatomy to code medical procedures and diagnoses. This course will help students understand and utilize insurance and medical terminology.
STUDENT CATALOG ADDENDUM

2014 Academic Year

Version Date May 5, 2014
Revision Date September 2, 2014

Online Non-Main Campus

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Draper, UT  84020
1-800-652-0907
Phone: (801) 816-1444 Fax: (801) 816-1456
Draperadmissions@ameritech.edu
Office Hours
Monday – Thursday, 8:30 AM – 5:30 PM
Friday, 8:30 AM – 5:00 PM
www.ameritech.edu
# Program Tuition and Fees

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*Tuition, books, and fees are subject to change without prior notice.*
# Online Campus 2014 Student Planning Calendar

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- **August 20** Semester End
- **August 28** New Student Orientation
- **September 1** Labor Day
- **September 2** Semester Start
- **September 10** Graduation
- **October 22** Term 1 End
- **October 23** New Student Orientation
- **October 27** Term 2 Start
- **November 27** Thanksgiving Day
- **November 28** Thanksgiving Break
- **December 17** Semester End
- **December 25** Christmas Day
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<td>Christmas Day</td>
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</table>
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Amber Chatfield, Financial Aid Processor
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Melissa Moss, Admissions Consultant
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Melissa L. Nelson, Student and Career Services Advisors
Jinny McGavien, Registrar