STUDENT CATALOG
2015 ACADEMIC YEAR
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Provo Main Campus

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Provoadmissions@ameritech.edu
Office Hours
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Tuesday 8:00 AM – 7:00 PM
Wednesday 8:00 AM – 6:00 PM
Thursday 8:00 AM – 7:00 PM
Friday 8:00 AM – 5:00 PM

Draper Non-Main Campus

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Draper, UT 84020
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Draperadmissions@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 is to:

1. Prepare students to become an integral part of health care teams as:
   - Dental Laboratory Technicians
   - Medical Assistants
   - Associate of Applied Science Degree Nurses
   - 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. Provide externship or clinical experience (where applicable) so that graduates are well prepared for employment in the field of their choice and confident in their abilities.

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

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

6. Create an environment conducive to the learning process.

7. 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 ADVISORS
- Kenneth Bentley
- Richard Gessner, Chairman
- 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.

ACCREDITATION 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. AmeriTech College believes that specialized accreditation contributes to the centrality of healthcare for the public good and provides for the maintenance of educational quality through continuous self-assessment, planning, and improvement. 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.
PROGRAMMATIC ACCREDITATIONS
The following programmatic accreditations apply to degree and diploma programs as delivered by AmeriTech College.

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.

NURSING - ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM
AmeriTech College’s Associate of Applied Science Nursing program has been granted programmatic accreditation from the Accrediting Commission for Education in Nursing, Inc. (ACEN, formerly NLNAC).

Accrediting 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

NURSING - RN TO BSN DEGREE COMPLETION PROGRAM
The RN to BSN Degree Completion Program has been awarded applicant status for programmatic accreditation through the Commission on Collegiate Nursing Education (CCNE), New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.

Commission on Collegiate Nursing Education (CCNE),
One Dupont Circle, NW, Suite 530
Washington, DC 20036
(202) 887-6791

AmeriTech College’s RN to BSN Degree Completion program was granted Candidacy Status in November 2013 by the Accreditation Commission for Education in Nursing (ACEN, formerly NLNAC).
AFFILIATIONS AND MEMBERSHIPS

DENTAL LABORATORY TECHNICIAN
Graduates of the Dental Laboratory Technician Program are prepared for the Crown & Bridge and Ceramic portions of the Recognized Graduate (RG) test offered by the National Board for Certification of the National Association of Dental Laboratories (NADL).

National Board for Certification
1530 Metropolitan Boulevard
Tallahassee, FL 32308
(800) 684-5310
www.nadl.org

NURSING - ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM
The Associate Degree Nursing Program has been granted approval by the Utah State Department of Commerce, Division of Occupational and Professional Licensing, Utah State Board of Nursing, which will qualify graduates of the program for appropriate testing for Utah State Licensure as Registered Nurses.

Utah State Board of Nursing
Heber M. Wells Bldg., 4th Floor
160 East 300 South
Salt Lake City, UT 84111
(801) 530-6628
www.dopl.utah.gov/licensing/nursing.html

The Associate Degree Nursing 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
Medical Assistant
Graduates of the Medical Assistant program are eligible to sit for an examination to become a Certified Medical Assistant (CMA), sponsored by the American Association of Medical Assistants (AAMA), a Registered Medical Assistant (RMA), sponsored by the American Medical Technologist Association (AMT), or a National Certified Medical Assistant (NCMA), sponsored by the National Center for Competency Testing (NCCT). Students may also certify through the NCCT and AMT in the following areas: Phlebotomy Technician, ECG Technician, Medical Office Assistant, and Insurance Billing and Coding Specialists.

American Association of Medical Assistants
20 North Wacker Drive
Suite 1575
Chicago, IL 60606
(312) 899-1500 or (800) 228-2262
(312) 899-1259 Fax
www.aama-ntl.org

American Medical Technologists
710 Higgins Road
Park Ridge, IL 60068
(847) 823-5169 or (800) 275-1268
(847) 823-0458 Fax
www.amt1.com

National Center for Competency Testing
7007 College Blvd
Overland Park, KS 66211
(800) 875-4404
(913) 498-1243 Fax
www.ncctinc.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 at Provo are open Monday and Wednesday, 8:00 AM – 6:00 PM, Tuesday and Thursday, 8:00 AM – 7:00 PM, and Friday, 8:00 AM – 5:00 PM.

The College administrative offices at Draper 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, lab, and/or clinical hours will vary by campus and program.

FACILITIES DRAPER CAMPUS

The Draper Campus is located in the Business Park Complex. The instructional classrooms, campus admissions, and financial aid areas are divided between three separate spaces in a two-story commercial building. The campus occupies approximately 26,000 square feet of well-lighted, air-conditioned space consisting of the following:

- Six classrooms
- Associate Degree Nursing Program has two simulation suites with state of the art adult (high fidelity METI human patient simulator), obstetric (NOELLE birthing simulator), pediatric (Laerdal), and neonatal simulators with audio/video recording capabilities, and debriefing rooms.
- Associate Degree Nursing Program skills lab with equipment similar to those used in hospitals, facilities, and clinics.
- Dental technician model and die laboratory with supporting equipment.
- Three dental technician laboratories with the appropriate equipment to fabricate crowns and bridges from metal, wax, and ceramic materials.
- Two fully equipped Medical Assistant Skills Labs
- Mobile Laptop Computer Lab
- Student lounge areas
- Faculty offices
- Administrative offices
- Learning Resource Center

**Facilities Provo Campus**
The Provo Main Campus is located in the Parkway Village Complex. The campus occupies approximately 11,000 square feet of well-lighted, air-conditioned classrooms and supporting facilities. The campus consists of the following:
- Six classrooms
- Mobile Laptop Computer Lab
- Two Medical Assisting laboratory with diagnostic and patient care equipment
- Two simulated operating rooms with supporting equipment
- Faculty offices
- Administrative offices

**Parking**
Student parking is assigned to specific areas within the Draper Campus areas.

**Student Learning Center and Additional Learning Resources**
There are computers located in the Student Learning Center (all with internet access) for students as needed. A copy machine is also available to students at the Draper campus location.

Desktop computers, wireless internet access, and power sources are available for student use Monday through Friday 8:30 am through 5:30 pm.

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. Virtual Student and Faculty Resources Centers are also available for online students. Twenty-four hour librarian support is also available virtually.

**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.

ACCEPTANCE
With the exception of the nursing programs, acceptance to programs will be on a first-come, first-enrolled basis for those who have completed the specified admissions requirements.

Nursing applicants will have an admissions deadline for which applications must be submitted. The AmeriTech Selections Committee will review all qualified nursing applications and offer admission to select applicants. Please consult the AmeriTech Admissions department for specific program requirements.

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, uniform, tuition, and other associated costs will be reviewed.

2. Prospective students must complete and receive an acceptable score on the Wonderlic SLE 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 exam scores:

- Dental Laboratory Technician
- Medical Assistant
- Associate Degree Nursing
- RN to BSN Completion Program

13
18
NA

13
Applicants who have taken the ACT exam within 24 months of enrollment, may waive the Wonderlic SLE exam requirements provided minimum ACT composite scores have been met relative to their program of enrollment; see the campus admissions department for specific ACT composite score requirements.

3. **The following programs require additional testing for admission.**

**Dental Laboratory Technician Applicants**

Dental Laboratory Technician applicants must complete and receive a passing score on a dexterity and aptitude exam.

a. A prospective student who does not pass the dexterity and aptitude exam may retake the exam after 30 days; however, the test may only be taken twice per semester.

b. This exam may be taken at the Draper campus at no cost to the applicant.

c. Passing exam scores are valid for one year from the date administered.

d. Any exceptions must receive the written approval of the Program Director.

**Associate Degree Nursing Program Applicants**

After passing the Wonderlic exam, Associate Degree Nursing Program applicants are required to achieve a minimum score on a standardized entrance exam.

a. The test will assess ability in a number of subject areas, which may include math, reading, and science.

b. The Admission Assessment Exam may be retaken a maximum of three times in a twelve month period. Please consult the AmeriTech Admissions department for details.

c. Multiple test scores will be averaged. A fee will be assessed for each exam taken.

d. Passing exam scores are valid for one year from the date administered.

e. Test scores proctored at institutions other than AmeriTech College will not be accepted.

f. Any exceptions must receive the written approval of the Program Director.

4. **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.
5. **Online RN to BSN Degree Completion Program Applicants.**

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

a. have a current license to practice as a registered nurse in the United States.

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 requirements of the RN to BSN Degree Completion Program. Completion of an associate degree in nursing plus courses that total 72 credit hours is required for admission into the program.

c. Twenty-four credit hours of the 72 credits must be from 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.

d. 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).

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

f. 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).

g. AmeriTech College is not currently approved for distance education in the following states: Alabama, Arkansas, Connecticut, Indiana, Maryland, Massachusetts, Minnesota, North Dakota, Oregon, Washington, and Wisconsin.

6. **Term One 3-Week Cancellation Policy (RN to BSN Completion Program Only).**

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. Any late work submitted after the end of this first term 3-week cancellation period will not be accepted. Cancelled students will not incur additional financial responsibility for the materials and the cost of the program other than the initial Registration fee. Cancelled students who have attempted courses and were unsuccessful may reapply to the program only once.

7. **Applicants must pay the required registration fee, which is valid for one year from the date of receipt. Please consult the AmeriTech Admissions department for specific program requirements.**
8. Applicants must complete an Enrollment Packet, which includes the AmeriTech Enrollment Agreement.

9. 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.)

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

11. Individual programs may have additional requirements for admissions. Please consult the AmeriTech Admissions department for specific program requirements.

**BACKGROUND CHECK**
Applicants to AmeriTech College could be required to submit the results of a background check. Individual program requirements (i.e. time parameters or a specific type of background check) may vary depending on the clinical/externship site. Associate Degree Nursing Program applicants are required to submit the results of the background check in order for the application to be considered by the Selections Committee. Please consult the AmeriTech Admissions department for specific program requirements.

**DRUG SCREENING**
Students enrolled at AmeriTech College may be asked to submit to drug screenings. Some programs may require the submission of a drug screen prior to participating in an externship or other program component.

Associate Degree Nursing Program applicants must complete a drug screening as part of the admissions application process. Only applicants meeting the drug screening requirement and receiving negative screening results will be eligible to apply for admission. Note: an applicant may obtain a drug screen at any facility as long as the test meets the minimum requirements. Please see campus administration for details.

**CARDIO PULMONARY RESUSCITATION (CPR)**
*Associate Degree Nursing Program* students are required to provide proof of current CPR certification. Certification must include **BASIC LIFE SUPPORT (BLS) FOR THE HEALTHCARE PROVIDER WITH AUTOMATED EXTERNAL DEFIBRILLATOR (AED)** and be accepted by the American Heart Association. CPR classes may be offered during each semester for *Associate Degree Nursing Program* students. It is the responsibility of the student to sign up, attend, earn, and submit documentation of the necessary certification prior to commencing externship or courses with a clinical component.

*Medical Assistant* students will obtain the American Heart Association’s **BASIC LIFE SUPPORT (BLS) FOR THE HEALTHCARE PROVIDER WITH AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**
certification as part of the program. It is the responsibility of each individual student/graduate to maintain a current credential.

**IMMUNIZATIONS**
Student requirements may vary depending upon program requirements. The cost of all immunizations is the responsibility of the student. Please check your individual program handbook for any additional requirements.

**UNIFORMS**
Students should refer to individual program handbooks for specific programmatic requirements.

- **Scrubs**
  For all programs, only solid colored scrubs are allowed. Scrubs must be clean, pressed, and fit properly.

- **Patch**
  An AmeriTech College identification patch is required to be sewn onto all uniforms. Students will be provided with two patches upon completion of application. Permanently attach the patch to the left sleeve, approximately two inches above the bottom of a short sleeve. If additional patches are required, please make a request from the Institution.

**IDENTIFICATION BADGE**
All students are required to wear assigned identification badges at clinical/externship sites. A fee will be assessed for badge replacement.

**POTENTIAL EXPOSURE**
Universal Precautions against possible biohazardous blood-borne pathogens are always practiced during invasive procedures where contamination could occur. Modern techniques of sterility and cleanliness are maintained to prevent the transmission of disease.

AmeriTech College endeavors to ensure a safe environment for patients, students, faculty, and staff. It also ensures that the confidentiality of all information pertaining to students, patients, faculty, and staff is strictly maintained.

Reasonable accommodation will be made for individuals with disabilities, including but not limited to persons with HIV, HBV, immune-suppression, TB, etc.

The institution does not discriminate based on race, color, creed, gender, sexual orientation, age, national origin, or disability.
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 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 (or review of application for Nursing students), 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 Institutional Scholarships for those who are interested in applying to one of the college’s Allied Health programs (institutional scholarships are not offered for Associate Degree Nursing Program applicants, with the exception of the AmeriTech High School Scholarship). 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 registration fee. Fees paid to third party agencies for registration 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 registration 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 45 and Financial Aid Warning, Suspension, and Withdrawal. Page 26)

**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. AmeriTech shall have no obligation to provide any student with a copy of their transcript or other enrollment records if student is in default herein.

**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-WITHDRAWAL 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.

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 38).

**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.

**REGISTRATION AND GRADUATION HOLDS**

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
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. Prospective students are strongly encouraged to submit transfer credit(s) during the application process. All transfer credit must be submitted and approved no later than five weeks after the student’s start date in the current enrollment, with the exception of the first semester/term classes, which have to be in the Friday before classes start.

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

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 may accept transfer credit for subjects or courses completed at another accredited institution; however, 50% 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 and doesn’t give academic credit for experiential learning. If a student is enrolling in the ground based programs, no core courses will be transferred.

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.

In order for a course submitted for review to be eligible for transfer credit, the prospective student must have earned a minimum grade of 74% (C) unless the student is enrolled in the AAS Nursing program, then the student must have a minimum grade of 76% (C). Advanced Placement (AP) scores must be a three 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. Students who have
completed equivalent courses outside of the fifteen-year limit are eligible to take a challenge exam in identified courses. *Please consult the registrar's office for more details.*

- An exception to the fifteen-year transfer credit policy is the BIO 210 Anatomy & Physiology course, which requires completion no more than five years before the semester the prospective student is applying for and,
  - must submit transcripts demonstrating successful completion of college level Anatomy & Physiology courses (or equivalent coursework) and;
  - must pass an in-house Anatomy & Physiology challenge exam with a minimum score of 76% before the transfer credit will be accepted.

In order to transfer credit for MAT 112 Clinical Mathematics,

- must submit transcripts demonstrating successful completion of College Algebra or Clinical Mathematics (or equivalent math coursework) and;
- must pass an in-house Clinical Math challenge exam with a minimum score of 76% before the transfer credit will be accepted.

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 Between Programs 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 programs upon approval of the Program Directors and Campus Administration. Additionally, students wishing to transfer must meet all of the admission requirements of the receiving 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.

Students may transfer between campuses upon approval of Campus Administration and by meeting all admission requirements of the receiving campus.

**Attendance Policy**

Class attendance is recorded at AmeriTech College. Students are expected to attend all lectures, labs and clinical/externships. Complete attendance ensures full exposure to competencies and skills. Faculty members will deliver the program as scheduled and have no obligation to tutor a student who has not attended class.

If a student has, no attendance posted for any and all classes or labs, including his/her externship/clinical for fourteen consecutive calendar days, AmeriTech College will consider the student to have unofficially withdrawn. Individual College programs may enforce stricter attendance policies than those outlined in
this catalog. Students are advised to consult with their program handbook on programmatic attendance policies.

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 monitored daily and students not meeting the attendance policy will be withdrawn. AmeriTech College breaks and official holidays are not included when counting the fourteen days. *(See Withdrawal Policy page 45).*
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, including the externship (if applicable), 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>Dental Laboratory Technician</td>
<td>60</td>
<td>90</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>43</td>
<td>64.5</td>
</tr>
<tr>
<td>Associate Degree Nursing Program</td>
<td>72</td>
<td>108</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 45*) and are no longer eligible to receive financial aid. Students may appeal the academic suspension withdrawal. (*See Appeals Procedure Page 38*).

**Repeating Courses**

All AAS Nursing Program courses may be repeated only once (including general education, core courses or other nursing course requirements). The student receiving below 76% in the same course twice will be dismissed from the AAS Nursing Program. A student receiving below 76% in two courses (simultaneously or subsequently) will be dismissed from the AAS Nursing Program.
All RN-BSN Degree Completion Program courses may be repeated only once (including general education, core courses or other nursing course requirements). The student receiving below 74% in the same course twice will be dismissed from the RN-BSN Degree Completion Program. A student receiving below 74% in two courses (simultaneously or subsequently) will be dismissed from the RN-BSN Degree Completion Program.

**READEMISSION 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 21).

**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>C+</td>
<td>77 – 79%</td>
<td>2.3</td>
<td>Passing</td>
<td>L</td>
<td>-</td>
<td>**</td>
<td>Leave</td>
</tr>
<tr>
<td>C</td>
<td>74 – 76%</td>
<td>2.0</td>
<td>Passing</td>
<td>S</td>
<td>-</td>
<td>**</td>
<td>Scheduled</td>
</tr>
<tr>
<td>C-</td>
<td>70 – 73%</td>
<td>1.7</td>
<td>Not Passing</td>
<td>T</td>
<td>-</td>
<td>**</td>
<td>Test Out</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>Transfer Credit</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>

**not computed in GPA**

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.

**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 45).

**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, externship/clinical facilities and fellow students. They are also expected to be on task or otherwise engaged in the dynamics of the classroom, lab, or externship/clinical at all times. Students are being prepared to enter a professional healthcare environment with all the necessary skills to demonstrate the behavior expected by externship/clinical sites and 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:

STUDENT CODE OF CONDUCT

AmeriTech College strives to create an environment that facilitates learning and academic growth. Students are expected to act in a professional and courteous manner at all times. Students shall not engage in any of the unacceptable behaviors that are identified below, or that are otherwise prohibited by AmeriTech College. Engaging in any of these activities can lead to disciplinary action up to and including expulsion from AmeriTech College:

1. Insubordination to faculty or administration, conduct contrary to the best interests of the College or that reflects poorly on the College or affiliated clinical site;
2. Possessing or bringing weapons or explosive materials onto AmeriTech College or affiliated clinical premises;
3. Use, possession, sale or transfer of illegal drugs or alcohol on AmeriTech College or clinical premises;
4. Being under the influence of alcohol or illegal drugs while on AmeriTech College or clinical premises;
5. Cheating or intentionally assisting another student or employee in utilizing unauthorized materials;
6. Stealing or willfully damaging AmeriTech College’s property, another student’s or an employee’s equipment or personal property;
7. Using abusive, foul or threatening language towards students, faculty, or administration;
8. Inappropriate use of AmeriTech College’s or clinical sites’ electronic or computer equipment including but not limited to: sending, accessing or storing discriminatory, harassing, defamatory or pornographic material, duplicating or distributing copyrighted material without permission, or transmitting confidential information;
9. Engaging in sexual or any other form of harassment, whether verbal, written or physical;
10. Violating safety requirements or regulations;
11. Violating building regulations;
12. Performing any type of immoral or indecent act on AmeriTech College or clinical premises;
13. Refusal to comply with a directive from faculty or administration;
14. Dressing inappropriately or not using proper personal hygiene while representing AmeriTech College or an affiliated clinical site;
15. Use of electronic devices while in class for texting, games or any other non-course related activity;
16. Breach of confidentiality or privacy whether intentional or inadvertent;
17. Inappropriate use of public communication, including social media.

The above list should be considered illustrative, and not comprehensive. Other actions and violations of a similar nature may also result in disciplinary action, up to and including expulsion. AmeriTech College reserves the right to amend the Student Code of Conduct at any time without notice.

**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 clinical rotation, 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, a clinical site, certification, licensure, or employment in his or her field of study as a result of disqualification.
**Harassment**
AmertiTech 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 AmertiTech 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.

**Tardiness**
Tardiness is unacceptable. Tardiness reflects an unprofessional attitude and causes disruptions to the class. Grades given for professionalism may be negatively impacted by both tardiness and early departures from class.

**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, clinical and externship sites, 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 wear a uniform or be in compliance with *programmatic dress standards while attending college to initiate the habit of maintaining a standard professional appearance. The official uniform consists of the standard medical uniform commonly known as “scrubs”. Uniforms are to be purchased from a private uniform supplier. The required color, style, arm patch, and supplying vendor information is available from the administrative office. While in lab, SCE, or externship/clinical sites, shoes must completely protect the foot, have non-marking soles, and be neat in appearance. Students may be asked to leave class if they do not wear the appropriate uniform. The time that it takes for a student to leave and retrieve a proper uniform will be deducted from the day’s attendance. Additionally, students are required to comply with all OSHA standards. *Please refer to your programs handbook for specifics.*

The highest possible standards of personal hygiene and cleanliness must be observed while working and studying with fellow students and participating in the externship/clinical.

1. AmeriTech College supports medical facility policies regarding body art and/or tattooing, which is that body art and/or tattooing must be concealed and not visible when wearing the official uniform. A long-sleeved shirt can be worn under the uniform to conceal body tattooing.

2. Hair must be worn short or pulled back away from the face when students are in the laboratories in order to conform to regular laboratory safety standards. Dreadlocks and permanent hair
accessories are not acceptable as they violate professional and sanitary standards. Facial hair must be kept neat, trimmed, and at a length that meets professional and sanitary standards.

3. Fingernails must be kept short, trimmed, and clean. Artificial nails are not permitted.

**Electronic Equipment**

Personal electronic devices may be used for educational purposes only.

**Food and Drink**

Food and drinks are not permitted in the labs at any time.

**Use Of Tobacco, Alcohol, And Illegal Drugs**

The use of alcohol and illegal drugs, as well as abuse of prescription medications, on campus or during externship and clinical hours is prohibited. Drug testing, at either “random” or “with-cause”, may take place from time to time. Students who refuse to submit to a drug test when asked will face disciplinary action up to and including termination.

Smoking is prohibited within 25 feet of any campus door or window. Refer to the official AmeriTech Drug and Alcohol Prevention Policy for more information.
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, clinical or externship 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.

OUT-OF-CLASS WORK:
Collaborating on or aiding out-of-class work when prohibited by the faculty member. Such unauthorized activity includes, but is not limited to, the following:
1. receiving unauthorized outside help on take-home exams;
2. consulting with others about homework, laboratory reports, etc.; or
3. copying another's homework, laboratory reports, etc. and submitting it as one's own.

**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. removing materials from the Learning Resource Center without proper authority;
2. infringing on the rights of other students to fair and equal access to academic resources;
3. duplicating course materials expressly forbidden by the faculty member;
4. using tape recorders, cameras, video recorders, or other recording devices in a classroom when not specifically authorized to do so by the faculty member; or
5. 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

AmeriTech College has facilities that are readily accessible for students with disabilities and all students have access to the following services: a designated break area with vending machines and rest rooms. All students have access to the internet and a Learning Resource Center, Career Services, academic, and financial advisements are available upon request.

Student Services Advisors assist the student in making a smooth transition into our 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, and graduation.

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. 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 your Student Services or Career Services representative for more information.

CAREER SERVICES
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 businesses, organizations, and community partners to identify employment opportunities. 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.
AMERICANS WITH DISABILITIES ACT

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 39) 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.

**EXTERNSHIP AND CLINICAL EXPERIENCE**
(Does not apply to all programs)
Upon satisfactory completion of all exams, and being current on all College costs and fees, students become eligible for an externship. The externship/clinical portion of the program can only begin if, in the view of the Program Director, the student is fully prepared, able, and willing to appropriately represent AmeriTech College. Nursing students participate in clinical experiences throughout their education at AmeriTech College. Externship and clinical placements are arranged at appropriate facilities. The student is responsible for transportation to and from externship and clinical sites. *No guarantees or concessions can be made in regard to distance, day, time, faculty member, facility or other student preference. Medical Assistant externships are during regular daytime business hours, Monday through Friday, typically between 8:00am and 6:00pm.*

The externship/clinical experience is a period of learning, observing and practicing the skills learned in the student’s program. Upon completion of an externship/clinical site rotation, the extern/clinical supervisor will complete an evaluation report of the student’s performance. Externships and clinical
experiences are a mandatory part of the educational program and participating students may not receive compensation during the externship/clinical experience. Failure to perform professionally while on externship/clinical including speech or demeanor which reflects poorly on the College or affiliated extern/clinical site may result in dismissal from the extern/clinical site and dismissal from the College. Students are expected to complete their externship experience within the time frame allotted. Students should not schedule or anticipate breaks between the end of the classroom portion and the externship period.

*A number and variety of externship and clinical facilities are utilized and vary from semester to semester. Occasionally, it may be necessary for a student to be assigned an externship or clinical experience in a facility that is some distance (may be up to 100 miles one way) from the student’s home.

**CLINICAL EXPERIENCE FOR RN-BSN DEGREE COMPLETION PROGRAM**

Clinical Practice Experience assignments may require interviews, collaboration and/or observation in healthcare facilities. These assignments enrich the delivery of course content for the learner to have the opportunity to apply knowledge learned in courses. The program is designed to collect artifacts through portfolio development to assist the student in creating a professional portfolio. Each student will complete a service learning project aimed at increasing civic engagement within the community.

**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. A “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. If it is determined that the student does need to take a leave of absence, the Student Services Representative will direct the student to the Registrar’s office to complete the *Leave of Absence form*. The signed and dated written request must include the reason for the leave with supporting documentation. 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 student’s leave of absence has been approved (or has not);
2. the student’s expected return date;
3. that while the student is on a leave of absence, she 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, she 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 she should have returned to school;
7. if a student is granted a leave during a semester/term, she will be assessed an “L” grade for the classes from which she left;
8. upon returning from a leave of absence, she must return to the same courses from which she 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.

**Division of Consumer Protection**
160 East 300 South, 2nd Floor
P.O. Box 146704
Salt Lake City, Utah 84114-6704
OR
(801) 530-6601
OR
www.dcp.utah.gov

**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 26). 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 classroom attendance, projects, clinical experience, or examinations, 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 26*), cannot meet Satisfactory Academic Progress (SAP) minimums within one payment period, or has a second course failure (AAS and RN to BSN Completion Nursing Programs 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.
- **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 own or 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
- Webcam
- 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.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Total Classroom Hours</th>
<th>Classroom Length in Weeks</th>
<th>Externship Hours + Externship Length in Weeks</th>
<th>Total Program Length in Weeks</th>
<th>**Days Per Week</th>
<th>*Number of Start Dates Per Year</th>
<th>Clinical Hours</th>
<th>Delivery Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental Laboratory Technician (Diploma)</td>
<td>60</td>
<td>1350</td>
<td>45</td>
<td>N/A</td>
<td>N/A</td>
<td>45</td>
<td>11</td>
<td>M-TH</td>
</tr>
<tr>
<td>Medical Assistant (Diploma)</td>
<td>43</td>
<td>945</td>
<td>37.5</td>
<td>180</td>
<td>7.5</td>
<td>45</td>
<td>11</td>
<td>M-F</td>
</tr>
<tr>
<td>Nursing - Associate of Applied Science Degree</td>
<td>72</td>
<td>1455</td>
<td>75</td>
<td>N/A</td>
<td>N/A</td>
<td>75</td>
<td>18.75</td>
<td>Varies</td>
</tr>
<tr>
<td>RN to BSN Degree Completion Program</td>
<td>*120</td>
<td>750</td>
<td>45</td>
<td>NA</td>
<td>NA</td>
<td>45</td>
<td>11</td>
<td>M-SU</td>
</tr>
</tbody>
</table>

*All courses at AmeriTech College are conducted in English.*

**Residential Delivery**

Programs have the curriculum delivered at the college facility in an on-ground, residential format.

**Online Delivery:** The RN to BSN Completion program is offered exclusively online in an asynchronous format.

+ Approximate completion time. Semester breaks are not included in completion calculation. Depending on the externship site, students may be unable to complete the externship hours as scheduled and, as a result, the number of weeks to complete the externship may vary.

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

* Availability of courses is dependent upon enrollment and availability.

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

Programs with externship experiences are delivered by cooperating entities after all requirements have been completed on campus. Some testing is done through the Internet from computers on campus.
**DENTAL LABORATORY TECHNICIAN DIPLOMA PROGRAM**

AVAILABLE AT DRAPER CAMPUS ONLY

DELIVERY METHOD: RESIDENTIAL  DAY CLASSES OFFERED

**OBJECTIVE**

The objectives of the Dental Laboratory Technician program are to teach students how to be productive and valued Dental Laboratory Technicians and to enable them to carry out the entry-level employment responsibilities required by crown and bridge dental labs. Students are taught systems for producing precisely fabricated crowns and bridges using a variety of materials to resemble closely natural dentition.

**PROGRAM DESCRIPTION**

This Dental Laboratory Technician at AmeriTech College program stresses the importance of producing a high quality product and learning the skills to produce the quantity of work necessary to become gainfully employed as a Dental Laboratory Technician.

**CAREER INFORMATION**

The employment outlook for dental technicians is optimistic due to an increased level of public awareness of dental health and its impact on appearance. The number of people covered by dental insurance has increased, and people in older age groups, who utilize a large share of dental appliances, have become a greater percentage of the population. These factors all indicate a favorable future for dental laboratory technicians.

**ADDITIONAL PROGRAM INFORMATION**

Graduates of the Dental Laboratory Technician Program are prepared for the crown and bridge and ceramics portion of the Recognized Graduate (RG) test offered by the National Board for Certification of the National Association of Dental Laboratories (NADL). After three years of on-the-job experience, the RG may sit for a specialty written exam and take the NBC practical exam. A passing grade on these two exams earns RG’s the Certified Dental Technician (CDT) credential.

**PROGRAM OFFERING AND LENGTH**

The Dental Laboratory Technician Program is 60 semester credit hours, consisting of 45 weeks (3 semesters) of lecture and lab training, there is no externship with this program. Courses are scheduled, Monday-Thursday, from 7:00am-3:30pm. Specific schedules cannot be guaranteed.

**CORE COURSES**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLT 110</td>
<td>WAX</td>
<td>20.00</td>
</tr>
<tr>
<td>DLT 121</td>
<td>SUBSTRUCTURE DESIGN AND FABRICATION</td>
<td>20.00</td>
</tr>
<tr>
<td>DLT 130</td>
<td>CERAMICS</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>TOTAL REQUIRED CURRICULUM CREDITS</strong></td>
<td></td>
<td>60.00</td>
</tr>
</tbody>
</table>

*A complete description of all courses in the Dental Laboratory Technician program is provided in the course descriptions section of this catalog.*
The objective of the AmeriTech Medical Assistant program is to provide individuals with training in the appropriate skills, knowledge, abilities, and professional attributes to assume the role of an entry-level Medical Assistant in an ambulatory healthcare facility.

This program provides students with foundational instruction in medical language, anatomy and physiology, patient centered communication and education. Students receive theory and practical, competency-based training in clinical and administrative areas including: obtaining vital signs and medical histories, collection and processing of lab specimens, pharmacology and medication administration, phlebotomy, electrocardiography, medical asepsis, assisting with surgical procedures, HIPAA regulations, use of EHR/EMR, medical insurance coding (CPT, ICD-9/ICD-10) and claims, and a variety of related topics. Medical Assistant students complete and Externship of 180 hours in an ambulatory healthcare facility where they are able to apply acquired skills in a real-world setting, and gain practical work experience, prior to entering the workforce.

Medical assistants, perform both administrative and clinical duties in a steadily growing sector of the healthcare industry. An increasing number of group practices, clinics, and other healthcare facilities need medical assistants for support.

Graduates of the AmeriTech Medical Assistant Program are encouraged to seek credentialing and are eligible to take the following certification exams: the Certified Medical Assistant (CMA), offered by the American Association of Medical Assistants (AAMA); the Registered Medical Assistant (RMA), offered by the American Medical Technologists, and the National Certified Medical Assistant (NCMA) offered by the National Center for Competency Testing. Graduates may opt to take other certification exams to obtain a medical assistant credential, or specialty credential from a variety of testing providers. The fee for one medical assistant certification exam is covered in the cost of the program when the exam is taken within six months of program completion.

The Medical Assistant program is 43 semester credit hours, consisting of 37.5 weeks of lecture and lab training, followed by an externship of 180 hours (approximately 7.5 weeks) for a total of 45 weeks (3 semesters). Day Courses are scheduled, Monday-Friday, anytime between 8:00am-3:00pm. Evening courses are scheduled Monday-Friday, anytime between 5:00pm-10:00pm. All externships are scheduled during regular daytime business hours. Specific schedules cannot be guaranteed.
## Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110</td>
<td>Anatomy and Physiology</td>
<td>5.00</td>
</tr>
<tr>
<td>COM 105</td>
<td>Communications</td>
<td>2.00</td>
</tr>
<tr>
<td>CSC 260</td>
<td>Employment Strategies</td>
<td>2.00</td>
</tr>
<tr>
<td>TRM 101</td>
<td>Medical Terminology</td>
<td>2.00</td>
</tr>
<tr>
<td><strong>Total Required Courses</strong></td>
<td></td>
<td><strong>11.00</strong></td>
</tr>
</tbody>
</table>

## Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED 110</td>
<td>Medical Office Management</td>
<td>3.50</td>
</tr>
<tr>
<td>MED 130</td>
<td>Medical Insurance and Billing</td>
<td>3.50</td>
</tr>
<tr>
<td>MED150</td>
<td>Healthcare for Patients</td>
<td>3.50</td>
</tr>
<tr>
<td>MED 210</td>
<td>Patient Examinations</td>
<td>3.50</td>
</tr>
<tr>
<td>MED 220</td>
<td>Diagnostic Procedures</td>
<td>3.50</td>
</tr>
<tr>
<td>MED230</td>
<td>Medical Clinical Procedures</td>
<td>3.50</td>
</tr>
<tr>
<td>MED 240</td>
<td>Pharmacology and Medication Administration</td>
<td>3.50</td>
</tr>
<tr>
<td>MED 250</td>
<td>Microbiology and Laboratory Procedures</td>
<td>3.50</td>
</tr>
<tr>
<td>MED 290</td>
<td>Medical Assisting Externship</td>
<td>4.00</td>
</tr>
<tr>
<td><strong>Total Core Courses</strong></td>
<td></td>
<td><strong>32.00</strong></td>
</tr>
<tr>
<td><strong>Total Required Curriculum Credits</strong></td>
<td></td>
<td><strong>43.00</strong></td>
</tr>
</tbody>
</table>

*A complete description of all courses in the Medical Assistant program is provided in the course descriptions section of this catalog.*
**NURSING - ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM**

**AVAILABLE AT DRAPER CAMPUS ONLY**

**DELIVERY METHOD: RESIDENTIAL  DAY & EVENING CLASSES OFFERED**

**OBJECTIVE**

The objective of the Associate of Applied Science Degree Nursing program of study is to prepare students to become eligible for licensure as a registered nurse.

**PROGRAM DESCRIPTION**

The Associate of Applied Science Degree Nursing program provides students the opportunity to learn through theory and practical applications how to be professional nurse leaders in caring for patients, families, and communities. Students are prepared for a career in nursing through lecture, laboratory, and clinical experiences. Additionally, the nursing program offered at AmeriTech College utilizes a complex human patient simulator to enhance clinical and critical thinking skills. Students are also expected to take general education courses that are integrated into the program to supplement and enhance the nursing courses. AmeriTech College has been granted accreditation from the Accrediting Commission for Education in Nursing, Inc. (ACEN) formerly (NLNAC).

**CAREER INFORMATION**

Graduates are generalists in the field and are prepared to work with clients throughout the lifespan.

**ADDITIONAL PROGRAM INFORMATION**

Nursing is a physically and psychologically demanding career. Potential students should consider their ability to perform the gross and fine motor skills required as well as their general state of physical and emotional health. The AmeriTech College Nursing Program reserves the right to use multiple determinants in deciding whether to recommend a student for licensure.

**PROGRAM OFFERING AND LENGTH**

The Associate of Applied Science Degree Nursing program is 72-semester credit hours, consisting of 75 weeks (5 semesters) of lecture, lab, and Clinical training. Courses are scheduled, Monday-Friday, anytime between 8:00am-6:00pm with varying clinic, Lab and preceptor hours. Students may be required to attend classes, labs and clinical rotations during morning, afternoon, and evening hours, including weekends and holidays, and these commitments may include 12-hour shifts. Specific schedules cannot be guaranteed.
### General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 210</td>
<td>ANATOMY &amp; PHYSIOLOGY</td>
<td>6.00</td>
</tr>
<tr>
<td>BIO 240</td>
<td>PATHOPHYSIOLOGY I</td>
<td>3.00</td>
</tr>
<tr>
<td>BIO 250</td>
<td>PATHOPHYSIOLOGY II</td>
<td>2.00</td>
</tr>
<tr>
<td>COM 111</td>
<td>ORAL COMMUNICATIONS</td>
<td>3.00</td>
</tr>
<tr>
<td>ENG 120</td>
<td>ENGLISH COMPOSITION</td>
<td>3.00</td>
</tr>
<tr>
<td>HIS 112</td>
<td>AMERICAN HISTORY</td>
<td>3.00</td>
</tr>
<tr>
<td>NTR 110</td>
<td>NUTRITION</td>
<td>2.00</td>
</tr>
<tr>
<td>PSY 211</td>
<td>INTRODUCTION TO PSYCHOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td>SOC 211</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Total Required Curriculum Credits</strong></td>
<td></td>
<td><strong>28.00</strong></td>
</tr>
</tbody>
</table>

### Other Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 112</td>
<td>CLINICAL MATHEMATICS</td>
<td>2.00</td>
</tr>
</tbody>
</table>

### Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 100</td>
<td>INTRODUCTION TO NURSING PRACTICE</td>
<td>2.00</td>
</tr>
<tr>
<td>NUR 112</td>
<td>ESSENTIALS OF NURSING I</td>
<td>5.00</td>
</tr>
<tr>
<td>NUR 120</td>
<td>ESSENTIALS OF NURSING II</td>
<td>5.00</td>
</tr>
<tr>
<td>NUR 131</td>
<td>PHARMACOLOGICAL PRINCIPLES</td>
<td>3.00</td>
</tr>
<tr>
<td>NUR 171</td>
<td>PSYCHIATRIC/MENTAL HEALTH NURSING</td>
<td>3.00</td>
</tr>
<tr>
<td>NUR 192</td>
<td>CARE OF THE ADULT CLIENT</td>
<td>6.00</td>
</tr>
<tr>
<td>NUR 212</td>
<td>MATERNAL/CHILD NURSING</td>
<td>6.00</td>
</tr>
<tr>
<td>NUR 252</td>
<td>CARE OF THE HIGH ACUITY CLIENT</td>
<td>3.00</td>
</tr>
<tr>
<td>NUR 272</td>
<td>TRANSITION TO THE PROFESSIONAL ROLE</td>
<td>6.00</td>
</tr>
<tr>
<td>NUR 290</td>
<td>NCLEX REVIEW</td>
<td>3.00</td>
</tr>
<tr>
<td><strong>Total Core Courses</strong></td>
<td></td>
<td><strong>42.00</strong></td>
</tr>
<tr>
<td><strong>Total Required Curriculum Credits</strong></td>
<td></td>
<td><strong>72.00</strong></td>
</tr>
</tbody>
</table>

*A complete description of all courses in the Associate of Applied Science Degree Nursing program is provided in the course descriptions section of this catalog.*
<table>
<thead>
<tr>
<th><strong>RN TO BSN DEGREE COMPLETION PROGRAM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DELIVERY METHOD: ONLINE</strong></td>
</tr>
<tr>
<td><strong>OBJECTIVE</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td><strong>PROGRAM DESCRIPTION</strong></td>
</tr>
<tr>
<td>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 builds upon the foundational education of registered nurses and offers coursework in general education as well as nursing major courses to complete a BSN degree.</td>
</tr>
<tr>
<td><strong>CAREER INFORMATION</strong></td>
</tr>
<tr>
<td>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 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.</td>
</tr>
<tr>
<td><strong>Additional Program Information</strong></td>
</tr>
<tr>
<td><strong>ACCREDITATION</strong></td>
</tr>
<tr>
<td>AmeriTech College is accredited by the Accrediting Bureau of Health Education Schools (ABHES). In addition, the RN to BSN Degree Completion Program has been awarded applicant status for programmatic accreditation through the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.</td>
</tr>
<tr>
<td><strong>CURRICULUM</strong></td>
</tr>
<tr>
<td>A current and relevant curriculum reflects the essentials of baccalaureate education for Professional Nursing Practice, as established by The American Association of Colleges of Nursing (AACN). 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.</td>
</tr>
<tr>
<td><strong>Admissions Program Requirements</strong></td>
</tr>
<tr>
<td>Students must have a current license to practice as a registered nurse in the United States. 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. Completion of an associate degree in nursing plus courses that total 72 credit hours is required for admission into the program. Twenty-four credit hours of the 72 credits must be from general education courses. Accreditation must be from an institution recognized by the US Department of Education.</td>
</tr>
<tr>
<td><strong>Program Offering and Lengths</strong></td>
</tr>
<tr>
<td>The RN to BSN Degree Completion Program is a total of 120 semester credit hours in length; 72 credit hours are granted through the transfer in of an associate’s degree in nursing. The remaining 48 credits are completed at AmeriTech College. The program consists of 45 weeks (3 semesters), and is offered exclusively online. All program courses are designed to promote student and faculty engagement opportunities using a variety of technology applications. Clinical Practice Experience assignments may require interviews, collaboration and/ or observation in healthcare facilities. These assignments enrich the delivery of course content for the learner to have the opportunity to apply knowledge learned in courses. The program is designed to collect artifacts through portfolio development to assist the student in creating a professional portfolio. Each student will complete a service learning project aimed at increasing civic engagement within the community.</td>
</tr>
</tbody>
</table>
## 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>
</tr>
<tr>
<td>PSY 300</td>
<td>Abnormal Psychology</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td><strong>Total General Education Courses</strong></td>
<td><strong>12.00</strong></td>
</tr>
</tbody>
</table>

## Other Required Courses

| Transfer       | Prior Nursing Education                                          | 72.00   |

## Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</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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<td>NUR 320</td>
<td>Holistic Nursing and Health Assessment</td>
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<td>NUR 330</td>
<td>Population Focused Nursing Care</td>
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<td>NUR 340</td>
<td>Quality and Safety in Nursing</td>
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<td>NUR 400</td>
<td>Nursing Informatics and Technology</td>
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<td>NUR 410</td>
<td>Nursing Leadership and Management Systems</td>
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<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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<td><strong>Total Required Curriculum Credits</strong></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.*
## COURSE DESCRIPTIONS LEGEND

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<th>Code</th>
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<td>EMPLOYMENT STRATEGIES/CAREER DEVELOPMENT COURSES</td>
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<td>SOCIOLOGY COURSES</td>
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<td>TRM</td>
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</table>

**Lower Division Courses:** Lower division courses are those courses numbered one hundred (100) through two hundred ninety nine.
**BIO 110 ANATOMY AND PHYSIOLOGY**

Length: 75 hours (Lecture)
Credits: 5 Credit Hours
Prerequisites: None

Course Description: This course provides the student an introduction to the anatomy and physiology of the human body. The student will learn the structure of body systems including both gross and microscopic structure of organs. The function of body organs and systems are also discussed with emphasis on diseases and disorders that affect different body systems.

**BIO 210 ANATOMY & PHYSIOLOGY**

Length: 90 hours (Lecture)
Credits: 6 Credit Hours
Prerequisites: None

Course Description: This course provides a solid foundation and understanding of key concepts of human anatomy and physiology with an appreciation for the intricacies and interdependence of the various systems of the human body, and to provide an overview of how the human body functions, what happens when the normal function of the body is compromised, and how the body reacts to changes in either the internal or external environment.

**BIO 240 PATHOPHYSIOLOGY I**

Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: BIO 210

Course Description: This course introduces students to the mechanism of disease processes and other alterations of human functioning. Overall theories of disease and aging will be presented along with processes influencing the function of the inflammatory and immune processes, genetic impacts, and cancer. Alterations in the hematology, endocrine, musculoskeletal, and integumentary systems are also presented.

**BIO 250 PATHOPHYSIOLOGY II**

Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: BIO 240

Course Description: This course continues the exploration of disease processes from BIO 240 (Pathophysiology I). Advanced topics relating to the alteration of systems of the human body will be explored, along with processes influencing the function of the renal, respiratory, cardiac, nervous, gastrointestinal, and hepatic systems.

**COM 105 COMMUNICATIONS**

Length: 30 Hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: None

Course Description: Students will learn the fundamental principles of psychology that are the basis for human interaction. They will learn practical application of communication skills. They will learn how interpersonal communication is used therapeutically in a healthcare setting. Students will identify barriers to effective communication, discuss a variety of situations that arise when delivering healthcare, and when effective communication is crucial. Emphasis will be placed on professionalism and confidentiality.
COM 111 ORAL COMMUNICATIONS
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: None
Course Description: This course teaches oral communication theory and practice, including presentation content, organization, style, delivery, evaluation, and effective listening skills.

CSC 260 EMPLOYMENT STRATEGIES
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: All core courses
Course Description: This course is designed to prepare the student to shift from academics to the work environment and ultimately to find employment. Initially students will focus on written communication and computer skills and progress to resumes, interviewing, and professionalism.

DLT 110 WAX
Length: 450 hours (150 hours Lecture/300 hours Lab)
Credits: 20 Credit Hours
Prerequisite: Passing Score on Entrance Exam
Course Description: This course will teach students how to be productive and valued model & die, and wax technicians that will enable them to carry out, at the minimum, entry-level employment responsibilities in a dental lab. Students will use a variety of materials and learn techniques to create models of teeth that will then be used to fabricate anatomically correct full contour wax crowns.

DLT 121 SUBSTRUCTURE DESIGN AND FABRICATION
Length: 450 hours (150 hours Lecture/300 hours Lab)
Credits: 20 Credit Hours
Prerequisite: Completion of DLT 110
Course Description: This course will teach students how to be productive and valued substructure technicians that will enable them to carry out, at the minimum, entry-level employment responsibilities required by the understructure department in a dental lab. Students will use a variety of materials to create a functional and aesthetic restoration. They are also taught to produce precisely fabricated understructures as well as full contour press-able crowns, single and multiple unit bridges, and computer-aided milling and design techniques.

DLT 130 CERAMICS
Length: 450 hours (150 hours Lecture/300 hours Lab)
Credits: 20 Credit Hours
Prerequisite: Completion of DLT 110 and DLT 121
Course Description: This course will teach students how to be productive and valued ceramic technicians that will enable them to carry out, at the minimum, entry-level employment responsibilities required by the ceramic department in a dental lab. Students are taught using anterior and posterior porcelain application techniques, contouring anterior and posterior single and multiple unit techniques, and procedures used for color in dental ceramics.

ENG 120 ENGLISH COMPOSITION
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: None
Course Description: This course provides the student with knowledge of basic writing skills,
emphasizing language usage, proofreading and spelling. Composition, researching information, and preparing reports are stressed as the basis of written communication.

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.

HIS 112 AMERICAN HISTORY
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: None
Course Description: This course covers the history of the United States from the pre-Columbian era to the present day. Formation of the nation, structure of U.S. government, and challenges from the past that impact the present and future will be examined.

MAT 112 CLINICAL MATHEMATICS
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: None
Course Description: This math course provides a comprehensive introduction to problem solving associated with dosage calculations normally encountered in nursing. Methods of calculation presented include usage of formulas as well as dimensional analysis. Students will learn measures to ensure the safe calculation of oral and parenteral medications.

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.
MED 110 MEDICAL OFFICE MANAGEMENT
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: This course introduces students to the administrative responsibilities of the medical assistant. Patient interaction within the front office includes: reception, telephone skills, records management, filing, and appointment scheduling. The importance of HIPAA is also taught in this course.

MED 130 MEDICAL INSURANCE AND BILLING
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: This course will teach students the basics of the financial area of the medical office. Banking, bookkeeping, fees, credit, and collections are covered. Medical insurance including: ICD, CPT, and HCPCS coding are part of this course. This course will also familiarize students with third-party payers including Medicare and Medicaid. Students will also learn a medical office management software program.

MED 150 HEALTHCARE FOR PATIENTS
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: Students will learn the importance of vital signs in health assessment. Students will learn to perform, evaluate, and document vital signs including: B/P, pulse, respiration, and temperature. Students will learn the basics of nutrition and the importance of a healthy lifestyle. Emergency care procedures, first aid, and CPR are taught. Students will obtain certification in BLS/AED for the Healthcare Provider.

MED 210 PATIENT EXAMINATIONS
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: This course is designed to prepare students to assist with general physical and specialty exams. This course provides students with a basic understanding of human growth and development. Medical records, their storage, and rules of confidentiality are also covered.

MED 220 DIAGNOSTIC PROCEDURES
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: In this course, students will explore several diagnostic specialties. Students will develop an understanding of the cardiac cycle and conduction system and its relationship to the ECG tracing. Students will learn to perform ECGs, identify, troubleshoot, and eliminate artifacts. A variety of diagnostic imaging methods will be introduced including: MRI, CT, mammography, ultrasound, and radiography. Concepts of physical, occupational, and rehabilitative therapy will be explored.

MED 230 MEDICAL CLINICAL PROCEDURES
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: This course teaches students the basics of medical and surgical asepsis and how to assist the physician with minor surgical procedures. Phlebotomy and assisting with hematology, serology, and blood chemistry are part of this course.

MED 240 PHARMACOLOGY AND MEDICATION ADMINISTRATION
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: This course is designed to prepare students to administer medications. Students will learn the different routes of medication administration. Students will perform injections. Fundamentals of pharmacology, dosage calculations, commonly prescribed medications, FDA and DEA regulations, and understanding prescriptions are part of this course.

MED 250 MICROBIOLOGY AND LABORATORY PROCEDURES
Length: 75 hours (30 Lecture 45 Lab)
Credits: 3.5 Credit Hours
Prerequisites: BIO 110, COM 105, TRM 101 (or with Program Director approval)
Course Description: In this course, students will learn the basic fundamentals of working in a medical office laboratory. Students will learn how to collect, test, and transport specimens safely. Microbiology and urinalysis are also part of this course.

MED 290 MEDICAL ASSISTING EXTERNSHIP
Length: 180 hours (180 externship hours)
Credits: 4 Credit Hours
Prerequisites: All core courses
Course Description: The externship is supervised on-the-job training in an ambulatory care setting. Externship provides the student with opportunities for practical application of acquired knowledge and skills in a “real world” healthcare environment. Upon completion of the course, the student will be able to satisfactorily perform the procedures required of a medical assistant in an ambulatory care setting. Certification exam preparation and employment readiness are included in this course.

NTR 110 NUTRITION
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: None
Course Description: This course addresses the role of carbohydrates, protein, lipids, water, vitamins, and minerals in human nutrition as well as the relationship of nutrition to maintenance of health and prevention of disease. The role of nutrition in weight control, sports nutrition, eating disorders, pregnancy/lactation, and chronic disease is discussed.

NUR 100 INTRODUCTION TO NURSING PRACTICE
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: None
Course Description: This course will prepare students for the study of the discipline of nursing. Topics covered will include the history of nursing practice, the nursing process, roles of the professional nurse, settings for the practice of nursing, and the application of Maslow’s hierarchy to the determination of priority client needs. Medical and nursing terminology will be introduced and reviewed throughout the course.
**NUR 112 ESSENTIALS OF NURSING I**

**Length:** 120 hours  
(45 hours lecture/30 hours lab/45 hours clinical)  
**Credits:** 5 Credit Hours  
**Prerequisite:** BIO 210, MAT 112  
**Prerequisite or co-requisite:** NUR 100  
**Co-requisite:** NUR 131  
**Course Description:** This course introduces fundamental concepts and essential principles of nursing care. Maslow’s Theory and the nursing process provide the foundation for this course. In addition to 45 lecture hours, students will spend 30 hours in the clinical laboratory learning and refining basic nursing skills. Students will be introduced to the basics of the nursing role in the clinical setting, where they will spend 45 hours learning how to assess, diagnose, plan, implement, and evaluate nursing care for the patient with long-term alterations in health.

**NUR 120 ESSENTIALS OF NURSING II**

**Length:** 150 hours (30 hours lecture/30 hours lab/90 hours clinical)  
**Credits:** 5 Credit Hours  
**Prerequisite:** NUR 112, BIO 240, NUR 131  
**Co-requisite:** NUR 171  
**Course Description:** This course continues the exploration into fundamental concepts and essential principles of nursing care that was started in NUR 112 (Essentials of Nursing I). Students will learn how to care for clients with multiple health problems, coordinate care, and collaborate with other professionals while continuing to utilize Maslow’s theory and the nursing process. Advanced skills will be taught and demonstrated during 30 hours in the clinical laboratory. Students will spend 90 hours in the clinical setting (Some clinical hours MAY be completed in the simulation laboratory)focusing on the care of the adult client.

**NUR 131 PHARMACOLOGICAL PRINCIPLES**

**Length:** 45 hours (lecture)  
**Credits:** 3 Credit Hours  
**Prerequisite:** BIO 210, MAT 112  
**Co-requisite:** NUR 112  
**Course Description:** This course introduces students to the complexities of medication administration in today’s nursing practice. Students will learn principles of medical pharmacology, pharmacodynamics, and drug classification. Methods of safe drug administration utilizing parenteral and enteral routes will be discussed.

**NUR 171 PSYCHIATRIC/MENTAL HEALTH NURSING**

**Length:** 60 hours (37.5 hours lecture/22.5 hours clinical)  
**Credits:** 3 Credit Hours  
**Prerequisite:** NUR 112, NUR 131, BIO 240  
**Co-requisite:** NUR 120  
**Course Description:** This course focuses on adaptive and maladaptive psychological responses to internal and external stressors across the lifespan. Students will learn about the nursing process in typical mental health nursing practice, including the use of milieu therapy, therapeutic communication, and biologic interventions in psychiatric care. This course includes a 22.5-hour clinical experience that will allow students to observe/apply the nursing process in typical mental health settings.

**NUR 192 CARE OF THE ADULT CLIENT**

**Length:** 180 hours (45 hours lecture/135 hours clinical)
Credits: 6 Credit Hours
Prerequisite: NUR 120, NUR 131, NUR 171, BIO 250
Co-requisite: NUR 212
Course Description: This course will build on the principles learned about fundamental nursing practice and pharmacologic interventions as well pathophysiology to concentrate on the care of adult and geriatric clients with a variety of disease processes. Maslow’s hierarchy is used to assist students to learn prioritization and individualization of care. The students will spend 135 clinical hours caring for adult and geriatric clients: 104 of these hours will be in the acute care setting and 31 hours in simulated clinical experiences.

NUR 212 MATERNAL/CHILD NURSING
Length: 135 hours (67.5 hours lecture/67.5 hours clinical)
Credits: 6 Credit Hours
Prerequisite: NUR 120, NUR 131, NUR 171, BIO 250
Co-requisite: NUR 212
Course Description: This course focuses on the care of the childbearing and childrearing family, including care of the childbearing family during pregnancy, labor, and delivery, and postpartum through normal pregnancy and birth as well as common high-risk conditions. The care of the childrearing family will focus on the normal principles of growth and development from the neonate through adolescent and common pediatric health and wellness issues. Students will spend 67.5 hours in the clinical setting, including 48 hours caring for clients in acute care and outpatient settings as well as 19.5 hours in simulated clinical experiences.

NUR 252 CARE OF THE HIGH ACUITY CLIENT
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisite: NUR 192, NUR 212
Course Description: This course will examine advanced disease processes and their effect on clients across the lifespan. Using Maslow’s hierarchy and the nursing process, students will study the care of critically ill, high-acuity, complex clients and identify priorities, interventions, and goals for care.

NUR 272 TRANSITION TO THE PROFESSIONAL ROLE
Length: 195 hours (37.5 hours lecture/157.5 hours clinical)
Credits: 6 Credit Hours
Prerequisite: NUR 192, NUR 171, NUR 212
Co-requisite: NUR 252, NUR 290
Course Description: This course offers students an opportunity to reflect on their role as a soon-to-be graduated nurse. Ethical dilemmas, legal issues, delegation, communication, and prioritization will be emphasized and students will be given the opportunity to analyze their own philosophy and viewpoint as a member of the nursing profession. The clinical portion of the course consists of 145.5 hours in a preceptor-led capstone course under supervision of nursing faculty where students will have the ability to develop critical thinking and analysis skills allowing for independent nursing practice. Additionally, 12 hours will be spent in a community rotation to expose students to the varied areas where the nurse is able to practice in a professional role.

NUR 290 NCLEX REVIEW
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: NUR 192, NUR 171, NUR 212
Co-requisites: NUR 252, NUR 272
Course Description: This course will assist students to finalize preparation for taking the NCLEX examination. Students will learn test-taking techniques and spend time practicing questions in order to increase their comfort with the mechanics of the licensure exam. As part of this course, students will be assessed for readiness to take the NCLEX and individual assistance will be offered for test preparation as student needs are identified.

NUR 300 CONTEMPORARY NURSING ISSUES AND INNOVATIONS
Length: 60 hours (Lecture)
Credits: 4 Credit 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: 60 hours (Lecture)
Credits: 4 Credit 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: 60 hours (Lecture)
Credits: 4 Credit 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: 60 hours (Lecture).
Credits: 4 Credit 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: 60 hours (Lecture)  
Credits: 4 Credit 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: 60 hours (Lecture)  
Credits: 4 Credit 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: 60 hours (Lecture)  
Credits: 4 Credit 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: 60 hours (Lecture)  
Credits: 4 Credit 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. The 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: 30 hours (Lecture)/60 hours (Lab)
Credits: 4 Credit Hours.
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 211 INTRODUCTION TO PSYCHOLOGY
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: None
Course Description: This course is a basic overview of human psychology with emphasis on the factors influencing human psychosocial development throughout the lifespan. The science of modern psychology with relevant terms, definitions, research, and theories will be explored as a foundation to understanding normal and abnormal human thought and behavior.

PSY 300 ABNORMAL PSYCHOLOGY
Length: 60 hours (Lecture)
Credits: 4 Credit 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.

**SOC 211 INTRODUCTION TO SOCIOLOGY**

**Length:** 45 hours (Lecture)

**Credits:** 3 Credit Hours

**Prerequisites:** None

**Course Description:** This course examines how societal forces such as race, culture, class, and gender influence social groups and cause social change. Students will discuss the variety of processes in society that have an impact on people, groups, and countries and learn how to apply a worldwide perspective to societal problems.

**TRM 101 MEDICAL TERMINOLOGY**

**Length:** 30 hours (Lecture)

**Credits:** 2 Credit Hours

**Prerequisites:** None

**Course Description:** Students will learn the language of medicine. Greek and Latin word elements and their combinations are taught in this course. Spelling, pronunciation, and definitions are taught as well as medical abbreviations and the use of a medical dictionary.
STUDENT CATALOG ADDENDUM

2015 Academic Year

Version Date March 9, 2015
Revision Date April 28, 2015

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Monday – Thursday, 8:30 AM – 5:30 PM
Friday, 8:30 AM – 5:00 PM
<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>Tuition</th>
<th>Supplies &amp; Fees</th>
<th>Books &amp; Equipment</th>
<th>Total</th>
</tr>
</thead>
</table>
| **Dental Laboratory Technician**  
  (Draper Campus) | $50.00        | $20,406.00      | $1,288.00         | $22,625.00    |
| **Medical Assistant**  
  (Draper and Provo Campus) | $50.00        | $12,255.00      | $760.00           | $13,955.00    |
| **Nursing - Associate of Applied Science Degree**  
  (Draper Campus) | $50.00        | $48,456.00      | $3,850.00         | $54,876.00    |
| **RN to BSN Degree Completion Program**  
  (Online) | $50.00        | $16,800.00      | $550.00           | $18,250.00    |

*Tuition, books, and fees are subject to change without prior notice.*
<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| January       | - January 9: DLT/MA/Nursing New Student Orientation
               | - January 12: DLT/MA/Nursing Semester Start
               | - January 19: Martin Luther King Jr Day
               | - January 21: Graduation                            |
| February      | - February 16: Presidents Day                          |
| March         | - March 3: MA Term 1 End                              |
|               | - March 5: MA New Student Orientation                  |
|               | - March 9: RN to BSN Virtual New Student Orientation   |
|               | - March 9: RN to BSN Semester Start                    |
|               | - March 9: MA Term 2 Start                             |
| April         | - April 24: NUR / DLT Semester End                     |
|               | - April 28: MA Semester End                            |
|               | - April 29: RN to BSN Term 1 End                       |
| May           | - May 7: RN to BSN Virtual New Student Orientation     |
|               | - May 8: Draper New Student Orientation                |
|               | - May 11: Semester Start                               |
|               | - May 20: Graduation                                  |
|               | - May 25: Memorial Day                                 |
| June          | - June 30: MA Term 1 End                               |
|               | - July 1: RN to BSN Term 1 End                         |
| July          | - July 2: MA New Student Orientation                   |
|               | - July 3: Independence Day Observed                    |
|               | - July 6: RN to BSN Virtual New Student Orientation    |
|               | - July 13: MA Term 2 Start and RN-BSN Term 2 Start     |
|               | - July 24: Pioneer Day (Utah State Holiday)            |
| August        | - August 21: NUR / DLT Semester End                    |
|               | - August 25: MA Semester End                           |
|               | - August 26: RN to BSN Semester End                    |
|               | - August 27: RN to BSN Virtual New Student Orientation |
| September     | - September 3: New Student Orientation                 |
|               | - September 7: Labor Day                              |
|               | - September 8: Semester Start                          |
|               | - September 16: Graduation                             |
| October       | - October 27: MA Term 1 End                            |
|               | - October 28: RN to BSN Term 1 End                     |
|               | - October 29: MA New Student Orientation               |
| November      | - November 2: MA/ RN to BSN Term 2 Start               |
|               | - November 26: Thanksgiving Day                        |
|               | - November 27: Thanksgiving Break                      |
| December      | - December 18: NUR / DLT Semester End                  |
|               | - December 22: MA Semester End                         |
|               | - December 23: RN to BSN Semester End                  |
|               | - December 25: Christmas Day                           |
DENTAL LABORATORY TECHNOLOGY (DLT) FACULTY

TYLER SMITH, Program Director
Diploma, Dental Laboratory Technician, American Institute of Medical Dental Technology

TROY OLSON, Program Coordinator
Dental Laboratory Technician Certificate, Archibald and Associates Laboratory and School
B.S., Business Administration, University of Phoenix

JARED FIELDING, Faculty
Diploma, Dental Laboratory Technician, American Institute of Medical Dental Technology

GENERAL EDUCATION (GE) FACULTY

KATHLEEN BAXTER, Adjunct Faculty
M.S. Marriage and Family Therapy, Brigham Young University
B.S. Psychology, Weber State University

ROB BRANCH, Adjunct Faculty
B.A., Communications Antioch College

EVA MARIE BREWERTON, Adjunct Faculty
B.A., Mathematics, University of Utah

CODY CARLSON, Adjunct Faculty
B.A., History, University of Utah
M.A., History, University of Utah

LARA DUZETT, Adjunct Faculty
B.S., Math and Chemistry Education, University of Utah

JULIE FORD, Adjunct Faculty
L.P.N., Utah Valley University

Healthcare Office Specialist, AmeriTech College

ELIZA HAMILTON, Adjunct Faculty
B.S., Dietetics, Brigham Young University

MELISSA HANSEN, Adjunct Faculty
B.S., Physiology & Development Biology
Ph.D. Physiology & Development Biology

CHANTAL HART, Adjunct
B.S., Zoology, Brigham Young University

DAVID PACK, Adjunct Faculty
B.A., Communications, Weber State University
M.P.A., Brigham Young University
P.H.D., Business Administration, California Coast University

TODD POWERS, Adjunct Faculty
B.S. Psychology, Brigham Young University
M.S. Social Work, Brigham Young University
**MEDICAL ASSISTANT (MA) DRAPER FACULTY**

**CARRIE HAMMOND, CMA (AAMA), LRPT, Program Director**
Certified Medical Assistant, American Association of Medical Assistants
Medical Assistant Diploma, The Bryman School of Salt Lake
A.A.S., Medical Assisting, Utah Career College
Radiology Practical Technician, Salt Lake Community College, Licensed: Utah

**DOMINICK RAMIREZ, CMA (AAMA), Faculty**
Certified Medical Assistant, American Association of Medical Assistants
A.A.S., Medical Assisting, Utah Career College

**ARELI LEYVA, RMA, Part Time Faculty**
Registered Medical Assistant, American Medical Technologists
A.S. Integrated Studies, Medical Assistant, LDS Business College

**MEDICAL ASSISTANT (MA) PROVO FACULTY**

**BEN McBRIDE, NCMA, Program Director**
A.A.S., Medical/Clinical Assistant, Stevens-Henager College

**MELISSA BUJAN, Faculty**
A.S., Medical Assisting, Provo College

**LISA KIMBER, Faculty**
Certified Medical Assistant, American Institute
Certified Emergency Medical Technician, Snow College
A.A.S., Medical Billing and Coding, AmeriTech College

**RN TO BSN DEGREE COMPLETION PROGRAM FACULTY**

**DR. MELISSA POPOVICH, DNP, RN, CNE, Program Director**
D.N.P., Nursing, Chatham University
M.S., Nursing - Legal, Capital University
BS, Nursing, Capital University

**SUSAN ADAMEK MSN, RN, NEA-BC, FACHE, Part-time Faculty**
M.S. Parent-Child Nursing, Georgia State University
B.A. Biology, Mercer University
B.S. Nursing, Armstrong State College

**JULIE AIKEN, MSN, RN, CNE, Faculty**
M.S., Nursing, University of Phoenix
B.S., Nursing, University of Utah
RN TO BSN DEGREE COMPLETION PROGRAM FACULTY

**Rachel Choudhury, MSN, Part-time Faculty**
M.S., Nursing Administration, Otterbein College
Post-Baccalaureate, Advanced Practice Nurse Educator, Higher Education, Otterbein College
B.S., Nursing, University of Nevada
M.S., Biomedical Sciences Tropical Medicine, University of Hawaii
B.A., Biology Major, Rollins College

**Dr. Kathy Holloway, DNP, RN, CNE, Full time Faculty**
D.N.P., Duquesne University
M.S., Nursing, University of Toledo
B.S., Nursing, Bowling Green State University

**Dr. Gail Maier, RN, Part-time Faculty**
PhD, Educational Administration, and Curriculum, University of Toledo
M.S. Nursing, The Ohio State University, College of Nursing
MEd, University of Toledo
B.S., Nursing, Mary Manse College

**Cynthia Mushett, GE Part-time Faculty**
B.A. in English Literature, Christopher Newport University
M.A. in English Language and Literature, University of Virginia

**Dr. Zachary Nethers, RN, Part-time Faculty**
D.N.P., Chatham University
M.S., Nursing, Chamberlain College of Nursing
B.S., Nursing, Chamberlain College of Nursing

**Kathryn Sellers, GE Part-time Faculty**
M.S. Psychology, Industrial Organization, Auburn University
B.S. Psychology, University of Montevallo

**Dr. Shirl A. Smith, GE, Part-time Faculty**
Doctorate, Business Management, Colorado Technical University
Masters, Human Resource Management, Colorado Technical University
Executive Masters, Business Administration, Colorado Technical University
B.A., Political, Legal, Economic Analysis, Mills College
A.S., Administration of Justice, Law Enforcement, Contra Costa College
ASSOCIATE DEGREE NURSING PROGRAM FACULTY

STEVEN LITTERAL, RN, Program Director
L.P., Nursing, Sevier Valley Tech
A.S., Nursing, Weber State University
B.S., Nursing, University of Phoenix
M.S., Nursing, University of Phoenix

CHERYL ARMSTRONG, RN, Assistant Program Director
L.P.N., Utah Valley Community College
A.A.S Nursing, Weber State University
B.S., Nursing, Weber State University
M.S., Nursing, University of Utah

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A.S., Nursing, Salt Lake Community College
B.S., Nursing, University of Phoenix
M.S., Nursing, University of Phoenix

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B.S., Nursing, Westminster College
M.S. in Nursing, HCSM, Loyola University

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M.S., Nursing, University of Utah

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A.A.S. Applied Science, Weber State University
B.S., Nursing, Weber State University

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A.A.S Nursing, Excelsior College
B.S. in Nursing, Western Governors University

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A.D., Nursing, Mesa Community College
B.S., Nursing, Westminster College
M.S., Nursing, ED, Regis University

LONA BROADHEAD, RN, Faculty
A.S., Nursing, Brigham Young University
B.S., Nursing, University of Utah

MARY ANN COOK, RN, Faculty
B.S. in Nursing, University of Utah; A.S. in Nursing, Salt Lake Community College;
B.S., Nursing, University of Utah
M.S., Nursing, University of Utah

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A.S., General Education and Nursing Salt Lake Community College
B.S., Nursing, University of Utah
M.S., Nursing, University of Utah

STEPHANIE GREENWOOD, RN, Faculty
A.S., Nursing, AmeriTech College
B.S., Nursing, Western Governor’s University
M.S., Nursing, Western Governor’s University

DAVID HASKELL, RN, Part-Time Faculty
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M.S., Nursing, University of Phoenix

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B.S., Nursing, Brigham Young University
M.S., Nursing, University of Phoenix

JOYCE JOHNSON, Faculty
M.S. Nursing, California State University
B.S. Nursing, University of Phoenix
A.S. Nursing, Los Angeles Valley College

LORENE JOHNSON, APRN, Faculty
B.S., Nursing, University of Utah
M.S., Nursing - APRN, University of Utah

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B.S., Nursing, Boise State
M.S., Nursing, University of Phoenix

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M.S., Nursing, University of Utah
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M.S., Nursing, Western Governor’s University

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A.S., Nursing, Weber State University
B.S., Nursing, University of Phoenix
M.S., Nursing, University of Phoenix

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B.S. Nursing, Utah Valley University

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B.S., Nursing San Francisco University

Timothy Spek, RN, Part-Time Faculty
A.S. Nursing, Utah Valley University
B.S. Nursing, University of Utah

Somerset Smith, RN, Part-Time Faculty
B.S. Nursing, Utah Valley University
A.S. Nursing, Utah Valley University

CORPORATE ADMINISTRATION

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Larry Litchfield, Vice President of Academic Affairs
Linda Petersen, Vice President of Student Services
Mathew Budd, Chief Financial Officer
Joshua Knotts, Business Development
Nancy Last, Associate Director of Compliance and Accreditation
Jennifer VanSchouwenburg, Education Systems Manager
Spencer McNiven, Admissions Director
Kristen Chubac, Bursar
Lisa Nielson, Staff Accountant
Darrell Seabury, Bursar Assistant
Stacy Aiken, Corporate Director of Career Services
Kristy Hill, Associate Corporate Director of Financial Aid
Mickael Sorensen, Corporate Director of Human Resources
DRAPER CAMPUS ADMINISTRATION AND STAFF

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Linda Petersen, Vice President of Student Services
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Nicolette Watkins, Director of Education
Stacy Aiken, Corporate Director of Career Services
Leilani Clegg, Student and Career Services Director Online
BJ Bridges, High School Admissions Consultant
Mike Carlson, Admissions Consultant
Terri Goodcase, Receptionist/Admissions Coordinator
Beverly O’Fee, Receptionist
Alanna Garton, Director of Financial Aid
David Shober, Financial Aid Representative
Janet Ferguson, Nursing Administrative Assistant
Joell Goff, Nursing Administrative Assistant
Cindy Lorraine-Paske, Admissions Consultant
Jinny McGavien, Registrar Online
Laurie A O’Neal, Registrar
Aaron Thornock, Admissions Consultant
Tracie Wilkins, Admissions Consultant and Community Outreach

PROVO CAMPUS ADMINISTRATION AND STAFF

BJ Bridges, Provo Campus Executive Director
Larry Litchfield, Dean of Academic Affairs
Courtney Zuniga, Director of Education
Vickie Anaya, Admissions Consultant
Karen Duncan, House Keeping
Cynthie Keeno, Financial Aid
Mele Mavae, Front Desk and Registrar