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SCOPE AND PURPOSE OF CATALOG
The Ameritech College of Healthcare Student Catalog is intended to guide students through basic institutional policies. The catalog works in conjunction with student handbooks, which are specific to program enrollment. The student handbooks contain more detailed procedures and program policies, which may be more stringent than those outlined in the general student catalog. This catalog does not cover every possible situation and students are encouraged to consult with program faculty or leadership or campus administration with any questions regarding College policy. This catalog and policies within are subject to change with or without notice.
ABOUT THE COLLEGE

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

CORE VALUES
Ameritech College of Healthcare implements its mission guided by five dynamic and integrated core values that are embedded into the institution, dictate behavior, and are reflected in our work.

INTEGRITY
We foster a culture of integrity where institutional principles of open communication, ethical decision making, and humility are encouraged, expected, and demonstrated consistently. Not only is doing the right thing simply how we do business, but our actions reveal our commitment to truth telling and respecting the moral wholeness of every person without conditions or limitations.

EXCELLENCE
We create a culture of excellence by committing to continuous growth, improvement, and lifelong learning. We believe in a culture where transformation is embraced, and the status quo and mediocrity are not tolerated.

STUDENT-CENTERED
We promote a culture that puts students’ interests first, acknowledging the student voice as central to the learning experience. We affirm and respect the uniqueness of and differences among persons, ideas, values, and ethnicities.

CARING
We support a culture of caring, demonstrated by an ability to understand the needs of others and a commitment to always act in the best interests of all stakeholders. This culture of caring considers the whole person, embraces acceptance, embodies respect, and offers inclusivity.

SERVICE
We advocate a culture of service by seeking to improve the lives of those with whom we interact, and strive to contribute to the welfare of others. In service to others, we celebrate the richness of each individual, promote health, support healing, and offer hope.

OBJECTIVES
The objectives of Ameritech College of Healthcare are to:

1. Prepare students to become an integral part of healthcare teams as:
   - Dental Laboratory Technicians
   - Medical Assistants
   - Professional Nurses
Nurse Leaders
Occupational Therapy Assistants

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 clinical or externship 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 of Healthcare was founded in 1979 by Dorothea and Keith VanSoest under the college’s original name, The American Institute of Medical Dental Technology, Inc. In August of 1997, Connie and Steve Garland purchased the college and took over its operation. The college 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 college’s Associate Degree Nursing Program, which started in August 2006. In an effort to reflect the college’s increased scope of training, the name of the college 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. In order to reflect healthcare as the educational focus of the college, the name was changed in May 2015 to Ameritech College of Healthcare.

STATEMENT OF OWNERSHIP
AmeriTech College, LLC, doing business as Ameritech College of Healthcare is a Utah limited liability Company with its primary office located in Draper, Utah.

FACULTY
The faculty of Ameritech is made up of qualified and experienced professionals. Please consult the Student Catalog Addendum for a complete listing of faculty and their credentials.

ADMINISTRATIVE STAFF
Please consult the Student Catalog Addendum for a complete listing of administrative staff.

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 believes that
specialized accreditation contributes to the quality of healthcare programs through continuous self-assessment, planning, and improvement. Each program at Ameritech 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 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 institutional accreditation for the delivery of diploma, Associate, and Bachelor programs. Ameritech programs are designed to lead a graduate directly into the workforce at an entry-level position.

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

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

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

**PROGRAMMATIC ACCREDITATIONS**

**NURSING - ASSOCIATE OF SCIENCE DEGREE PROGRAM**

Ameritech’s Associate of Science Nursing program has been granted programmatic accreditation from the Accrediting Commission for Education in Nursing, Inc. (ACEN).

ACEN is a national body that 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 Ameritech’s mission/philosophy.

**Accrediting Commission for Education in Nursing, Inc. (ACEN)**

3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000 Voice
(404) 975-5020 Fax
www.acenursing.org

**NURSING - RN - BSN DEGREE COMPLETION PROGRAM**

The RN - 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.
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
The Occupational Therapy Assistant program has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), Candidacy Status is neither a status of accreditation nor a guarantee that accreditation will be granted.

American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200,
Bethesda, MD 20814-3449.
(301) 652-AOTA
www.acoteonline.org.

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 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 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, the National Certified Medical Assistant (NCMA) offered by the National Center for Competency Testing, and the Certified Clinical Medical Assistant (CCMA) offered by the National Health career Association (NHA). Graduates may opt to take other certification exams to obtain a medical assistant 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.

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.amtl.com

National Center for Competency Testing
7007 College Blvd
Overland Park, KS 66211
(800) 875-4404
(913) 498-1243 Fax
www.ncctinc.com

National Healthcareer Association
11161 Overbrook Road
Leawood, Kansas 66211
Office Hours:
800 Number: (800) 499-9092
Fax: (913) 661-6291
http://www.nhanow.com

AMERITECH IS A MEMBER OF THE FOLLOWING ASSOCIATIONS:

Better Business Bureau
www.bbb.org

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

COLLEGE 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 consult the Student Catalog Addendum for other scheduled class breaks.

Ameritech College of Healthcare 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 42,000 square feet of well lit, air-conditioned space consisting of the following:

- Eight classrooms
- Three Associate Degree Nursing Program simulation suites with adult (high fidelity METI human patient simulators), obstetric (NOELLE birthing simulator), pediatric (Laerdal), and neonatal simulators with audio/video recording capabilities, and debriefing rooms
- Two Associate Degree Nursing Program skills labs with equipment similar to those used in hospitals, facilities, and clinics
- One Dental Laboratory Technician model and die lab with supporting equipment
- Three Dental Laboratory Technician labs with the appropriate equipment to fabricate crowns and bridges from metal, wax, and ceramic materials
- Two fully equipped Medical Assistant Skills Labs
- Two Mobile Laptop Computer Labs
- Student lounge areas
- Faculty offices
- Administrative offices
- Two student Study and Resource Centers
- Two Occupational Therapy Assistant labs with supporting furnishings and exercise equipment

**Facilities Provo Campus**

The Provo Main Campus is located in the Parkway Village Complex. The campus occupies approximately 11,000 square feet of well lit, air-conditioned classrooms and supporting facilities. The campus consists of the following:

- Eight classrooms
- Computer lab
- Medical Assisting lab with diagnostic and patient care equipment
- Simulated medical clinic with supporting equipment
- Faculty offices
- Administrative offices

**Parking**

Student parking is available at each campus.

**Student Study and Resource Center**

Computers are available in the Student Study and Resource Centers (with internet access) for students as needed. Copy machines are available to students at each campus.

Desktop computers, wireless internet access, and power sources are available for student use during campus operating hours.

Ameritech College of Healthcare provides students with online resources through the College’s consortium membership and subscriptions with the Library & Information Resources Network (LIRN). The LIRN collection of databases includes ProQuest Health & Medical Complete, Nursing & Allied Health, Family Health, Health Management, Biology Journals, and Science Journals. Students can access LIRN database content 24/7. Ameritech College of Healthcare also subscribes to LIRN’s Consortium Librarian Services. For research assistance and training, students and faculty may contact the LIRN Librarian at librarian@lirn.net.

**Catalog Addendum**

Current information regarding Ameritech’s academic calendar, tuition and fees, listing of faculty and administrative staff, and other necessary updates can be found in the Student Catalog Addendum.
ADMISSIONS INFORMATION

Individual college programs may enforce stricter policies than those outlined in this catalog. Students are advised to consult with their program director and student handbook on programmatic policies.

ADMISSIONS POLICY
Ameritech College of Healthcare does not discriminate based on age, race, gender, religion, national origin, sexual orientation, or disability for admission to its programs. Ameritech also strives to be objective, honest, and fair in assessing the potential of applicants to succeed in their course of study and to obtain employment. 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 legal issues, health issues related to abilities, or general health). The programs offered by Ameritech are rigorous and demanding; therefore, additional preparation prior to enrollment is encouraged. Students are responsible for the costs associated with all admissions requirements.

ACCEPTANCE
Acceptance to the program will be based upon meeting the general admissions qualifications and the completion of the selections process. Each program will have an admissions deadline for which applications must be submitted. Please consult Ameritech’s 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. Entrance Exam

   a. Medical Assistants

   Prospective Medical Assistant students must complete and receive an acceptable score on a standardized entrance exam. This exam is administered at no cost to the applicant. Test scores proctored at institutions other than Ameritech are not accepted. 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.

Applicants who have taken the ACT exam within 24 months of enrollment may waive the entrance exam requirements provided ACT meets minimum score requirements. Please consult Ameritech’s Admissions Department for specific program requirements.

b. Dental Laboratory Technician Applicants

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

i. 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.

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

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

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

c. Associate Degree Nursing Program and Occupational Therapy Assistant Program Applicants

Applicants are required to achieve a minimum score on a standardized entrance exam. Please consult Ameritech’s Admissions Department for specific program requirements.

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

vi. The Admission Assessment Exam may be taken a maximum of two times in a twelve month period.

vii. Multiple test scores will be averaged.

viii. A non-refundable fee will be assessed for each exam taken.

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

x. Test scores proctored within the last twelve months at approved institutions may be accepted.

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

3. 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 will be immediately terminated from Ameritech or denied admissions. Students may also submit evidence of a college degree from a post-secondary institution whose accreditation is recognized by the United States Department of Education. At this time, Ameritech does not accept students under “Ability to Benefit” arrangements.

Students who received their high school diploma in another country must submit their official high school transcript to a foreign credentialing evaluation service. The evaluation must be received by the Registrar prior to enrolling. The evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services, [www.naces.org/members](http://www.naces.org/members).

In order for the College to admit an applicant who received a diploma in a home school setting, the College will need to verify that the home school program is approved by the State.

4. **Applicants must complete an Enrollment Packet, which includes Ameritech’s Enrollment Agreement.**

5. **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.**

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

7. **Individual programs may have additional requirements for admission.** Please consult Ameritech’s Admissions Department for specific program requirements.

8. **Online RN - BSN Degree Completion Program Applicants.**

   a. **Term One, 2-Week Cancellation Policy (RN - BSN Degree 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 2nd 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 2-week period. Any late work submitted after the end of this first term 2-week cancellation period will not be accepted. Cancelled students will not incur financial responsibility for cost of the program. Cancelled students who have attempted courses and were unsuccessful may reapply to the program only once. Please consult Institutional Refund for Cancellation of Enrollment on page 20.

   b. **To meet the RN - BSN Degree Completion Program admission requirements, prospective students must:**

      ii Have a current license to practice as a registered nurse in the United States, prior to start.

      Please consult Term One, 2-Week Cancellation Policy above.
iii  Provide official transcripts to prove completion of an accredited associate’s degree in nursing. Transcripts will be evaluated by the Registrar, including collaboration with the Program Director as needed, to determine credit to be approved and applied to the requirements of the RN - BSN Program. Completion of an associate degree in nursing plus courses that total 72 credit hours is required for admission into the program.

iv  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 toward their associate’s degree, the student will not be accepted into the RN - BSN Program. Accreditation must be from an institution recognized by the US Department of Education.

v  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 Registrar using the College’s Transfer of Credit Policy. Please consult Transfer of Credit on page 24.

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

vii  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 Registrar prior to enrollment in the RN - BSN program. The evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services. (http://www.naces.org/members.html).

viii  Ameritech is not currently approved for distance education in the following states: Alabama, Arkansas, Connecticut, Indiana, Maryland, Massachusetts, Minnesota, Missouri, Oregon, Washington, and Wisconsin.

**BACKGROUND CHECK**
Applicants to Ameritech 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 or externship site and may impede employment. Please consult Ameritech’s Admissions Department for specific program requirements.

**DRUG SCREENING**
Students enrolled at Ameritech may be asked to submit to drug screenings. Some programs may require the submission of a drug screen prior to participating in an externship, clinical or other program components.
Only applicants meeting the drug screening requirement and receiving negative screening results will be eligible to apply for admission. Please consult Ameritech’s Admissions Department for specific program requirements.

**CARDIO PULMONARY RESUSCITATION (CPR) CARDIO PULMONARY RESUSCITATION (CPR)**
Students may be required to obtain and maintain CPR certification. Requirements, fees, and deadlines vary by program. Please consult the student handbook for specific program requirements.

**IMMUNIZATIONS**
Student requirements may vary depending upon program requirements. Please consult the student handbook for additional information.

**IDENTIFICATION BADGE**
All students are required to wear assigned identification badges at clinical or externship sites and during testing on campus. 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.

Reasonable accommodation will be made for individuals with disabilities, including but not limited to persons with HIV, HBV, immune-suppression, TB, etc. Please consult the student handbook for additional information.

**INTERNATIONAL STUDENT VISA APPLICATION CHECKLIST**
Prospective Ameritech students wishing to obtain an I-20 to attend and complete one of the diploma or degree programs must provide the following:

- Enrollment paperwork with proof of payment of $50 application fee.
- Proof of payment of $25.00 non-refundable Ameritech I-20 processing fee.
- Copy of current passport.
- Ameritech sponsorship affidavit signed by sponsor.
- Proof of financial support funds from sponsor.
- Provide a copy of IBT TOEFL score of at least 61 for prospective student.*
- Ameritech I-20 applicant information sheet

If a prospective student’s country of origin does not primarily speak English, the student will need to provide proof of language training proficiency in the form of an IBT TOEFL or equivalent exam score. For example, residents of Canada, United Kingdom, Australia, New Zealand and many others would not be required to provide proof of English proficiency.

**AMERICANS WITH DISABILITIES ACT**
Ameritech College of Healthcare 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 College administration and complete formal paperwork (provided by 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 healthcare 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.

If applicants to the College notify administration of a disability for which accommodations are requested, the College will make a good-faith effort to provide reasonable accommodations. Such accommodations could include a private testing area and/or additional time to complete the test.
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. Financial arrangements must be complete prior to the first day of classes. Students may be withdrawn if all financial obligations are not met. Students must also satisfy all financial aid and account requirements at the time of graduation for release of transcripts and diplomas. Please consult the Financial Aid or Bursar’s Office for more details.

Several financing options are available to those who qualify, including but not limited to:

1. Cash Payments
2. Federal Title IV Aid including Pell Grant and Direct Loans
3. Third-Party Scholarships
4. Institutional Scholarships
5. Alternative Education Loans
6. Other Government Agencies including, but not limited to:
   - Utah Department of Workforce Services
   - Utah Department of Veterans & Military Affairs
   - Utah State Office of Vocational Rehabilitation

For more detailed information concerning the above methods of payment, Ameritech financial aid programs, policies, procedures, and disbursements please contact the Financial Aid or Bursar’s Office

CASH PAYMENTS
Tuition payments are due the first day of the semester or otherwise scheduled by the Bursar’s Office. Additional terms and conditions may apply as outlined per Enrollment Agreement and/or Tuition Installment Agreement. Ameritech is equipped to accept several types of payment methods including all major credit cards, ACH, wire transfer, checks and cash. A non-sufficient funds fee will apply to all returned checks. Payments can be made to the Bursar’s Office or Front Desk Administrator during regular business office hours. Credit card payments may also be submitted online at http://ameritech.edu/login/make-payment/.

FEDERAL FINANCIAL AID
Ameritech participates in the Federal Pell and Federal Direct Loan programs that include Subsidized and Unsubsidized Loans, and Parent Plus Loans. Prospective students interested in applying for these programs must obtain a FSA ID at fsaid.ed.gov/npas/index.htm and complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. Federal financial aid is available to those who qualify.

SCHOLARSHIPS
Ameritech accepts all valid outside scholarships. Arrangements should be made with the Financial Aid or Bursar’s Office to apply scholarship monies to a student’s account prior to receipt of payment.
**Ameritech Scholarships**

Ameritech offers institutional scholarships for those who qualify. Application and detailed eligibility requirements are available through the campus Admissions Office and Financial Aid Office.

1. Ameritech High School Scholarship
2. Ameritech Dental Laboratory Referral Scholarship
3. Ameritech MA to RN Scholarship
4. Ameritech RN to BSN Scholarship
5. Ameritech Partnership Hospital Scholarship
6. Ameritech BSN Referral Scholarship

**Eligibility Requirements for Ameritech Scholarships:**

All students interested in an Ameritech scholarship must complete and submit an application to the Scholarship Committee for approval prior to program start date. The Scholarship Committee will review all required documentation and send out a letter of acceptance or denial. All scholarships are subject to availability based on campus and student need. Students are only eligible to receive one scholarship at a time.

1. Scholarship awards will be calculated based on the percentage of tuition charged for each semester or split into equal disbursements. Payments will be disbursed at the beginning of each payment period. Exceptions may apply and will be outlined in the student’s award letter.

2. In the event of withdrawal, scholarships disbursements will be prorated. This is calculated by dividing the number of calendar days from the semester start date to the 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 the student is eligible for full scholarship disbursement for the current payment period.

Students must maintain a Cumulative Grade Point Average (CGPA) of 2.5 during the duration of the program in order to be eligible for the next scholarship disbursement. Students that do not meet the CGPA requirement will be given one probationary semester in order to improve academic performance. The Scholarship Committee will send out a notification of probation at the beginning of the semester. At the end of the probationary period, if the CGPA does not meet requirement, the Scholarship Committee will send a letter of disqualification and the student is no longer eligible for future scholarship disbursements from Ameritech.

Students must adhere to all policies as outlined by the Student Catalog and Handbook. Any student that violates college policy may be immediately disqualified from scholarship eligibility. Ameritech reserves the right to refuse scholarship disbursements for any program, to anyone, at any time.

Scholarship eligibility requirements are subject to change without notice.

**Institutional Refund for Cancellation of Enrollment**

A student in any ground or online program who provides written or verbal notice of cancellation within three business days (excluding federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. 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. All books issued to a student will be billed to the student unless returned unopened and in new condition.

A student canceling enrollment in a ground or online program after the three day cancellation period but before the first day of the class start will not be charged tuition and will receive a refund of all monies paid. Subsequent to notice of cancellation, online students that cancel or are cancelled during the first term of enrollment through the end of the second week will not incur financial responsibility for the materials and cost of the program. To ensure proper cancellation, students should notify the Campus Administration Office verbally or in writing of the intent to cancel their enrollment.

**INSTITUTIONAL REFUND POLICY FOR WITHDRAWAL FROM ENROLLMENT**
Withdrawal after the student’s first day of class will result in a proration of tuition billed equal to the percentage of the semester completed. 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. For example, if a student completed 25 days out of a 100 day semester, the student will be charged 25% (twenty five percent) of total tuition billed for the semester. Once a student completes 60% (sixty percent) or more of the semester the student is responsible for 100% (one hundred percent) of tuition billed for the semester. If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student’s tuition, excess funds will be refunded to the proper agency. For recipients of Federal Financial Aid, the Federal Return of Title IV Funds hierarchy is adhered to.

**RETURN OF FEDERAL FINANCIAL AID FUNDS POLICY**
The College is required to calculate the amount of federal financial aid a withdrawn student earns for a semester. Students can officially withdraw from the College (please consult the Withdrawal Policy on page 39) Students are unofficially withdrawn by the College for failing to attend for fourteen calendar days, failing to meet the minimum satisfactory progress standards, and other policy violations.

Financial aid is awarded for an entire semester and when the student withdraws, a portion may need to be returned. This calculation is separate from the Institutional Refund Policy, stated above, which only determines the student’s tuition and fee obligation. The College is required to return unearned financial aid, and the student may owe the College a remaining balance originally paid by financial aid funds after the return of such financial aid. The student may also be required to return financial aid funds previously released to them for living expenses. The College will return unearned Title IV funds that the student received during the payment period, no later than 45 days after the date the school determined the student withdrew from the program. Funds must be returned up to the total net amount from each source, in the following order:

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

The College will determine the amount of financial aid the student has earned for the semester by determining the percentage of the semester the student completed from the first day of the semester to the
last day of attendance. The days completed is divided by the total days in the semester to arrive at the percentage. Weekends and non-class days are included in the determination of the percentage. Scheduled breaks of 5 or more days are not included in the determination of the percentage. Regardless of the reason for the student’s official or unofficial withdrawal, the last day of attendance will be used to determine the amount of financial aid earned.

Once calculated, the percentage is applied to the amount of financial aid disbursed for the semester to determine the amount of financial aid earned. The unearned portion must be returned to the appropriate financial aid program. For example, if a student completed 25 days out of a 100 day semester, the student would have earned 25% (twenty five percent) of his/her eligible financial aid for the semester. The unearned portion or 75% of the financial aid for the semester must be returned to the financial aid programs by the College. A student who remains enrolled more than 60% (sixty percent) of the semester is considered to have earned 100% (one hundred percent) of the financial aid received for the semester.

If at the time of withdrawal, not all awarded financial aid has been disbursed, the student may be eligible for a “post-withdrawal” disbursement. Certain funds may not be eligible for disbursement due to other eligibility reasons. If the student is eligible for a Pell Grant post-withdrawal disbursement, it will be disbursed and credited to the student’s account. If the student is eligible for a Direct Stafford Loan and/or Direct PLUS Loans post-withdrawal disbursement, the borrower will be notified within 30 days and must approve the disbursement within 14 days. If a response is not received within 14 days of the notification, the post-withdrawal Direct Loan disbursements will not be credited to the student’s account.

If the student received financial aid in excess of authorized charges for living expenses, the College is only required to return the unearned portion of financial aid that was used to pay authorized charges. Any unearned financial aid that is part of the funds the student received will be returned by the student to the appropriate financial aid program. This is called an overpayment and the student will be notified if this type of return of funds is required. Loan overpayments are generally paid in the normal course of loan repayment. Pell Grant overpayments are rare, but can occur. These types of overpayments can be paid within the first 30 days to the College. However, if no payment is received within the 30-day period, the College will refer the overpayment to the U.S. Department of Education Student Credit Management Collections. Once the overpayment is reported, the student will be ineligible for additional financial aid until the overpayment is repaid.

**Refund Timeline and Refund Allocation**

The Bursar’s Office will perform the calculation of earned financial aid and the tuition proration, using the last day of attendance, once notified that a student has withdrawn. If the student has unearned financial aid funds, they will be returned no later than 45 days after the College determines the student withdrew. The unearned financial aid will be returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant
If all tuition is paid in cash, excess funds will be refunded to the student. If a third-party agency pays for the student’s tuition, excess funds will be refunded to the proper agency.

**UNPAID BALANCES**
If an unpaid balance remains after the proration of tuition and the unearned financial aid has been returned, the student will be notified and will be responsible for paying the balance in full with interest upon request. The College does not provide financing for unpaid balances, but may assist the student with making third-party payment arrangements. Delinquent accounts may also be sent to third-party collection agencies and reported to each credit bureau. Ameritech shall have no obligation to provide any student with an official copy of their transcript or other enrollment records if student is in default herein. Non-sufficient fund fees, collection fees, annual interest of 18% and attorney fees shall apply and be charged.

**FINANCIAL AID GUIDELINES FOR READMISSION FOLLOWING A WITHDRAWAL**
If a student wishes to return to Ameritech, the student will be subject to current book, tuition and fee rates and will be required to meet satisfactory financial arrangements with the Financial Aid Department prior to readmission. Any holds or outstanding balances must be paid in full before a student is eligible for readmission. Title IV funds cannot be used to pay off an existing balance with the college from any previous enrollments. Readmission is subject to space availability, the approval of the reapplication process, and/or the appeals committee. Please consult the Readmission Policy on page 40.

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/graduation hold until the account balance has been paid in full. Requests to release unofficial or official documents from Ameritech may be denied if an account is delinquent.

**FINANCIAL AID POLICIES AND PROCEDURE UPDATES**
Ameritech follows all applicable financial aid and Title IV policies and procedures as outlined by the Department of Education. Changes in these policies may be made by the Department of Education at any time without notice. Please consult the Financial Aid Office or Bursar’s Office for applicable changes, if any.
Individual college programs may enforce stricter policies than those outlined in this catalog. Students are advised to consult with their program director and student handbook on programmatic policies.

UNIT OF CREDIT
Ameritech College of Healthcare defines an academic semester credit hour as 15 hours of lecture instruction, 30 hours of laboratory instruction, or 45 hours of clinical or externship instruction. Ameritech 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 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 prior to the first day of class of the semester for which the student is requesting transfer credit. Term based programs (MA and RN to BSN) are also subject to this requirement. For example, if a student wishes to transfer credit for a course that is in the second term of the semester the applicable transcript must be submitted prior to the start of the first term in that semester. Please consult with the campus Financial Aid Office for information on the impact of challenge exams on financial aid eligibility.

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. 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 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 reserves the right to accept or reject any or all credits earned at other post-secondary institutions; no academic credit will be awarded for experiential learning. If a student is enrolling in the ground-based programs, no core courses will be transferred. For online programs, some core course credits may be accepted as transfer credit if certain criteria are met.
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 C. Advanced Placement (AP) scores must be a three or better to receive transfer credit. Courses with a non-grade such as P (Pass), S (Satisfactory), CR (Credit), etc. will not transfer.

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 Office of the Registrar or the Admissions Department for specific program requirements.

1. 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 that the prospective student is applying.

2. In order to transfer credit for MAT 112 Clinical Mathematics, students
   a. must submit transcripts demonstrating successful completion of College Algebra or Clinical Mathematics (or equivalent math coursework) and;
   b. 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 Registrar prior to enrollment. The evaluation must be completed by an evaluation agency that is approved by the National Association of Credential Evaluation Services. (www.naces.org/members). If accepted, transfer credits are displayed as “TC” on the student transcript.

ARTICULATION AGREEMENTS
Ameritech College of Healthcare encourages lifelong learning and, as such, has established and maintains articulation agreements with other institutions of higher education. These agreements are designed to facilitate transfer of credit to certain institutions which will allow students to pursue advanced educational opportunities. Please be aware that transfer of credit to other institutions is at the discretion of the receiving institution. For more information on the agreements held, please contact the Office of the Registrar.

CHALLENGE POLICY
Ameritech allows students to demonstrate competency in general education courses for which they have earned post-secondary level credit, advanced placement (AP) credit, International Baccalaureate (IB) credit, or military credit when transfer credit cannot be awarded. Official transcripts or certificates must be supplied for a student to be eligible to schedule a challenge exam.
Challenge exams are given in the form of a comprehensive exam, either administered by Ameritech or by an approved outside testing entity if passed, the awarded credits are listed as “T” on the student transcript. Fees paid for challenge exams are non-refundable and are calculated for exams administered by Ameritech. Exams administered by approved outside entities will be charged at the rate of the administering institution.

If students fail an exam, they must enroll in and pass the course to establish credit in that course. Students may attempt a challenge exam in a course only once. The minimum passing score for all in-house exams is 74% with the exception of MAT 112 Clinical Mathematics and MAT 105 College Mathematics, which requires a score of 76% or higher. Scores are not rounded up for partial percentage points. (For example, if a student earns 73.8% the score on the exam will stand at 73%, not 74%). In-house exams must be arranged through the Office of the Registrar, testing dates and times are subject to testing center availability. It is therefore strongly recommended that arrangements are made early in the semester to ensure a testing date is available.

Challenge exams scores must be received by Ameritech prior to the beginning of the semester in which a student will be taking the course. Term based programs (MA and RN to BSN) are also subject to this requirement. For example, if a student wishes to take a challenge exam for a course that is in the second term of the semester the applicable exam must be passed prior to the start of the first term in that semester.

If a student attends a course or does not successfully complete a course, the student may not subsequently attempt a challenge exam for the course. Students may not delay taking courses to extend the available challenge exam period. (For example, if a student would like to challenge the English exam, they may not take another general education class in the place of English with the intent of challenging the English exam in the future.) Passing a challenge exam 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 challenge exams on financial aid eligibility.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) CREDITS**

Ameritech College of Healthcare accepts CLEP credit for select general education classes. Official CLEP score reports must be received by Ameritech prior to the beginning of the semester in which a student will be taking the course. Term based programs (MA and RN to BSN) are also subject to this requirement. For example, if a student wishes to submit a passing CLEP score report for a course that is in the second term of the semester the applicable report must be received prior to the start of the first term in that semester. Each student may receive CLEP credit for a maximum of two courses for the entire program. Please consult the Office of the Registrar for a list of approved CLEP exams and check with the campus Financial Aid Office for information on the impact of challenge exams on financial aid eligibility.

**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. Students may transfer between campuses upon approval of Campus Administration and by meeting all admission requirements of the receiving campus. Transfers between campuses and programs can only occur at the end of a term/semester.

**COURSE REFRESHER/REVIEW - GRADUATES**

An Ameritech graduate may return to audit course offerings. Eligible courses are limited to those courses offered in the program from which the student graduated (when space is available). No credit will be awarded. Students will not be charged additional tuition but there will be an audit fee for these courses; additionally, the student will need to purchase any textbooks or materials used in the course. Returning students will be required to adhere to all college policies outlined in the current catalog and student handbook.

**ATTENDANCE POLICY**

Class attendance is recorded at Ameritech. Students are expected to attend all lectures, labs, and clinical or 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 clinical or externship for fourteen consecutive calendar days, Ameritech will withdraw the student from the College, as required by the Department of Education. Ameritech breaks and official holidays are not included when counting the fourteen days. Each student at Ameritech is subject to the general College Attendance Policy, however, individual programs may enforce specific attendance policies to maintain positive program outcomes. *Please consult the student handbook for additional information.*

**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.
Satisfactory Academic Progress Policy

Individual college programs may enforce stricter policies than those outlined in this catalog. Students are advised to consult with their program director and student handbook on programmatic policies.

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.

Maximum Time Frame

Students must successfully complete the educational objectives of the program, including the clinical or 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>Nursing Associate of Science Degree Program</td>
<td>69</td>
<td>103.5</td>
</tr>
<tr>
<td>Nursing RN - BSN Degree Completion Program</td>
<td>48</td>
<td>72</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>66</td>
<td>99</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 score of 74% (76% for Associate of Science Nursing and Occupational Therapy Assistant programs) 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. A payment period covers fifteen weeks of instruction regardless of whether the program is scheduled as one fifteen week semester, or as two, seven and one half-week terms within each semester. 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 of Healthcare 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 Satisfactory Academic Progress Standards table below.

**Cumulative Grade Point Average Requirements**

Students must meet specific Cumulative Grade Point Average (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%, a minimum of 76% is required to achieve a passing status in the AS Nursing and Occupational Therapy Assistant programs) 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. 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 Instructors / Student Services Advisor 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 college and will be required to complete an exit interview with the Financial Aid Office.
Students placed on academic suspension are withdrawn (please consult the Withdrawal Policy on page 39) and are no longer eligible to receive financial aid. Students may appeal the academic suspension withdrawal. Please consult the Appeals Procedure on page 33.

**REPEATING COURSES**
Students may repeat a failed course (including general education, core, and other required courses). Should students need to repeat a course, they are responsible for the associated costs; however, Federal Financial Aid may be available. Students are reminded that failed courses will jeopardize their ability to meet the College’s SAP policy. Failure to meet the SAP policy, will, in effect, limit the number of courses students may repeat, please consult the Satisfactory Academic Progress Policy on page 28. Individual programs may enforce stricter policies regarding repeating courses. Students are advised to consult the student handbook for more details.

**READMISSION FOLLOWING SATISFACTORY ACADEMIC PROGRESS SUSPENSION AND WITHDRAWAL**
Readmission is subject to space availability, the approval of the reapplication process, and/or the appeals committee. Please consult Financial Aid Guidelines for Readmission Following a Withdrawal on page 23.

**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. Should a student need to repeat a course, that student is responsible for the associated costs; however, Federal Financial Aid may be available. Final program grades are computed from various elements and competencies mastered within the course and are reflected individually and collectively on each student’s final transcript.

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

*a minimum of 76% is required to achieve a passing status in the AS Nursing and Occupational Therapy Assistant programs. ** not computed in GPA

**AU – Audit** – is given when a student takes a course for no academic credit. An audit student is expected participate in all course activities and complete all course-related assignments, projects, examinations, etc. 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 when a student is unable to complete the coursework by the end of the grading period (semester/term) due to extenuating circumstances. Please consult Extenuating Circumstances on page 34. 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 two weeks following the end of the grading period. When the work is completed in a satisfactory manner (within two 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. Students on financial aid warning will not be allowed to progress to the next set of scheduled classes until the “I” grade is resolved.

L – Leave – is given when a student takes a leave of absence before completing the coursework for the semester/term. 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% of the course time. Withdrawals have no effect on GPA. However, course credits will be considered as “attempted” but not “completed” for purposes of calculating Satisfactory Academic Progress (please consult the Withdrawal Policy on page 39).

WF- Withdrawal Fail – is given when a student withdraws either voluntarily or involuntarily from a course beyond 60% of the course time. 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.
ACADEMIC OPERATIONAL POLICIES

Individual college programs may enforce stricter policies than those outlined in this catalog. Students are advised to consult with their program director and student handbook on programmatic policies.

AMERICANS WITH DISABILITIES ACT

Ameritech College of Healthcare 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 College administration and complete formal paperwork (provided by 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 healthcare 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.

If applicants to the College notify administration of a disability for which accommodations are requested, the College will make a good-faith effort to provide reasonable accommodations. Such accommodations could include a private testing area and/or additional time to complete the test.

The Campus Administration will review all ADA requests, and students will be contacted to discuss requested accommodation within two business days.

APPEALS POLICY

If extenuating circumstances exist, 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). Please consult the Extenuating Circumstances on page 34.

Students may submit a written appeal to the Office of the Registrar or Student Services within five business 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, including documentation as applicable, 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 five business 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. Ameritech Appeals Committee will handle appeals on an individual basis. Please consult Extenuating Circumstances on page 34.
Students granted an 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.

Once an appeal has been granted, the student must sign the appeal agreement that will outline any provisions that must be met, before the student may receive their schedule for the upcoming semester/term or before they can begin classes.

**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 there is
   3. A correlation that 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.

These are examples of circumstances, which might normally be regarded as extenuating circumstances? The following items should be considered illustrative, and not comprehensive.

- Serious personal illness (outside of disability covered by ADA) or that of an immediate family member: for example, an illness requiring hospitalization over the period in question
- The death of an immediate family member immediately prior to the date of assessment

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.

1. Poor night’s sleep
2. Minor illness (such as a cough or cold even with healthcare providers note)
3. Minor injury
4. Financial worries
5. Transportation (severe traffic or weather delay, mechanical problems or lack of transportation, issues with public transportation)
6. Moving Household (this is predictable)
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. Please consult your Student Services Representative for further clarification.

**Clinical and Externship Experience**

*(Does not apply to all programs)*

Students may become eligible for a clinical or externship upon satisfactory completion of all academic requirements and Student Accounts approval. The clinical or externship 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. Clinical and externship placements are arranged at appropriate facilities. The student is responsible for transportation to and from clinical and externship sites. No guarantees or concessions can be made regarding distance, day, time, faculty member, facility or other student preference*.

The clinical or externship experience is a period of learning, observing and practicing the skills learned in the student’s program. Upon completion of a clinical or externship site rotation, the clinical or extern supervisor will complete an evaluation report of the student’s performance. Clinical and externships experiences are a mandatory part of the educational program. Failure to perform professionally while on clinical or externship including speech or demeanor which reflects poorly on the College or affiliated clinical or extern site, may result in dismissal from the clinical or extern site and dismissal from the College. If a student is dismissed from the clinical or externship site for cause, the student will receive a failing grade for the course. If the clinical or externship is the students only course, the student will be withdrawn from Ameritech. Students are expected to complete their clinical or externship experience within the time frame allotted. Students should not schedule or anticipate breaks between the end of the classroom portion and the clinical or externship period. If the student is permitted to repeat the clinical or externship the student is responsible for the tuition and fees for both a failed and repeated clinical or externship courses. Please consult the Readmission section on page 40.
*A number and variety of clinical and externship facilities are utilized and vary from semester to semester. Occasionally, it may be necessary for a student to be assigned a clinical or externship experience in a facility that is some distance (may be up to 100 miles one way) from the campus.

**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 college. Colleges are required to maintain that privacy, primarily by restricting release of records and the access provided to those records. Education Records at Ameritech 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 colleges to disclose student education records and directory information without consent, to the following parties or under the following prescribed circumstances: college officials with legitimate educational interest; other colleges 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 college; 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 is defined as: student's name, address, telephone number, email, 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, etc. 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. Ameritech students initially give or withhold consent during the New Student Orientation. Students may change their FERPA designation at any time during their program by completing a new FERPA Notification Form through the Office of the Registrar.

The Office of Registrar at Ameritech maintains student records. Students wishing to review their records may do so, within a reasonable amount of time, 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 will only provide copies of a student’s education record if a student cannot physically inspect/review the record. Students have the right to request that a college correct records which they believe to be inaccurate or misleading. If the college decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the college 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.

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**

A Leave of Absence (LOA) is a temporary interruption in a student’s program of study and refers to a specific time period during a program when a student is not in attendance. Students may apply for an LOA in the event of unforeseen extenuating circumstances (see Extenuating Circumstance page 34) that makes it impractical for the student to continue attendance in active/current courses but has a reasonable expectation of return and completing his/her program of enrollment. If a student wants to apply to take a leave, the student must first meet with Student Services to discuss all possibilities and LOA eligibility requirements which include:

- the student has reasonable expectation of return;
- the student will return on the next scheduled semester/term start date;
- and the total time of the LOA may not exceed 180 days.

If a student feels they are eligible for an LOA, the student must review and understand the terms and conditions of an approved LOA which include:

- that while the student is on an LOA and when the student returns no additional institutional charges will be assessed;
- if a student fails to return from the LOA on the previously scheduled and approved date to begin pre-work s/he will be withdrawn;
- if a student stops attending class after the return date during the pre-work period but before the active date s/he will be withdrawn;
- if withdrawn before the active date, the withdrawal date will be retroactive to the student’s last date of attendance prior to the LOA approval and the date of determination will be the previously scheduled and approved return date;
- that if the student is a Title IV loan recipient and fails to return from an LOA, the withdrawal date used in the Return to Title IV calculation will be the student’s last date of attendance. The student...
will have a six month grace period from the last date of attendance to when repayment begins for Direct Loans;

- students will be assessed an “L” grade for the courses from which s/he left;
- that upon return, nursing students may be asked to complete or update drug screen, background check, immunizations and/or CPR certification;
- students must notify the school with his/her intent to return at least two week prior to the scheduled return date to receive his/her schedule;
- students must meet with the Financial Aid department before returning to classes; and
- and upon returning from an LOA, a student must maintain Satisfactory Academic Progress (SAP).

If it is determined that the student is eligible to apply for an LOA, and s/he has agreed to the terms and conditions listed above, Student Services will direct the student to the Office of the Registrar for a Leave of Absence Application. The student will need to meet with the Office of the Registrar and Bursar’s Office to get the necessary information required to complete the application. Once the application is complete the student must sign and date the application and submit to the Office of the Registrar. The Office of the Registrar will notify the student within two business days if the application and request for an LOA has been approved or denied and/or the conditions in which a student must return. In rare instances where a student is unable to complete the application, such as with injury or illness, the Registrar will complete the LOA Application along with an explanation as to why the student did not complete the form.

*Please note that NOT all LOA applications are approved as each request for an LOA is evaluated on a case-by-case basis.

If a student’s request for an LOA meets the eligibility requirements and the LOA Application has been signed and submitted, the Office of the Registrar will send the student a Leave of Absence Letter, which will state:

- that the LOA has or has not been approved;
- that while the student is on an LOA s/he will NOT be considered to have withdrawn;
- the date the student is scheduled to return to classes to begin pre-work and the date the student is again considered active;
- and that students must notify the school with his/her intent to return at least two week prior to the scheduled return date to receive his/her schedule.

**STANDARD PERIOD OF NON-ENROLLMENT (SPN)**

There are a certain set of limited circumstances when the Academic Department determines it is necessary to interrupt the sequential order of required courses and requires an academically initiated leave of absence otherwise known as a standard period of non-enrollment (SPN). Once the Academic Department determines a student’s need for an SPN, the student will need to submit a leave of absence application. All terms and conditions as listed in the Leave Of Absence Policy listed above apply.
**Nondiscrimination and Equal Opportunity**

Ameritech is committed to the principle of equal opportunity and nondiscrimination in education and employment for all of its students, faculty, staff, and applicants for admission or employment. Ameritech and all of 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 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 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, 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 Office of the Registrar to file a written complaint. The Office of the Registrar will forward the complaint to the campus Executive Director, who, within 10 business days, will notify the student in writing about the action taken.

Ameritech’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.

**Withdrawal Policy**

*Official Withdrawal:* Occurs when the student requests to be withdrawn from the program. This must be made either in person (student then signs withdrawal form) or in writing. The “date of determination” of withdrawal is the date of the initial withdrawal request. When an official withdrawal request is received within the first week of student’s first semester, an enrollment cancellation may be granted in lieu of a withdrawal on a case-by-case basis. 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, 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” of withdrawal is the date of notification.

*Unofficial Withdrawal:* Occurs when the student fails to meet required program attendance, fails to attend for fourteen consecutive calendar days, fails to meet Satisfactory Academic Progress (SAP) minimums, does not return from Leave of Absence, violates the Academic Integrity or Student Code of Conduct policy, or fails to meet financial obligations. If the student is unavailable for signature, Ameritech will consider the student to have unofficially withdrawn.
1. **14 Days of Non-Attendance**: Student fails to attend classes for 14 consecutive calendar days. The date of determination of withdrawal shall be following the 14th consecutive day of absence.

2. **Failure to Make Satisfactory Academic Progress**: Student either fails to meet SAP minimums after one payment period on FA Warning status, *please consult Financial Aid Warning, Suspension, and Withdrawal on page 29*, cannot meet Satisfactory Academic Progress (SAP) minimums within one payment period, or has a second course failure (Associate of Science Nursing and Occupational Therapy Assistant programs, as well as the RN - BSN Completion Program.). The date of determination of withdrawal shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.

3. **Did Not Return from Leave of Absence**: If a student fails to return from an approved Leave of Absence by the stated date the student shall be withdrawn. The date of determination of withdrawal 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 the College after a Leave of Absence, the effective date and the refund calculations will be based on the last date of attendance.

4. **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 of withdrawal shall be the date the committee notifies the Registrar of the offense.

5. **Failure to Meet Financial Obligations**: If a student does not meet all financial obligations, *please consult Financial Aid Information on page 19*, the student shall be withdrawn. The date of determination shall be the date the Bursar’s Office notifies the Office of the Registrar.

**Readmission**

Students who have withdrawn either voluntarily or involuntarily and have been out of school for less than one year may submit a letter of intent to return. At a minimum, the letter of intent must include the reason(s) that led to the withdrawal, together with changes that have occurred that will permit the student to be successful in the program. If the withdrawal was for any reason other than failure to maintain Satisfactory Academic Progress (SAP), or violation of the Student Code of Conduct, students will work through the re-entry process and complete the necessary paperwork with the Office of the Registrar.

For students who have been out of school for more than one year and who were not withdrawn due to failure to meet SAP or violation of the Student Code of Conduct, they will need to contact the Admissions Department. These students will need to reapply for admission to the College and must meet all current program and College admission requirements by completing the entire application process.

Regardless of timeframe, if students were withdrawn due to failure to maintain SAP or for violation of the Student Code of Conduct, they must submit a letter of appeal for re-entry into their program. *Please consult Appeals Policy on page 33*.

If the student wishes to return to Ameritech, they will be subject to current book, tuition and fee rates, and will be required to meet satisfactory financial arrangements with the Financial Aid Department prior to
readmission. It also 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 Un-Satisfactory 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 business days of the incident. The College Administration must respond to a student’s request within ten business days of filing the complaint. Ameritech Appeals Committee will handle actions on an individual basis.

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

**ATTN: Ameritech College of Healthcare Corporate Office**

12257 Business Park Dr. Ste. 100
Draper, UT 84020-6545
FAX: (801) 816-1456

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. 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 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 Office of the Registrar.
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
PROFESSIONAL STUDENT BEHAVIOR

Individual college programs may enforce stricter policies than those outlined in this catalog. Students are advised to consult with their program director and student handbook on programmatic policies.

Students are expected to show professionalism and courtesy in their behavior toward the teaching and administrative staff, clinical or externship facilities and fellow students. They are also expected to be on task or otherwise engaged in the dynamics of the classroom, lab, clinical, or externship at all times. Students are being prepared to enter a professional healthcare environment with all the necessary skills and dispositions to demonstrate the behavior expected by clinical or externship 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 of Healthcare 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. Engaging in any of these activities can lead to disciplinary action up to and including expulsion from Ameritech:

1. Insubordination to faculty or administration, or conduct contrary to the best interests of the College or that reflects poorly on the College or affiliated clinical or extern site;
2. Possessing or bringing weapons or explosive materials onto Ameritech or affiliated clinical premises;
3. Use, possession, sale, transfer, or being under the influence of illegal drugs or alcohol on Ameritech or clinical premises;
4. Cheating or intentionally assisting another student or employee in utilizing unauthorized materials;
5. Stealing or willfully damaging Ameritech’s property, another student’s or an employee’s equipment or personal property;
6. Using abusive, foul or threatening language toward students, faculty, or administration;
7. Inappropriate use of Ameritech’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;
8. Engaging in sexual or any other form of harassment, whether verbal, written or physical;
9. Violating safety requirements or regulations;
10. Violating building regulations;
11. Performing any type of immoral or indecent act on Ameritech or clinical premises;
12. Refusal to comply with a directive from faculty or administration;
13. Dressing inappropriately or not using proper personal hygiene while representing Ameritech or an affiliated clinical site;
14. Use of electronic devices while in class for texting, games or any other non-course related activity;
15. Breach of confidentiality or privacy whether intentional or inadvertent;
16. 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 reserves the right to amend the Student Code of Conduct at any time with or without notice.

**CODE OF CONDUCT FOR ONLINE STUDENTS**

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

1. Access Ameritech online courses and other learning materials only for lawful purposes.
2. Respect the privacy of other members of the class and other students.
3. Demonstrate integrity by completing all course work, tests, discussion responses and other assignments with your own work.
4. Respect the integrity of the College computer systems, software, and applications.
5. 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.
6. 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.
7. Abide by all rules and regulations published by Ameritech 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 or externship rotation, certification, licensure, or employment in many fields of study offered by Ameritech. In addition, unlawful and/or unprofessional conduct could result in suspension or dismissal from college. 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 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**

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

**Social Media Conduct**
Students are expected to adhere to the highest ethics and standards. Public remarks deemed inappropriate by the college administration regarding educational experience, patients, classmates, colleagues, 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 college hours.

**Personal Appearance and Cleanliness**
Students at Ameritech College of Healthcare 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 clean, conservative, and professional appearance. Additionally, students are required to comply with all OSHA standards. 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.

The official Ameritech uniform consists of the standard medical uniform commonly known as “scrubs”. The required color, style, logo, and supplying vendor information is available from the administrative office.

Students are required to wear the uniform during all academically related activities on campus including class lectures, testing days, labs, and simulated clinical experiences (SCE).

For class lectures, testing days, and labs, the student dress code is as follows:

1. Royal blue scrubs with embroidered Ameritech logo on scrub top. Scrubs pants must be full-length; capri style or rolled pants will not be permitted. Legging style scrub pants will not be permitted.
2. A long-sleeved shirt may be worn under the scrubs as needed.
3. Shoes must be closed toe, but may be of any color. Clogs and crocs are permitted, however no flip-flops, sandals of any kind, or slippers.
4. No hats or beanies.
5. A light, full zip jacket may be worn over the scrubs as needed. Winter or ski coats should not be worn in the classroom or lab.
6. During lab classes, hair that is shoulder length or longer (men and women) MUST be pulled back, off the collar, away from the face, and neatly secured.
7. Students are not to wear ear “gauges” on campus.

The highest possible standards of personal hygiene and cleanliness must be observed while working and participating in clinicals, externships, and simulated clinical experiences (SCE).
1. Shoes must be closed toed and completely protect the foot, be mostly white with non-marking soles, and be neat in appearance in clinicals, externships, and simulated clinical experiences (SCE).

2. Ameritech 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 while at clinicals, externships, and simulated clinical experiences (SCE). Students and must adhere to the following standards:

   a. Visible tattoos must be covered while at clinicals, externships, and simulated clinical experiences (SCE). Students are discouraged from obtaining a tattoo in a prominent location (such as hands, face, wrists, neck, arms) as it is generally not in compliance with community standards for the medical professional. A long-sleeved shirt can be worn under the uniform to conceal body tattooing.

   b. One pair of post earrings may be worn during clinicals, externships, and simulated clinical experiences (SCE). No hoop or dangle earrings should be worn. Students should not wear any other kind of jewelry at these times with the exception of a wedding ring and a modest watch (students should be wearing a waterproof or water-resistant watch with a second hand). Some clinicals, externships, and simulated clinical experiences (SCE) may request the removal of post earrings, watch, and/or wedding ring. Students should not wear bracelets, necklaces (visible or hidden), or other jewelry during clinicals, externships, and simulated clinical experiences (SCE).

   c. While in class, clinicals, externships, and simulated clinical experiences (SCE), body jewelry must be removed or covered, including multiple ear piercings, tongue, eyebrow, nose piercings, or other types of visible piercings. Students are not to wear ear “gauges” on campus or at clinicals, externships, and simulated clinical experiences (SCE).

3. Hair that is shoulder length or longer (men and women) MUST be pulled back, off the collar, away from the face, and neatly secured while at clinicals, externships, simulated clinical experiences (SCE), and lab sessions in order to conform to regulatory safety standards. Hair should always be kept neat and clean and styled conservatively (i.e. no extreme colors, “Mohawk”-type styling, etc.). Dreadlocks and permanent hair accessories are not acceptable as they violate professional and sanitary standards. If a student is unsure about the appropriateness of a hairstyle, they should consult a member of the faculty or administration.

4. Facial hair must be kept neat, trimmed, and at a length that meets professional and sanitary standards at clinicals, externships, and simulated clinical experiences (SCE).

5. Fingernails must be kept short, trimmed, and clean. Artificial nails including gel and acrylics are not permitted, some clinicals, externships, and simulated clinical experiences (SCE) may also prohibit nail polish.
**Student Communication Policy**

Students are provided an Ameritech College of Healthcare email. Any email communication with the school needs to be completed through the student Ameritech College of Healthcare email to the recipient Ameritech College of Healthcare email. This includes assignments, course questions, and instructor questions. It is the responsibility of the student to check their email at least once a week and students are solely responsible for any missed communication. If for any reason the student is unable to access the Ameritech College of Healthcare email they should see any member of the faculty or staff for assistance.

Students are expected to keep the Office of the Registrar informed of any changes in contact or name information.

Any emergent College closures or other pertinent information will be sent via Ameritech College of Healthcare email, website, social media, and/or text message.

**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.

**Children in the Classroom**

Children of employees or students are not allowed in the classrooms or other instructional areas of the campus. Unattended children are not allowed in any campus area, including the parking lots and surrounding the buildings.

If there is an instruction-based need to have children of employees or students in the classrooms or other instructional areas of the campus, the faculty member will provide adequate prior notification to the program director and campus Executive Director.

**Use of Tobacco, Alcohol, and Illegal Drugs**

The use of alcohol on campus or during externship and clinical hours is prohibited. Use of illegal drugs, as well as abuse of prescription medications, at any time during a students’ enrollment in the College, whether on campus or not is prohibited. Drug testing, 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. Students who have a positive result on a drug test will be withdrawn from the College.

Smoking is prohibited within 25 feet of any campus door. Refer to the official Ameritech Drug and Alcohol Prevention Policy for more information.
ACADEMIC INTEGRITY

Academic integrity is highly valued at Ameritech College of Healthcare. Students are expected to adhere to the highest possible academic standards while attending Ameritech. 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. discussion of test material with students who have not yet taken the exam;
4. use of unauthorized materials (texts, notes, calculators, etc.);
5. taking an exam for another student;
6. having someone else take an exam for you; or
7. 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.

**COPYRIGHT POLICY**

There shall be no copying of or from copyrighted works without the express written permission of the author(s). Copying of copyright works for classroom use must meet the guidelines set forth by The Copyright Act of October 19, 1976, which is the copyright law of the United States, effective January 1, 1978 (title 17 of the United States Code, Public Law 94-5533, 90 Stat. 2541).
Under certain conditions specified in the law, libraries and archives (and schools), are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If the user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

In determining whether the use of a copyrighted work is a **fair use**, the following factors need to be considered:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantially of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

**OTHER ACADEMIC VIOLATIONS:**
Violations of academic policy considered as academic dishonesty include but are not limited to the following:

1. infringing on the rights of other students to fair and equal access to academic resources;
2. duplicating course materials expressly forbidden by the faculty member;
3. 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
4. ignoring or willfully violating class or laboratory instructions or policies.
**COMPUTER TECHNOLOGY AND THE Internet**

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

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

Misuse of computing, networking, or information resources may result in the restriction of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable college or campus policies, procedures, or collective bargaining agreements. Complaints alleging misuse of campus computing and network resources will be directed to those responsible for taking appropriate disciplinary action. Reproduction or distribution of copyrighted works, including but not limited to images, text, or software, without permission of the owner is an infringement of U.S. Copyright Law and is subject to civil damages and criminal penalties including fines and imprisonment. Please consult Copyright Policy on page 49.

**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 of Healthcare on the internet or through other medium without the express consent of Ameritech.

ADDITIONAL USE POLICIES
The Computer Use Policy applies to use of all Ameritech 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 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 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.
COMPUTING REQUIREMENTS
To maximize success in select programs, students must own or have access to a computer with a system profile that meets these minimum requirements:

1. Operating System:
   a. Microsoft Windows 7; or
   b. Microsoft Window 10; or
   c. Mac OS X 10.6 or later.
2. Internet Browser:
   a. Internet Explorer 9 or newer; or
   b. Firefox 12 or newer with cookies enabled; or
   c. Apple Safari 5 or newer; or
   d. Google Chrome 18 or newer.
3. Processor:
   a. PC: 1.7 gigahertz (GHz) or faster; or
   b. Mac: Intel processor.
4. Memory: 4 GB RAM
5. Screen Resolution
   a. PC: 1366 x 768; or
   b. Mac: 1280 x 800.
6. Keyboard and Mouse or Touchpad
7. Webcam
8. Connectability
   a. 10/100/1000 Gigabit Ethernet Connection Port; and
   b. 802.11b/g/n Wireless LAN.
9. Software: *Please have all software installed on the computer and ready for use.
10. Microsoft Office 365; or Microsoft Office 2013 (or the latest version).
STUDENT SERVICES

Ameritech College of Healthcare 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 Student Study and Resource Center, Career Services, academic, and financial advisements are available upon request. Student Services Advisors assist the student in making a smooth transition into the programs of study. 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. All students have access to the internet and a Student Study and Resource Center, Career Services, academic, and financial advisements are available upon request.

STUDENT ORIENTATION
Ameritech new student orientation is mandatory for all students prior to attending classes. Please consult the Academic Calendar in the Student Catalog Addendum for specific dates.

ACADEMIC COUNSELING SERVICES
Ameritech 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 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. Formal caps and gowns are worn at the graduation ceremony. Special awards are given to students with outstanding achievements. Online students are encouraged to attend these ceremonies. Contact your Student Services or Career Services representative for more information.

CAREER SERVICES
Ameritech strives to assist each graduating student in finding employment. No guarantees for employment can be given as hiring decisions are the discretion of employers. Applicants to Ameritech 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 or externship site and may impede employment. Please consult Ameritech’s Admissions Department for specific program requirements. 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.
PROGRAM OFFERING AND LENGTHS

ONLINE LEARNING

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. All online students will complete a Distance Education Readiness Assessment during the admissions process.

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

1. Have and maintain internet access.
2. Use provided ameritech.edu email account for all college-related communications.
3. Have and maintain a working phone and accessible number.
4. Participate in online course orientation.
5. Commence online contact with the faculty member(s) within the first three days after the term start date.
6. Verify mailing address and phone number with the online coordinator at the time of registration for each term.
7. Understand that student participation and class activities occur weekly throughout the course.
8. 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 re-enter the program during that term.
9. 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 completion of quizzes.

REGISTRATION FOR ONLINE COURSES

Online courses are available to students of Ameritech who are enrolled in programs that are delivered in an online format.
Upon registration for online courses, students will be given information to access a student resource center inclusive of an online library with multiple full-text databases and virtual librarian access.

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Total Classroom Hours</th>
<th>Classroom Length in Weeks</th>
<th>Externship Hours</th>
<th>+ Externship Length in Weeks</th>
<th>+ Total Program Length in Weeks</th>
<th>+ Total Program Length in Months</th>
<th># Days Per Week</th>
<th># Number of Start Dates Per Year</th>
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<td>Residential</td>
<td></td>
</tr>
</tbody>
</table>

*All courses at Ameritech 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 - BSN Degree 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.

* Program requires a two-year associate’s degree in nursing (minimum 72 semester credit hours with 24 credit hours in general education courses) 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 PROGRAM (DIPLOMA)**

**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**

The Dental Laboratory Technician Program at Ameritech College of Healthcare 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**

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<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>DLT 121</td>
<td>SUBSTRUCTURE DESIGN AND FABRICATION</td>
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<td>DLT 130</td>
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</tbody>
</table>

*A complete description of all courses in the Dental Laboratory Technician program is provided in the course descriptions section of this catalog.*
# MEDICAL ASSISTANT PROGRAM (Diploma)

**Available at Draper Campus, Day Classes Offered**

**Delivery Method:** Residential

## Objective

The objective of Ameritech College of Healthcare 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.

## Program Description

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 an 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.

## Career Information

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.

## Additional Program Information

Graduates of 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, the National Certified Medical Assistant (NCMA) offered by the National Center for Competency Testing, and the Certified Clinical Medical Assistant (CCMA) offered by the National Health career Association. Graduates may opt to take other certification exams to obtain a medical assistant 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.

## Program Offering and Length

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.
## Medical Assistant Program (Diploma)

### 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>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>9.00</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 111</td>
<td>Introduction to Medical Assisting</td>
<td>3.00</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 270</td>
<td>Medical Assistant Skills Review</td>
<td>1.00</td>
</tr>
<tr>
<td>MED 280</td>
<td>National Certification Exam Review</td>
<td>1.50</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>34.00</strong></td>
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<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 SCIENCE DEGREE PROGRAM
AVAILABLE AT DRAPER CAMPUS ONLY
DELIVERY METHOD: RESIDENTIAL  DAY CLASSES OFFERED

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

PROGRAM DESCRIPTION
The Associate of Science Degree Nursing program provides students the opportunity to learn through theory and practical applications how to be professional nurse leaders in caring for Clients, 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 of Healthcare 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 has been granted accreditation from the Accrediting Commission for Education in Nursing, Inc. (ACEN).

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. Ameritech 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 Science Degree Nursing program is 69-semester credit hours, consisting of 75 weeks (5 semesters) of lecture, lab, and clinical training. 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.
# Nursing – Associate of Science Degree Program

## REQUIRED COURSES

### 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>ENG 120</td>
<td>ENGLISH COMPOSITION</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>
</tbody>
</table>

**TOTAL REQUIRED CURRICULUM CREDITS**  
22.00

### 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>
<tr>
<td>TRM 102</td>
<td>MEDICAL TERMINOLOGY</td>
<td>1.00</td>
</tr>
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</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>NUR120</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 141</td>
<td>PHARMACOLOGICAL PRINCIPLES II</td>
<td>2.00</td>
</tr>
<tr>
<td>NUR 171</td>
<td>PSYCHIATRIC/MENTAL HEALTH NURSING</td>
<td>3.00</td>
</tr>
<tr>
<td>NUR 193</td>
<td>CARE OF THE ADULT CLIENT</td>
<td>6.00</td>
</tr>
<tr>
<td>NUR 213</td>
<td>MATERNAL/CHILD NURSING</td>
<td>6.00</td>
</tr>
<tr>
<td>NUR 253</td>
<td>CARE OF THE HIGH ACUITY CLIENT</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 273</td>
<td>TRANSITION TO THE PROFESSIONAL ROLE</td>
<td>5.00</td>
</tr>
<tr>
<td>NUR 290</td>
<td>NCLEX REVIEW</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**TOTAL CORE COURSES**  
44.00

**TOTAL REQUIRED CURRICULUM CREDITS**  
69.00

A complete description of all courses in the Associate of Science Degree Nursing program is provided in the course descriptions section of this catalog.
**NURSING - RN - BSN DEGREE COMPLETION PROGRAM**

**DELIVERY METHOD: ONLINE**

### OBJECTIVE

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

### PROGRAM DESCRIPTION

This program will prepare registered nurses with the knowledge and skills required to extend their practice options for a variety of clinical and management/leadership positions. With a conceptual framework based on holistic nursing practice, graduates will integrate concepts of caring that support the interrelationships of the bio-psychosocial spiritual dimensions of the human experience. The program 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.

### CAREER INFORMATION

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

### ADDITIONAL PROGRAM INFORMATION

#### ACCREDITATION

Ameritech College of Healthcare is accredited by the Accrediting Bureau of Health Education Schools (ABHES). In addition, the RN - BSN 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.

#### CURRICULUM

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 Institute of Medicine report, American Holistic Nurses Association (AHNA), and Quality and Safety in the Education of Nurses (QSEN). Upon completion of the nursing program, graduates may be eligible for certification as holistic nurses. Students are responsible for verifying eligibility with the American Holistic Nurses Association.

#### ADMISSIONS PROGRAM REQUIREMENTS

Students must 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 Ameritech’s Office of the Registrar to determine credit to be approved and applied to the requirements of the RN - 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.

#### PROGRAM OFFERING AND LENGTHS

The granting of the baccalaureate degree from Ameritech College of Healthcare requires a total of 120 credit hours which is comprised of a total of 72 credit hours transferred in and the completion of 48 credit hours in the program. 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.
**Nursing – RN - BSN Degree Completion Program**

**Required Courses**

### General Education Courses

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

**Total General Education Courses** 12.00

### 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>
<td>4.00</td>
</tr>
<tr>
<td>NUR 320</td>
<td>Holistic Nursing and Health Assessment</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 330</td>
<td>Population Focused Nursing Care</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 340</td>
<td>Quality and Safety in Nursing</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 400</td>
<td>Nursing Informatics and Technology</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 410</td>
<td>Nursing Leadership and Management Systems</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 420</td>
<td>Nursing Care of the Older Adult</td>
<td>4.00</td>
</tr>
<tr>
<td>NUR 430</td>
<td>Nursing Capstone Synthesis</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Total Core Courses** 36.00

**Total Required Curriculum Credits** 120.00

*A complete description of all courses in the RN - BSN Degree Completion Nursing Program is provided in the course descriptions section of this catalog.*
# Occupational Therapy Assistant - Associate of Science Degree Program

**Available at Draper Campus Only**

**Delivery Method: Residential**

## Objective

The mission of the Associate of Science Degree, Occupational Therapy Assistant program of study is to prepare graduates with the essential skills, professional attitudes and practice competencies needed to succeed in their roles as occupational therapy assistants.

## Program Description

The Occupational Therapy Assistant program prepares graduates to work with individuals and groups who are limited by physical injury or illness, mental health problems, developmental or learning disabilities, or the aging process. The student learns to utilize purposeful activities, exercises, adaptive devices, daily living tasks and leisure activities to assist patients to achieve their highest level of function and independence. The OTA participates in assisting the OT in assessing patient needs, determining therapeutic goals and treatment planning activities. Under direct supervision of the OT, the OTA is responsible for carrying out treatment sessions, communicating with patients and health care providers, documenting patient progress, and maintaining clinical environments. Occupational Therapy Assistants are employed in various settings, including but not limited to rehabilitation facilities, hospitals, skilled nursing facilities, schools, day treatment centers, outpatient clinics and other community agencies.

The OTA program prepares the graduate to pass the national certification exam and to be eligible to take the National Board for Certification in Occupational Therapy (NBCOT) examination. Students will need licensure in order to obtain employment. Students are also expected to take general education courses that are integrated into the program to supplement and enhance the occupational therapy courses.

## Career Information

Graduates are generalists in the field and are prepared to work with clients throughout the lifespan in a variety of settings.

## Additional Program Information

Occupational Therapy is a physically and psychologically demanding career. Potential students should consider their ability to perform the cognitive, gross and fine motor skills required as well as their general state of physical and emotional health. The Occupational Therapy Assistant program has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

## Program Offering and Length

The Associate of Science Degree Occupational Therapy Assistant program is 66-semester credit hours, consisting of 75 weeks (5 semesters) of lecture, lab, and fieldwork training. Courses are scheduled Monday-Friday, anytime between 8:00am-6:00pm, with varying field, lab and preceptor hours. Students may be required to attend classes, labs and fieldwork rotations during morning, afternoon, and evening hours, including weekends and holidays. Specific schedules and/or fieldwork sites cannot be guaranteed.
## Occupational Therapy Assistant - Associate of Science Degree Program

### Required 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>ENG 120</td>
<td>English Composition</td>
<td>3.00</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>15.00</strong></td>
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### Other Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT 105</td>
<td>College Mathematics</td>
<td>2.00</td>
</tr>
<tr>
<td>TRM 102</td>
<td>Medical Terminology</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Total Other Required Courses</strong></td>
<td></td>
<td><strong>3.00</strong></td>
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### Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 100</td>
<td>Introduction to Occupational Therapy</td>
<td>3.00</td>
</tr>
<tr>
<td>OTA 110</td>
<td>The OTA Professional</td>
<td>2.00</td>
</tr>
<tr>
<td>OTA 120</td>
<td>Occupations of Childhood and Adolescence</td>
<td>4.00</td>
</tr>
<tr>
<td>OTA 130</td>
<td>Occupational Therapy Assistant Skills I</td>
<td>2.00</td>
</tr>
<tr>
<td>OTA 140</td>
<td>Kinesiology and Functional Movement</td>
<td>3.00</td>
</tr>
<tr>
<td>OTA 150</td>
<td>Occupations of Adulthood</td>
<td>4.00</td>
</tr>
<tr>
<td>OTA 170</td>
<td>Occupational Therapy Assistant Skills II</td>
<td>2.00</td>
</tr>
<tr>
<td>OTA 180</td>
<td>Neuro and Functional Cognition</td>
<td>2.00</td>
</tr>
<tr>
<td>OTA 190</td>
<td>Psychosocial Aspects of Occupation</td>
<td>3.00</td>
</tr>
<tr>
<td>OTA 200</td>
<td>Occupations of Later Adulthood</td>
<td>4.00</td>
</tr>
<tr>
<td>OTA 230</td>
<td>Occupational Therapy Assistant Skills III</td>
<td>2.00</td>
</tr>
<tr>
<td>OTA 250</td>
<td>Professional Topics for the OTA</td>
<td>3.00</td>
</tr>
<tr>
<td>OTA 270</td>
<td>Fieldwork II - A</td>
<td>6.00</td>
</tr>
<tr>
<td>OTA 280</td>
<td>Fieldwork II - B</td>
<td>6.00</td>
</tr>
<tr>
<td>OTA 290</td>
<td>NBCOT Review</td>
<td>2.00</td>
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<tr>
<td><strong>Total Core Courses</strong></td>
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</table>

**Total Required Curriculum Credits** = **66.00**

*A complete description of all courses in the Associate of Science Degree Occupational Therapy Assistant program is provided in the course descriptions section of this catalog.*
<table>
<thead>
<tr>
<th>CODE</th>
<th>COURSE NAME</th>
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</thead>
<tbody>
<tr>
<td>BIO</td>
<td>ANATOMY AND PHYSIOLOGY/PATHOPHYSIOLOGY COURSES</td>
</tr>
<tr>
<td>CSC</td>
<td>EMPLOYMENT STRATEGIES/CAREER DEVELOPMENT COURSES</td>
</tr>
<tr>
<td>COM</td>
<td>COMMUNICATIONS COURSES</td>
</tr>
<tr>
<td>DLT</td>
<td>DENTAL LABORATORY TECHNICIAN COURSES</td>
</tr>
<tr>
<td>ENG</td>
<td>ENGLISH COURSES</td>
</tr>
<tr>
<td>MAT</td>
<td>MATH COURSES</td>
</tr>
<tr>
<td>MED</td>
<td>MEDICAL COURSES</td>
</tr>
<tr>
<td>NTR</td>
<td>NUTRITION COURSES</td>
</tr>
<tr>
<td>NUR</td>
<td>NURSING COURSES</td>
</tr>
<tr>
<td>OTA</td>
<td>OCCUPATIONAL THERAPY ASSISTANT</td>
</tr>
<tr>
<td>PSY</td>
<td>PSYCHOLOGY COURSES</td>
</tr>
<tr>
<td>SOC</td>
<td>SOCIOLOGY COURSES</td>
</tr>
<tr>
<td>TRM</td>
<td>MEDICAL TERMINOLOGY COURSES</td>
</tr>
</tbody>
</table>

**Lower Division Courses:** Lower division courses are those courses numbered one hundred (100) through two hundred ninety nine (299).

**Upper Division Courses:** Upper division courses are those courses numbered three hundred (300) through four hundred ninety nine (499).
COURSE DESCRIPTIONS

BIO 110 ANATOMY AND PHYSIOLOGY
Length: 75 hours (Lecture)
Credits: 5 Credit Hours
Delivery Method: Residential
Pre-requisites: 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
Delivery Method: Residential
Pre-requisites: 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
Delivery Method: Residential
Pre-requisites: BIO 210
Co-requisites: None
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 hematologic, endocrine, musculoskeletal, and integumentary systems are also presented.

BIO 250 PATHOPHYSIOLOGY II
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Delivery Method: Residential
Pre-requisites: BIO 240
Co-requisites: None
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.
**CSC 260 Employment Strategies**
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Delivery Method: Residential
Pre-requisites: 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
Delivery Method: Residential
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
Delivery Method: Residential
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
Delivery Method: Residential
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
Delivery Method: Residential
Pre-requisites: 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)  
Delivery Method: Online Asynchronous  
Pre-requisites: None  
Course Description: This course will provide an overview of the basic forms of writing in any workplace setting. Assignments will address various types of writing experiences. Current written communication style will be reviewed with a focus on formatting and citation. Emphasis throughout the course will be on providing opportunities for the students to develop effective communication strategies and incorporate the use of technology through practical real-world writing assignments inclusive of a final culminating project presented as an APA research essay. This course emphasizes the development of writing as a tool to build critical thinking capacity, primarily through following the steps of the writing process as a way to develop strategies for effective communication.

**MAT 105 COLLEGE MATHEMATICS**
Length: 30 hours (Lecture)  
Credits: 2 Credit Hours  
Prerequisites: None  
Course Description: This course includes basic math concepts of whole numbers, fractions, decimals, proportions, percentage calculations, and basic geometry.

**MAT 112 CLINICAL MATHEMATICS**
Length: 30 hours (Lecture)  
Credits: 2 Credit Hours  
Delivery Method: Residential  
Pre-requisites: None  
Co-requisite: 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)  
Delivery Method: Online Asynchronous  
Pre-requisites: None  
Course Description: The decisions that one makes 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 field of healthcare.

**MED 111 INTRODUCTION TO MEDICAL ASSISTING**
Length: 60 Hours (30 Lecture/30 Lab)  
Credits: 3.00 Credit Hours  
Delivery Method: Residential
Pre-requisites: None
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
Delivery Method: Residential
Pre-requisites: 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
Delivery Method: Residential
Pre-requisites: 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
Delivery Method: Residential
Pre-requisites: 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
Delivery Method: Residential
Pre-requisites: 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
**Delivery Method:** Residential  
**Pre-requisites:** 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  
**Delivery Method:** Residential  
**Pre-requisites:** 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  
**Delivery Method:** Residential  
**Pre-requisites:** 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 270 MEDICAL ASSISTANT SKILLS REVIEW**  
**Length:** 30 Hours Lab  
**Credits:** 2 Credit Hours  
**Delivery Method:** Residential  
**Pre-requisites:** Bio 110, TRM 101, MED 111, MED 130, MED 150, MED 210, MED 220, MED 230, MED 240.  
**Co-requisite:** MED 250  
**Course Description:** This course allows students to review significant competencies learned during the Medical Assistant Program. Students will be able to combine and demonstrate proficiency all of skills in a “clinical” type setting prior to externship. Students will also repeat certain Physician’s Office Laboratory tests.

**MED 280 NATIONAL CERTIFICATION EXAM REVIEW**  
**Length:** 30 Hours (30 Lecture)  
**Credits:** 1.50 Credit Hours  
**Delivery Method:** Residential  
**Pre-requisites:** Bio 110, TRM 101, MED 111, MED 130, MED 150, MED 210, MED 220, MED 230, MED 240.  
**Co-requisite:** MED 250  
**Course Description:** This course is designed to prepare for a National Certification Exam. This course will discuss exam preparation and different testing skills. Students will also review learned material from previous classes and take different practice exams to prepare for certification.
**MED 290 MEDICAL ASSISTING EXTERNSHIP**

**Length:** 180 hours (180 externship hours)  
**Credits:** 4 Credit Hours  
**Delivery Method:** Residential  
**Pre-requisites:** 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  
**Delivery Method:** Residential  
**Pre-requisites:** None  
**Co-requisite:** 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 112 ESSENTIALS OF NURSING I**

**Length:** 120 hours  
(45 hours lecture/30 hours lab/45 hours clinical)  
**Credits:** 5 Credit Hours  
**Delivery Method:** Residential  
**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  
**Delivery Method:** Residential  
**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
- **Delivery Method:** Residential
- **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 141 PHARMACOLOGICAL PRINCIPLES II**
- **Length:** 30 Hours (30 Lecture)
- **Credits:** 2.00 Credit Hours
- **Delivery Method:** Residential
- **Pre-requisite:** MAT112, BIO210, BIO240, and NUR131
- **Co-requisite:** BIO250, NUR120, and NUR171

**Course Description:** This course is a continuation of NUR 131, teaching students 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
- **Delivery Method:** Residential
- **Pre-requisites:** NUR 112, NUR 131, BIO 240 and **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 193 CARE OF THE ADULT CLIENT**
- **Length:** 165 Hours (52.5 Lecture/112.5 Clinical)
- **Credits:** 6.00 Credit Hours
- **Delivery Method:** Residential
- **Pre-requisite:** NUR 120, NUR 131, NUR 171, BIO 250
- **Co-requisite:** NUR 213

**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 112.5 clinical hours caring for adult and geriatric clients: 84 of these hours will be in the acute care setting and 28.5 hours in simulated clinical experiences.
NUR 213 MATERNAL/CHILD NURSING
Length: 120 Hours (75 Lecture/45 Clinical)
Credits: 6.0 Credit Hours
Delivery Method: Residential
Prerequisite: NUR 120, NUR 131, NUR 171, BIO 250
Co-requisite: NUR 193
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 45 hours in the clinical setting, including 24 hours caring for clients in acute care and outpatient settings as well as 21 hours in simulated clinical experiences.

NUR 253 CARE OF THE HIGH ACUITY CLIENT
Length: 60 Hours (60 Lecture)
Credits: 4.0 Credit Hours
Delivery Method: Residential
Prerequisite: NUR 193, NUR 213
Co-requisite: NUR 273, NUR 290
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 273 TRANSITION TO THE PROFESSIONAL ROLE
Length: 157.5 Hours (37.5 Lecture/120 Clinical)
Credits: 5.0 Credit Hours
Delivery Method: Residential
Prerequisite: NUR 193, NUR 171, NUR 213
Co-requisite: NUR 253, 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 108 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
Delivery Method: Residential
Pre-requisites: 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.

AMERITECH
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NUR 300 CONTEMPORARY NURSING ISSUES AND INNOVATIONS
Length: 60 hours (Lecture)
Credits: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: Admission to BSN Program
Course Description: This course prepares the student with the knowledge of the major trends and innovations in professional nursing practice and in the United States (US) healthcare delivery system. 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. Students will learn principles of case management, human genetics, technology and other practice innovations. Students will prepare a plan for lifelong learning, begin to 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
Delivery Method: Online Asynchronous
Pre-requisites: 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 while developing a researchable question in the field of nursing. Students will use this question as the basis for a review of relevant scientific literature and to 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 well as 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
Delivery Method: Online Asynchronous
Pre-requisites: None
Course Description: This course provides students with knowledge and theoretical information required for holistic nursing practice. Content is based on the foundational principles and standards formulated by the American Holistic Nurses Association. Students will explore the integration of body, mind, spirit, and culture as they impact health and wellness. Strategies used to assess the health and wellness status of individuals are explored. The concept of the holistic nurse as a coach and advocate for improved health and wellness is discussed.

NUR 330 POPULATION FOCUSED NURSING CARE
Length: 60 hours (Lecture).
Credits: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: 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 is explored from a holistic perspective.

**NUR 340 QUALITY AND SAFETY IN NURSING**

**Length:** 60 hours (Lecture)
**Credits:** 4 Credit Hours
**Delivery Method:** Online Asynchronous
**Pre-requisites:** None

**Course Description:** 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. Students will examine the issue of patient safety, risk appraisal, and medical error reduction. Students will develop an evidence based job description for an entry-level registered nurse.

**NUR 400 NURSING INFORMATICS AND TECHNOLOGY**

**Length:** 60 hours (Lecture)
**Credits:** 4 Credit Hours.
**Delivery Method:** Online Asynchronous
**Pre-requisites:** NUR 300 level courses

**Course Description:** Informatics is identified by the Institute of Medicine and the Quality and Safety in Educating Nurses 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 identified. 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.
**Delivery Method:** Online Asynchronous
**Pre-requisites:** NUR 300 level courses

**Course Description:** This nursing course focuses on transformational leadership and management principles that guide professional nursing across practice settings. 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 healthcare 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
**Delivery Method:** Online Asynchronous
**Pre-requisites:** NUR 300 level courses

**Course Description:** This course is designed to educate students on the unique needs of the older adult using a holistic approach. Following an overview of the aging process, students will explore strategies and interventions to support safe and effective outcomes for older adults in a variety of settings. Students will complete a holistic assessment, incorporating recommendations in an individualized plan of self-
care. The special needs of hospice and end of life care, as well as legal and ethical issues will be considered.

**NUR 430 NURSING CAPSTONE SYNTHESIS**

**Length:** 30 hours (Lecture)/60 hours (Lab)
**Credits:** 4 Credit Hours
**Delivery Method:** Online Asynchronous
**Pre-requisites:** NUR 300 level courses & 400 Level Courses
**Course Description:** This course provides students with an opportunity for synthesis and application of prior learning, previous practice experiences, and the knowledge gained in the program. Students will complete a real-world nursing project by collaborating with a professional practice leader under the direction of the course faculty member. The peer review process is incorporated in the course for further development of the vulnerable population project. Students will explore a variety of topics related to contemporary nursing practice.

**OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY**

**Length:** 60 hours (30 hours lecture/30 hours lab)
**Credits:** 3 Credit Hours
**Prerequisites:** None
**Course Description:** This course introduces the profession of occupational therapy and the occupational therapy assistant. An introduction to occupational therapy across the lifespan, treatment settings, and areas of practice will be brought into focus. Occupational therapy topics include the history, philosophical principles and values of the profession, current and emerging practice areas, ethics, and the process of occupational therapy. The Occupational Therapy Practice Framework is explored including task analysis, adaptation, and gradation.

**OTA 110 THE OTA PROFESSIONAL**

**Length:** 30 hours (Lecture)
**Credits:** 2 Credit Hours
**Prerequisites:** None
**Course Description:** This course mentors the student to develop professional behaviors and presents student with resources necessary for success as students and professionals including setting goals, time management, study skills, learning styles, and stress management. This course also introduces the Occupational Therapy Practice Framework: Domain and Process (OTPF), evidence based practice and familiarizes students with the expectations of fieldwork experiences, in an effort to improve their success in the OTA program.

**OTA 120 OCCUPATIONS OF CHILDHOOD AND ADOLESCENCE**

**Length:** 75 hours (45 hours lecture/30 hours lab)
**Credits:** 4 Credit Hours
**Prerequisites:** OTA 110
**Co-requisites:** OTA 130, OTA 140
**Course Description:** This is the first course in a series examining occupational role change throughout the lifespan and explores occupational role change through childhood into adolescence. This course presents normal development through physical, psychosocial, and cognitive change. A review of commonly treated diagnosis for this population is explored including approaches to applying theoretical frameworks, interventions, and the occupational therapy practice framework by the OTA within the contexts of a variety of disorders, conditions, and circumstances occurring during this period of human development.
**OTA 130 Occupational Therapy Assistant Skills I**
Length: 75 hours (45 hours lab, 30 hours fieldwork)
Credits: 2 Credit Hours
Prerequisites: OTA 110
Co-requisites: OTA 120, OTA 140
Course Description: This is the first course in a series examining occupational role change throughout the lifespan and explores occupational role change through childhood into adolescence. This course presents normal development through physical, psychosocial, and cognitive change. A review of commonly treated diagnosis for this population is explored including approaches to applying theoretical frameworks, interventions, and the occupational therapy practice framework by the OTA within the contexts of a variety of disorders, conditions, and circumstances occurring during this period of human development.

**OTA 140 Kinesiology and Functional Movement**
Length: 60 hours (30 hours lecture/30 hours lab)
Credits: 3 Credit Hours
Prerequisites: OTA 110
Co-requisites: OTA 120, OTA 130
Course Description: This course focuses on the development of movement across the lifespan in a functional capacity in addition to exploring components of body movement and connecting movement to function. Emphasis is placed on biomechanics and the muscular requirements for movement. Topic include methods of measuring body movement and muscles, the analysis of normal and abnormal movement, and the impact of movement on occupational performance.

**OTA 150 Occupations of Adulthood**
Length: 75 hours (45 hours lecture/30 hours lab)
Credits: 4 Credit Hours
Prerequisites: OTA 140
Co-requisites: OTA 170, OTA 190
Course Description: This is the second course in a series examining occupational role change throughout the lifespan and explores occupational role change through adulthood. This course presents the normal aging process and how it impacts the adult population through physical, psychosocial, and cognitive change. A review of commonly treated diagnosis for this population is explored including approaches to applying theoretical frameworks, interventions, and the occupational therapy practice framework by the OTA within the contexts of a variety of disorders, conditions, and circumstances occurring during this period of human development.

**OTA 170 Occupational Therapy Assistant Skills II**
Length: 75 hours (45 hours lab, 30 hours fieldwork)
Credits: 2 Credit Hours
Prerequisites: OTA 140
Co-requisites: OTA 150, OTA 190
Course Description: This course provides the students the opportunity to solidify their knowledge, clinical and professional skills necessary to work with the adult population in a variety of settings, as a competent occupational therapy assistant.

**OTA 180 Neuro and Functional Cognition**
Length: 37.5 (22.5 hours lecture 15 lab)
Credits: 2 Credit Hours
Prerequisites: OTA 140
Co-requisites: OTA 150, OTA 170
Course Description: This course reviews the structures and further explores the functions of the nervous system including essential neurologic principles as they relate to rehabilitation practice. Students will be provided with an in depth look at visual processing, memory, and executive functioning skills and disorders, with an opportunity to explore these concepts in a laboratory environment. Factors that influence vision, perception and cognition including assessment and interventions implemented by the occupational therapy assistant will be learned and practiced.

OTA 190 PSYCHOSOCIAL ASPECTS OF OCCUPATION
Length: 60 hours (30 hours lecture/30 hours lab)
Credits: 3 Credit Hours
Prerequisites: OTA 140
Co-requisites: OTA 150, OTA 170
Course Description: This course provides the students the opportunity to solidify their knowledge, clinical and professional skills necessary to work with the adult population in a variety of settings, as a competent occupational therapy assistant.

OTA 200 OCCUPATIONS OF LATER ADULTHOOD
Length: 75 hours (45 hours lecture/30 hours lab)
Credits: 4 Credit Hours
Prerequisites: OTA 190
Co-requisites: OTA 230, OTA 250
Course Description: This is the third course in a series examining occupational role change throughout the lifespan and explores occupational role change in the older adult. This course presents the normal aging process and how it impacts the geriatric population through physical, psychosocial, and cognitive change. A review of commonly treated diagnosis for this population is explored including approaches to applying theoretical frameworks, interventions, and the occupational therapy practice framework by the OTA within the contexts of a variety of disorders, conditions, and circumstances occurring during this period of human development.

OTA 230 OCCUPATIONAL THERAPY ASSISTANT SKILLS III
Length: 75 hours (45 hours lab, 30 hours fieldwork)
Credits: 2 Credit Hours
Prerequisites: OTA 190
Co-requisites: OTA 200, OTA 250
Course Description: This course provides the students the opportunity to solidify their knowledge, clinical and professional skills necessary to work with the older adult population in a variety of settings, as a competent occupational therapy assistant.

OTA 250 PROFESSIONAL TOPICS FOR THE OTA
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Prerequisites: OTA 190
Co-requisites: OTA 200, OTA 230
Course Description: This course examines issues that are essential to the everyday practice of occupational therapy include reimbursement and finance, working within a team, OT supervision of OTAs, utilizing evidence based practice, the quality improvement process, and research. This course also describes the role of the OTA in management and change management. This course also facilitates the opportunity for students to propose an area of practice they would like to learn more about (such as dementia, CarFit, NDT, etc), develop an independent study experience with the mentoring of the
instructor, complete additional training in this area, and reflection on this training.

**OTA 270 FIELDWORK II-A**
**Length:** 270 hours (Lecture)
**Credits:** 6 Credit Hours
**Prerequisites:** OTA 250
**Co-requisites:** OTA 280, OTA 290
**Course Description:** This course is the first of two final clinical internships prior to the student entering the profession as an entry level clinician. For observation and guided practice for the application of occupational therapy process where there is a pediatric, adolescent, adult, geriatric or psychiatric rehabilitation specialty receiving occupational therapy services at a healthcare, education or community site. Faculty or clinical educators are present and assist with guiding the student’s learning experiences. A service learning project will be incorporated into this course. This course is at an off campus location, students are responsible for their own transportation.

**OTA 280 FIELDWORK II-B**
**Length:** 270 hours (Lecture)
**Credits:** 6 Credit Hours
**Prerequisites:** OTA 250
**Co-requisites:** OTA 270, OTA 290
**Course Description:** This course is the second of two final clinical internships prior to the student entering the profession as an entry level clinician. For observation and guided practice for the application of occupational therapy process where there is a pediatric, adolescent, adult, geriatric or psychiatric rehabilitation specialty receiving occupational therapy services at a healthcare, education or community site. Faculty or clinical educators are present and assist with guiding the student’s learning experiences. A service learning project will be incorporated into this course. This course is at an off campus location, students are responsible for their own transportation.

**OTA 290 NBCOT REVIEW**
**Length:** 30 hours (Lecture)
**Credits:** 2 Credit Hours
**Prerequisites:** OTA 250
**Co-requisites:** OTA 270, OTA 280
**Course Description:** This course will assist students to finalize preparation for taking the NBCOT 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 NBCOT and individual assistance will be offered for test preparation as student needs are identified.

**PSY 211 INTRODUCTION TO PSYCHOLOGY**
**Length:** 45 hours (Lecture)
**Credits:** 3 Credit Hours
**Delivery Method:** Residential
**Pre-requisites:** None
**Co-requisite:** 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.
Delivery Method: Online Asynchronous
Pre-requisites: None
Course Description: This course presents a variety of the prevailing perspectives on psychological disorders. The course will compare and contrast approaches which psychologists consider best practice today. The most common disorders that healthcare professionals will encounter will be addressed. The course will utilize case studies and videos 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.

SOC 211 INTRODUCTION TO SOCIOLOGY
Length: 45 hours (Lecture)
Credits: 3 Credit Hours
Delivery Method: Residential
Pre-requisites: None
Co-requisite: 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
Delivery Method: Residential
Pre-requisites: 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.

TRM 102 MEDICAL TERMINOLOGY
Length: 15 hours (Lecture)
Credits: 1 Credit Hour
Delivery Method: Residential
Pre-requisites: None
Course Description: This course will prepare students for the study of the discipline of nursing and medicine through the learning of medical terms with their definitions. Medical and nursing terminology will be introduced and reviewed throughout the course.
STUDENT CATALOG ADDENDUM

2016 ACADEMIC YEAR

Version Date July 5, 2016
Revision May 24, 2016

Provo Main Campus

2035 North 550 West
Provo, UT 84604
1-800-377-2907
Phone: (801) 377-2900 Fax: (801) 375-3077
Provoadmissions@ameritech.edu
Office Hours
Monday – Thursday 8:30 AM – 5:30 PM

Draper Main Campus

12257 Business Park Drive, Suite 100
Draper, UT 84020
1-800-652-0907
Phone: (801) 816-1444 Fax: (801) 816-1456
Draperadmissions@ameritech.edu
Office Hours
Monday – Thursday, 8:30 AM – 5:30 PM
Friday, 8:30 AM – 5:00 PM
# Program Tuition and Fees

<table>
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<th>Medical Assistant</th>
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Tuition, fees, and books are subject to change without prior notice.

Students have the opportunity to opt out of the process the college uses to provide required course materials. Please see the financial aid office for more information.

These items represent additional expenses that you may incur while attending Ameritech College of Healthcare.

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## 2017 Student Planning Calendar

### January 2017

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- January 2: New Year's Day Observed
- January 5: RN-BSN Virtual Orientation
- January 6: DLT/MA/NUR/OTA New Student Orientation
- January 9: DLT/MA/NUR/RN-BSN/OOTA Semester Start
- January 16: Martin Luther King Jr Day
- January 18: Graduation

### February 2017

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- February 20: Presidents Day
- February 28: MA Term 1 End

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- March 1: RN-BSN Term 1 End
- March 2: RN-BSN Virtual Orientation
- March 3: MA New Student Orientation
- March 6: MA/RN-BSN Term 2 Start

### April 2017

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- April 21: MA Semester End
- April 25: DLT/Nursing/OTA Semester End
- April 26: RN-BSN Semester End

### May 2017

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- May 4: RN-BSN Virtual Orientation
- May 5: DLT/MA/NUR New Student Orientation
- May 8: DLT/MA/NUR/OTA Semester Start
- May 17: Graduation
- May 29: Memorial Day

### June 2017

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- June 27: MA Term 1 End
- June 28: RN-BSN Term 1 End
- June 29: RN-BSN Virtual Orientation
- June 30: MA New Student Orientation

### July 2017

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- July 3: MA/RN-BSN Term 2 Start
- July 4: Independence Day
- July 24: Pioneer Day (Utah State Holiday)

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- August 18: DLT/MA/NUR/OTA Semester End
- August 22: MA Semester End
- August 23: RN-BSN Semester End
- August 31: RN-BSN Virtual Orientation

### September 2017

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- September 1: DLT/MA/NUR/OTA New Student Orientation
- September 4: Labor Day
- September 5: DLT/MA/NUR/RN-BSN/OOTA Semester Start
- September 13: Graduation

### October 2017

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- October 24: MA Term 1 End
- October 25: RN-BSN Term 1 End
- October 26: RN-BSN Virtual Orientation
- October 27: MA New Student Orientation
- October 30: MA/RN-BSN Term 2 Start

### November 2017

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- November 23: Thanksgiving Day
- November 24: Thanksgiving Break

### December 2017

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- December 15: DLT/NUR/OTA Semester End
- December 19: MA Semester End
- December 20: RN-BSN Semester End
DENTAL LABORATORY TECHNOLOGY (DLT) FACULTY

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

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

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

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

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

ERIC LEACH, Adjunct Faculty
M.A., History, California State University
B.A., Chinese, Brigham Young University

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

TODD POWERS, Adjunct Faculty
B.S. Psychology, Brigham Young University M.S. Social Work, Brigham Young University

DAVID THOMPSON, Adjunct Faculty
M.S., Marriage and Family Therapy/Counseling, Brigham Young University
B.S., Psychology, Utah Valley University
MEDICAL ASSISTANT (MA) DRAPER FACULTY

Ben McBride, NCMA, Program Director
A.A.S., Medical/Clinical Assistant, Stevens-Henager College

Areli Leyva, CMA (AAMA) Faculty
A.S. Integrated Studies, Medical Assistant, LDS Business College

Melissa Hoyt, Part-time Faculty
A.S., Speech and Hearing Science, University of Utah
B.S., Speech and Hearing Science, University of Utah

MEDICAL ASSISTANT (MA) PROVO FACULTY

Ben McBride, NCMA, Program Director
A.A.S., Medical/Clinical Assistant, Stevens-Henager College

Jasey Wardle, AAMA, Faculty
Certificate of Completion for Administrative and Clinical Medical Assisting, Bridgerland Applied Technology College

NURSING - RN - BSN DEGREE COMPLETION PROGRAM FACULTY

Dr. Melissa Popovich, RN, CNE, Program Director
D.N.P., Nursing, Chatham University
M.S., Nursing - Legal, Capital University
B.S., Nursing, Capital University

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

Dr. Susan Adamek, RN, NEA-BC, FACHE, Part-time Faculty
Ph.D., University of Nevada, Las Vegas
M.S., Parent-Child Nursing, Georgia State University
B.A., Biology, Mercer University
B.S., Nursing, Armstrong State College
NURSING - RN - BSN DEGREE COMPLETION PROGRAM FACULTY

**JULIE AIKEN, RN, CNE, Faculty**
M.S., Nursing, Certified Nurse Educator, University of Phoenix
B.S., Nursing, University of Utah

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

**DR. GAIL MAIER, RN, Part-time Faculty**
Ph.D., Educational Administration and Curriculum, University of Toledo
M.S., Nursing, The Ohio State University, College of Nursing
M.E.d., University of Toledo
B.S., Nursing, Mary Manse College

**CYNTHIA MUSHETT, 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., Nursing, Chatham University
M.S., Nursing, Chamberlain College of Nursing
B.S., Nursing, Chamberlain College of Nursing

**DR. ANN SPENCE, RN, Part-time Faculty**
D.N.P., Nursing, Duquesne University
M.S., Parent Child Nursing, University of Michigan

**KATHRYN SELLERS, Part-time Faculty**
M.S., Psychology, Industrial Organization, Auburn University
B.S., Psychology, University of Montevallo

**DR. SHIRL A. SMITH, 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

**DR. KATHY FERNANDEZ, Part-time Faculty**
Ph.D., Health Education and Psychology, Ohio State University
M.S., Health Education, Ohio State University
B.S., Nursing, Wright State University
NURSING - ASSOCIATE DEGREE PROGRAM FACULTY

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

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

HEATHER PANEK, RN, Assistant Program Director
M.S., Nursing Education, University of Phoenix
B.S., Nursing, University of Phoenix
A.S., Nursing, Salt Lake Community College

BOBBI ALLAGIER, RN, Part-time Faculty
B.S., Nursing, Weber State University

CHERYL ARMSTRONG, RN, Faculty
M.S., Nursing Education, University of Utah
B.S., Nursing, Weber State University
A.S., Nursing, Weber State University

BRITT E BAER, RN, Faculty
M.S., Nursing, HCSM, Loyola University
B.S., Nursing, Westminster College

MEGAN BARTEL, RN, Part-time Faculty
M.S., Nursing, University of Utah
B.S., Nursing, University of Utah

BRYAN BARTON, RN, Part-time Faculty
M.S., Nursing, Western Governors University
B.S., Nursing, Weber State University
A.A.S., Applied Science, Weber State University

RONALD BERENDSON, RN, Faculty
M.S., Nursing Education, Western Governors University
B.S., Nursing, Western Governors University
A.A.S., Nursing, Excelsior College
NURSING - ASSOCIATE DEGREE PROGRAM FACULTY

JULIE BRINLEY, RN, Faculty
M.S., Nursing Education, Regis University
B.S., Nursing, Westminster College
A.D., Nursing, Mesa Community College

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

RACHEL BURGIO, RN, Part-time Faculty
M.S., Nursing and Health Administration, University of Phoenix
B.S., Nursing, Baker University

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

HEATHER DOMAN, RN, Part-time Faculty
M.S., Nursing, University of Utah
B.S., Nursing, University of Utah
A.S., General Education and Nursing Salt Lake Community College

ANNAN FETZER, RN, Part-time Faculty
M.S., Nursing, Weber State University
B.S., Nursing, Westminster College

DAVID HASKELL, RN, Part-time Faculty
M.S., Nursing Education, University of Phoenix
B.S., Nursing, Weber State University

KARLA HUNTSMAN, RN, Faculty
M.S., Nursing, University of Phoenix
B.S., Nursing, Brigham Young University

ANDREA HUSO, RN, Part-time Faculty
B.S., Nursing, Ameritech College
A.S., Nursing, Ameritech College

JOYCE JOHNSON, RN, Faculty
M.S., Nursing, California State University
B.S., Nursing, University of Phoenix
A.S., Nursing, Los Angeles Valley College
**NURSING - ASSOCIATE DEGREE PROGRAM FACULTY**

**LISA LOONEY, RN, Faculty**  
M.S., Nursing, Weber State University  
B.S., Nursing, Dixie State University  
A.S., Nursing, Salt Lake Community College

**ANDREA LOVING, RN, Part-time Faculty**  
M.S., Nursing, University of Cincinnati  
B.S., Nursing, Western Governors University  
A.S, Nursing, AmeriTech College

**LORENE JOHNSON, APRN, Faculty**  
M.S., Advanced Practice Registered Nurse, University of Utah  
B.S., Nursing, University of Utah

**KATRINA LITTLE, RN, Faculty**  
M.S., Nursing, University of Utah  
B.S., Nursing, Creighton University  
A.S., Nursing, Weber State University

**DEREK MOOS, RN, Part-time Faculty**  
M.S., Nursing, Western Governor’s University  
B.S., Nursing, Weber State University

**SHIRLEY OBERG, RN, Part-time Faculty**  
M.S., Nursing, University of Phoenix  
B.S., Nursing, University of Phoenix  
A.S., Nursing, Weber State University  
L.P.N., Weber State University

**JOSEPH PRIOR, RN, Part-time Faculty**  
B.S., Nursing, Utah Valley University  
A.S., Nursing, Utah Valley University

**MARIA DEL CARMEN RAMIREZ, RN, Part-time Faculty**  
B.S., Nursing San Francisco University

**JOSHUA RAY, RN, Part-time Faculty**  
M.S., Nursing, Walden University  
B.S., Nursing, Western Governors University  
A.S., Nursing, Ameritech College

**TIMOTHY SPEK, RN, Part-time Faculty**  
B.S., Nursing, University of Utah  
A.S., Nursing, Utah Valley University

**SOMERSET SMITH, RN, Part-time Faculty**  
B.S., Nursing, Utah Valley University  
A.S., Nursing, Utah Valley University
NURSING - ASSOCIATE DEGREE PROGRAM FACULTY

CATHRYN TAYLOR, RN, *Part-time Faculty*
B.S., Nursing, Westminster College

BARBARA VANHEMERT, RN, *Part-time Faculty*
B.S., Nursing, University of Utah
A.S., Nursing, New York State University

OCCUPATIONAL THERAPY ASSISTANT - ASSOCIATE OF SCIENCE DEGREE PROGRAM FACULTY

DANA DUNBAR-LEAVITT, OTR/L, *Program Director*
M.S., Occupational Therapy, University of Utah
B.S., Behavioral Science and Health
CORPORATE ADMINISTRATION

DR. JULIE AIKEN, President, Chief Executive Officer

RICK BENTZ, Vice President of Marketing

LARRY LITCHFIELD, Vice President of Academic Affairs

LINDA PETERSEN, Vice President of Student Services

THOMAS REAMS, Chief Financial Officer

KRISTEN CHUBAC, Corporate Bursar

KRISTY HILL, Associate Corporate Director of Financial Aid

MICKAEL SORENSEN, Corporate Director of Human Resources

JENNIFER VAN SCHOUWENBURG, Education Systems Manager

AMBER EAST, Assistant Bursar/Collections Specialist

DARRELL SEABURY, Assistant Bursar/Acounts Payable

NANCY LAST, Associate Director of Compliance and Accreditation

CHRISTINE COLOTLA, Financial Aid Processor

JOSHUA KNOTTS, Business Development
DRAPER CAMPUS ADMINISTRATION AND STAFF

LARRY LITCHFIELD, Executive Director

NICOLETTE WATKINS, Dean of Academic Affairs

STACY AIKEN, Director of Career Services

ALANNA GARTON, Director of Financial Aid

LAURIE O’NEAL, Registrar

LINDA PETERSEN, Director of Student Services

VICKIE ANAYA, Admissions Consultant

BJ BRIDGES, High School Admissions Consultant

DEBRA JENKINS, Admissions Consultant

CINDY LORRAINE-PASKE, Admissions Consultant

TRACIE WILKINS, Admissions Consultant

DAVID SHOBER, Financial Aid Representative

MARLO RICE, Assistant to the Registrar

COLETTE ANDERSEN, Receptionist

JANET FERGUSON, Nursing Administrative Assistant

JOELL GOFF, Nursing Administrative Assistant

TERRI GOODCASE, Receptionist/Admissions Coordinator

ASHLEY MACHADO, Administrative Assistant
PROVO CAMPUS ADMINISTRATION AND STAFF

BJ BRIDGES, Executive Director

LARRY LITCHFIELD, Dean of Academic Affairs

KAREN DUNCAN, House Keeping

CYNTHIE KEENO, Financial Aid Representative

MELE MAVAE, Registrar and Front Desk
REVISIONS TO THE STUDENT CATALOG
2016 ACADEMIC YEAR
Version Date July 5, 2016