CATALOG
2019 - 2020 ACADEMIC YEAR
Version Date July 2019

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 – Friday 8:00 AM – 5:00 PM
www.ameritech.edu

Provo Non-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 8:00 AM – 5:00 PM
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AMERITECH COLLEGE OF HEALTHCARE ADMINISTRATION ........................ X
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Welcome to Ameritech College of Healthcare, an accredited institution known for graduating skilled, sought after, and successful health professionals. Founded in 1979 in Provo, Utah, Ameritech’s mission is to prepare people to serve as competent professionals, to advance their careers, and to pursue lifelong learning. In pursuit of our mission, we aspire to create learning environments that will transform the lives of the people we serve, enabling them to have a greater positive impact on their communities.

Today, Ameritech is a thriving institution with a vibrant learning community. Our students and proud alumni are a reflection of our institution. They are assertive, resilient, and eager, willing, and able to pursue the future with enthusiasm. Our stellar faculty comprised of subject-matter experts in their respective fields are committed to achieving our institutional and program learning outcomes for the betterment of the people we serve.

We welcome you to join our community. As an Ameritech student, you should expect to be challenged, enriched, and transformed. We challenge our students because the professions they seek require individuals who are worthy of great trust. We enrich our students through our values of caring and service so that, as graduates, they may go on to enrich their communities. We often reflect on the transformation we see in such a short period of time with our students. Executed at its highest level, education and learning has the unique ability to profoundly transform a student’s life.

Lastly, true to Ameritech at its core, you should expect to move fast, never sacrifice quality, and be a standard-bearer among your peers.

With the Ameritech faculty and staff, I look forward to having you become a part of our rich history of proud Ameritech students and alumni.

Sincerely,

Sherry Jones, M.T. (ACSP), PMST
President and CEO
Ameritech College of Healthcare
Ameritech College of Healthcare General Information

Ameritech College of Healthcare is an accredited institution of higher education specializing in healthcare professions. This section offers general information about the College, beginning with the guiding principles that shape education at the institution.

Mission Statement
To prepare people to serve as competent professionals, to advance their careers, and to pursue lifelong learning.

Vision
We aspire to create learning environments which will transform the lives of the people we serve, enabling them to have a greater positive impact on their communities.

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 the College’s work.

Integrity
To adhere to the highest standard of professionalism, ethics, and personal responsibility.

Excellence
To be a standard bearer by continually measuring and improving outcomes.

Learning
To continuously pursue knowledge and have an environment which provides and encourages that opportunity.

Caring
To practice empathy and nurture the wellbeing of others.

Service
To act for the betterment of our people and our communities.

Institutional Learning Outcomes
All Ameritech College of Healthcare graduates shall be able to:

1. Use evidence-based research in practice
2. Serve diverse communities and stakeholders
STATEMENT ON ACADEMIC FREEDOM

The College endorses and adheres to the concept of academic freedom and supports the instructor’s privilege to function as a scholar in the interpretation and application of theories and ideas. While course descriptions in the College Catalog specify what content is to be covered, and the student learning outcomes to be achieved, specific methods for teaching the course are not imposed, except for those courses offered exclusively online, where the delivery medium requires certain methods.

College faculty members are committed to protecting longstanding rights of academic freedom important for the intellectual health of the College. At the same time, responsibilities guide and direct the faculty’s engagement with the College’s entire institutional and cultural life. The two together—rights and responsibilities—are partners in the protection of an open, diverse, and stimulating academic environment.

Members of the Ameritech College of Healthcare faculty are entitled to:

- Full freedom of inquiry and research, and the publication of the results thereof.
- The same rights, privileges, and prerogatives of citizenship as are enjoyed by all American citizens, and the full exercise of these freedoms, rights, and privileges cannot serve as a basis for dismissal from their faculty positions.

The exercise of freedom entails the responsibility to:

- Present their subjects accurately, adequately, and fairly, without narrow partisanship or bias.
- Keep pace with developments in their field(s) of specialization.
- Conduct their professional activities according to high standards of scholarship.

Academic freedom includes the obligation to respect the rights of others, to freedom of speech and the right to be heard, freedom from personal force and violence, freedom of movement, and freedom from personal harassment of such a character as to constitute grave disrespect to an individual’s dignity.

Academic freedom does not include the right to interfere with the personal freedoms, rights, dignity, and reasonable expectations of others.

HISTORY

Ameritech College of Healthcare has a rich history of more than 40 years serving the community in the Salt Lake City Valley. The College was founded in 1979 as the American Institute of Medical Dental Technology, Inc. In 2006, the College expanded and opened a new site in Draper, Utah. In 2006, the name of the College was changed to Ameritech College, to reflect its expanding scope of education and training, and the launching of its Associate of Science in Nursing degree.
In May 2015, to emphasize healthcare as the College’s educational focus, the name was changed to Ameritech College of Healthcare.

Today, Ameritech College of Healthcare is a thriving institution that has become a top choice among students seeking accelerated pathways into select health professions. The College is best known for its nursing education and is home to one of the largest and highest-performing pre-licensure nursing programs in Utah. As a multidisciplinary institution, the College also offers an Occupational Therapy Assistant program and one of the state’s longest-running Medical Assistant programs.

Since its inception, the College has operated as a private institution. As of September 2018, the College, as part of its goal of becoming a leading institution of higher learning, has added an independent Board of Trustees and a shared governance model to its operational strategy.

STATEMENT OF OWNERSHIP

Ameritech College, LLC, doing business as Ameritech College of Healthcare, is a Utah Limited Liability Company (LLC) with its primary office located in Draper, Utah.

INSTITUTIONAL ACCREDITATION

Ameritech College of Healthcare is 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. ABHES provides Ameritech institutional accreditation for the delivery of diploma, associate degree, and bachelor degree programs.

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

ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

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

ACCREDITING COMMISSION FOR EDUCATION IN NURSING, INC. (ACEN)

3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000 Voice | (404) 975-5020 Fax
www.acenursing.org
**RN–BSN DEGREE PROGRAM**

The RN–BSN Degree Program has been granted programmatic accreditation from the Commission on Collegiate Nursing Education (CCNE).

**Note:** The baccalaureate and direct entry master degree programs in nursing at Ameritech College of Healthcare are pursuing initial accreditation by the Commission on Collegiate Nursing Education [http://www.ccneaccreditation.org](http://www.ccneaccreditation.org). Applying for accreditation does not guarantee that accreditation will be granted.

**COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE)**

655 K Street NW, Suite 750  
Washington, DC 20001  
(202) 887-6791  
[www.aacnnursing.org/CCNE](http://www.aacnnursing.org/CCNE)

**OCCUPATIONAL THERAPY ASSISTANT PROGRAM**

The Occupational Therapy Assistant Program has been granted programmatic accreditation from the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

**AMERICAN OCCUPATIONAL THERAPY ASSOCIATION (AOTA)**

4720 Montgomery Lane, Suite 200  
Bethesda, Maryland 20814-3449  
(301) 652-AOTA  
[www.acoteonline.org](http://www.acoteonline.org)

**ENDORSEMENT**

The RN–BSN Degree Program is currently endorsed by the American Holistic Nurses Credentialing Corporation (AHNCC).

**AMERICAN HOLISTIC NURSES CREDENTIALING CORPORATION (AHNCC)**

811 Linden Loop  
Cedar Park, Texas 78613  
512-528-9210  
[www.ahncc.org](http://www.ahncc.org)

**AFFILIATIONS AND MEMBERSHIPS**

**ASSOCIATE OF SCIENCE IN NURSING PROGRAM**

The Associate of Science in 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 qualifies graduates of the program for appropriate testing for Utah State Licensure as Registered Nurses.
The Associate of Science in Nursing Program is a member of the National League for Nursing (NLN).

**NATIONAL LEAGUE FOR NURSING (NLN)**

The Watergate
2600 Virginia Avenue, NW
Washington, DC 20037
www.nln.org

**MEDICAL ASSISTANT PROGRAM**

Graduates of Ameritech’s Medical Assistant Program 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 Healthcareer Association (NHA).

**AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS**

20 North Wacker Drive, Suite 1575
Chicago, Illinois 60606
(312) 899-1500 or (800) 228-2262
(312) 899-1259 Fax
www.aama-ntl.org

**AMERICAN MEDICAL TECHNOLOGISTS**

10700 West Higgins Rd,
Suite 150
Rosemont, IL 60018
Phone: 847.823.5169
Fax: 847.823.0458
www.americanmedtech.org/

**NATIONAL CENTER FOR COMPETENCY TESTING**

7007 College Blvd
Overland Park, Kansas 66211
(800) 875-4404
(913) 498-1243 Fax
www.ncctinc.com

**NATIONAL HEALTHCAREER ASSOCIATION**

11161 Overbrook Road
Leawood, Kansas 66211
(800) 499-9092
(913) 661-6291 Fax
www.nhanow.com

**UTAH VALLEY CHAMBER OF COMMERCE**

Ameritech is a member of the Utah Valley Chamber of Commerce, www.thechamber.org
STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

In keeping with the Student Right to Know Act and the Campus Security Act (“Clery Act”), Ameritech provides information to students, faculty, staff, and the public related to graduation and transfer-out rates, financial aid, and campus safety and security.

Graduation and transfer-out rates, financial aid information, and campus safety and security information are posted to the Ameritech website and/or published in the College’s Consumer Information Guide, Annual Security Report, and Drug and Alcohol Prevention Program, all of which are available through the Ameritech website, with print copies available upon request.

COLLEGE CLOSURES/HOLIDAYS

AMERITECH 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 Eve
Christmas Day
New Year’s Eve

Please consult the Appendix at the end of this Catalog for more information about scheduled class breaks.

Note. Students completing clinical, fieldwork, and externship hours must follow the holiday and work schedules of the facilities where they are completing these requirements. Thus, if Ameritech is closed for a holiday listed above, but a student’s clinical, fieldwork, or externship site is open that day, the student must report to the off-campus facility as scheduled.

CLASS HOURS

Class, lab, and clinical, fieldwork, or externship hours may vary by campus and program. Building access hours are 5 am – 10 pm 7 days a week. Students are not required to leave at 10 pm but there’s no re-entry after 10 pm. There is no on-site security on-site so please be aware of your surroundings, especially when walking to and from the parking lot. Under no circumstances should you let someone in the building after hours. Only students are allowed in the building after 10 P.M.
FACILITIES: DRAPER CAMPUS

The Draper Campus is located at 12257 Business Park Drive, Suite 100, in Draper, Utah. The campus occupies approximately 42,000 square feet, comprising 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 what is used in hospitals, facilities, and clinics
- Two mobile laptop computer labs
- Student lounge areas
- Faculty offices
- Testing Center
- Administrative offices
- Two Student Study and Resource Centers
- Two Occupational Therapy Assistant labs with supporting furnishings and equipment

FACILITIES: PROVO NON-MAIN CAMPUS

The Provo Non-Main Campus is located at 2035 North 550 West in Provo, Utah. The non-main campus occupies approximately 2,500 square feet of well-lit, air-conditioned classrooms and supporting facilities. The campus consists of two classrooms, simulated medical clinic, offices, and a lobby.

PARKING

Student parking is available at both campuses at no cost to the student on a first-come, first-served basis. Parking and traffic congestion is anticipated at the beginning of each semester. To lessen the impact of parking issues:

- Allow extra time to arrive and find a parking spot.
- Take the bus, ride a bike, or carpool with other student(s).

Students are expected to abide by all traffic laws and park at their own risk.

STUDENT STUDY AND RESOURCE CENTERS

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. Copying may incur a cost to the student. Desktop computers, wireless internet access, and power sources are available for student use during campus operating hours.
LIBRARY RESOURCES

Ameritech provides students with online library 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 also subscribes to LIRN’s Consortium Librarian Services. For research assistance and training, students and faculty may contact the LIRN Librarian at:

AmeritechCollegeOfHealthcare@lirn.libanswers.com
ADMISSIONS INFORMATION

ADMISSIONS POLICY
Admission is selective and based upon available facilities and resources within Ameritech College of Healthcare and within the community. Applicants may apply for admission into a program for a fall, winter, or summer semester/term. Decisions regarding acceptance into a desired program will be made after a review of the applicant’s file. Applicants may be accepted up to the third day of classes, subject to approval by the Program Director.

To help students enroll in programs that match their academic preparation and ability, admission to the College requires that every student adhere to established admission deadlines and provide all application materials stipulated by the College, including, but not limited to, official high school and/or college transcripts, application fee if applicable, and completion of all entrance assessments, prerequisites, and admission requirements. Transfer students are required to submit official transcripts from all colleges/universities attended. After being admitted, students may be required to attend orientation and meet with an advisor to be guided through a personalized enrollment process.

Applicants who have minor deficiencies in meeting the admissions criteria will be reviewed and may be granted conditional acceptance into an educational program. Conditionally accepted students must complete specified conditions within set time frames indicated in the letter of acceptance. Failure to comply with set conditions will result in an inability to begin or progress in the program. However, enrollment may be limited to the best qualified candidates in the order of receipt of full application requirements if the number of applicants exceeds the enrollment limit.

Programs may have limited openings or “seats” for new students. For this reason, prospective students are encouraged to complete their applications and meet their prerequisites as soon as possible so that they may be considered for admission before all seats have been filled. A completed application does not guarantee admission to the College or program.

Ameritech College of Healthcare reserves the right to:

- Deny admission to an otherwise qualified applicant
- Revoke admission based on an adverse background, drug, or fingerprint screening
- Defer qualified applicants to future start dates.

Upon completion of the application process, Ameritech will consider the application in totality. Applicants accepted or rejected by Ameritech are notified in writing.
LEGAL CONSIDERATIONS

In certain states, professional standards, regulations, and laws prohibit the issuing of a nursing or other professional healthcare license to a convicted felon. In addition, healthcare facilities routinely refuse to allow convicted felons into the clinical setting to obtain clinical experience. As a result, Ameritech College of Healthcare requires applicants who have been convicted of a felony, misdemeanor, or any criminal acts to disclose this information as a mandatory step in the application process. Ameritech reserves the right to deny admission to any applicant who has a criminal record and may revoke acceptance of a student who does not fully disclose the nature or extent of any felonies, misdemeanors, or criminal convictions.

IMMUNIZATION AND HEALTH REQUIREMENTS

Students who participate in clinical experiences are at risk for exposure to and possible transmission of vaccine-preventable diseases. Maintenance of immunity is required in all programs. To protect students, healthcare providers, and patients, students must provide evidence of adequate immunity.

Documentation of current immunizations and proof of current CPR certification are required. Immunization requirements include, but are not limited to, the following: Tuberculosis, Tetanus, Diphtheria & Pertussis (Tdap), Varicella, Measles, Mumps, Rubella (MMR), Hepatitis B, Influenza Vaccination. Failure to provide the required documentation may result in withdrawal from courses and/or program.

For more information on immunizations and related matters, students should consult their program’s student handbook.

ADMISSIONS REQUIREMENTS

GENERAL REQUIREMENTS

Every applicant to Ameritech must meet the following basic requirements to be considered for admission:

- Submit completed application form
- Pay any applicable fees
- Meet with a member of the Financial Aid Department and make satisfactory arrangements to cover the cost of education
- Provide official proof of high school graduation or equivalency
- Submit official transcripts from all postsecondary schools attended if requesting evaluation of transfer credit
- Be able to communicate effectively in English
- Successfully pass a qualifying entrance examination(s), when required
- Satisfactorily pass a background screen and/or drug screen prior to the start of classes
- Pass the Distance Education Readiness Assessment (DERA)
PROGRAM-SPECIFIC REQUIREMENTS

Certain programs may require additional entrance requirements, academic requirements, and procedures. Programs may be accredited by professional or technical organizations that may require certain minimum standards for entrance into a program in that field. Other programs may require prerequisite skills or knowledge specific to entry-level courses required for that major. To learn more, prospective students should refer to program-specific requirements listed in this Catalog.

ONLINE RN-BSN PROGRAM REQUIREMENTS

In addition to applicable general requirements for admission, RN-BSN Degree program applicants are required to have:

- An unencumbered RN license to practice as a registered nurse in the United States (or attestation if new graduate), prior to starting classes
- Completed associate degree in nursing with a minimum cumulative grade point average of 2.5 from an accredited institution recognized by the U.S. Department of Education.

NOTE. The RN-BSN program is a fully online program. Prospective RN-BSN students should consult the Admissions Office regarding distance education eligibility by state.

INTERNATIONAL STUDENT VISA APPLICATION REQUIREMENTS

Ameritech College admits international students. In addition to meeting the applicable general requirements for admission, prospective international students are required to provide the following:

- Ameritech I-20 applicant information sheet
- Proof of payment of $20 non-refundable Ameritech I-20 processing fee
- Copy of current passport
- Ameritech sponsorship affidavit signed by sponsor
- Proof of financial support funds from sponsor
- Official transcript of an IBT TOEFL score of at least 61 for prospective student, if needed*

*If a prospective international student’s country of origin does not primarily speak English, the student is required 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 other countries where English is the primary language would not be required to provide proof of English proficiency.

HIGH SCHOOL GRADUATION OR EQUIVALENCY

Acceptable evidence includes:
• High School Diploma
• GED
• Signed attestation of high school graduation or GED completion
• College degree from an accredited postsecondary institution recognized by the United States Department of Education.

Applicants who received their high school diploma in another country are required to submit their official high school transcripts to a foreign credentialing evaluation service. The prospective student’s evaluation must be received by the Ameritech Registrar before the student can be fully admitted and enrolled in classes. The evaluation should be completed by an evaluation agency approved by the National Association of Credential Evaluation Services (www.naces.org/members).

BACKGROUND SCREENING POLICY

Ameritech College of Healthcare believes that the enrollment of qualified students contributes to the overall success of the education process. Background screens, drug screens, and reference checks serve as important parts of the admissions process. This information is collected as a means of obtaining additional applicant-related information that helps determine an applicant’s overall qualifications and ensure the protection of the current people, property, and information of the organization.

At Ameritech, background screens, drug screens, and reference checks are conducted on every student applicant. This process is conducted to verify the accuracy of the information provided by the applicant. The following verifications may be conducted:

1. Social Security Number Verification
2. Criminal Convictions (applicable federal, state and/or county/local records)
3. Sexual Offender and Predator Registry
4. Applicable State Medicaid Exclusion List
5. GSA List of Parties Excluded from Federal Programs
6. OIG List of Excluded Individuals.

IMPORTANT INFORMATION ABOUT THE BACKGROUND SCREENING POLICY

• An applicant who fails to pass a background screen, drug screen, and/or reference check may not be admitted to the College, at the College’s discretion.
• An applicant may not be admitted if the criminal history report indicates a conviction of either a felony classification or misdemeanor within the past seven (7) years unless there are mitigating circumstances.
• Admission to the College or any of its programs does not guarantee that an individual will be eligible for employment or licensure. Employers and licensing agencies may have more restrictive requirements, and it is the student’s responsibility to review licensing and employment eligibility standards.
BACKGROUND SCREENING & ACCESS TO RECORDS

Information obtained from the background screening, drug screening, and reference check process will be kept strictly confidential. Only approved personnel at Ameritech will have access to this information. Ameritech may release information obtained from background screening, drug screening, and reference checks to clinical providers in relation to the applicant’s participation at clinical facilities. The College will ensure that all background screens, drug screens, and reference checks are conducted in compliance with all federal, state, county, and local statutes, as applicable.

ENTRANCE EXAMINATIONS

DISTANCE EDUCATION READINESS ASSESSMENT (DERA)

The Distance Education Readiness Assessment or DERA is a required assessment for acceptance into all degree-level programs.

MEDICAL ASSISTANT PROGRAM

Applicants to the Medical Assistant program are administered the Wonderlic Scholastic Level Exam (SLE). A passing score of 13 is needed for admission. The exam may be taken 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 the 24 months (two years) before beginning their program may waive the entrance exam requirement, provided their ACT meets a minimum score of 21.

ASSOCIATE OF SCIENCE IN NURSING & OCCUPATIONAL THERAPY ASSISTANT PROGRAMS

Applicants to the ASN program and the OTA program are administered the ATI Test of Essential Academic Skills (TEAS). A minimum passing score of 60% cumulative, with a minimum score of 60% on the Reading section, is required for admission. The exam may be taken three times in a 12-month period. Passing exam scores are valid for one year from the date administered. Results from exams proctored at approved institutions within the past 12 months may be accepted.

NEW STUDENT ORIENTATION

Newly admitted students, regardless of program, are required to participate in mandatory program orientation. Students who do not participate in mandatory program orientation may lose their spot in the semester in which they wish to start and may need to reapply for the next available term.

FINANCIAL AID & ADMISSIONS

Financial arrangements must be complete by the end of the second week of classes. Students whose financial arrangements are not complete by the end of the second week of classes are not guaranteed a spot in the term in which they wish to start and may need to reapply for the next available term. For more information about Financial Aid, see the section on Financial Aid in this Catalog.
FINANCIAL AID INFORMATION

FINANCIAL POLICY
Financial arrangements must be complete by the end of the second week of classes. If all financial obligations are not met by the end of the second week of classes, students may lose their spot in the semester/term in which they wish to start and may need to reapply for the next available semester/term. Students may be withdrawn if financial obligations are not met during their program. At the time of graduation, students are expected to satisfy all financial aid requirements and settle all accounts with the College. If these requirements are not met and accounts not settled at the time of graduation, the College will not release transcripts or diplomas. Questions about Ameritech’s financial policies should be directed to the College’s Financial Aid Office or Bursar’s Office.

FINANCIAL AID OPTIONS
Several financing options are available to those who qualify, including, but not limited to, the following:

1. Federal Financial Aid/ Title IV, including Pell Grants and Direct Loans
2. Third-Party Scholarships
3. Cash Payments
4. Ameritech Scholarships
5. Alternative Education Loans
6. Support through 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 these methods of payment, Ameritech financial aid programs, policies, procedures, and disbursements, students should contact the Financial Aid Office or Bursar’s Office.

CASH PAYMENTS
Tuition payments are due the first day of the semester/term or as otherwise scheduled by the Bursar’s Office. Additional terms and conditions may apply as outlined per the 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. Non-sufficient funds and collections fees may be applied to all returned checks. Payments can be made at the Bursar’s Office during regular business hours. Credit card payments may also be submitted online through the Ameritech website.
FEDERAL FINANCIAL AID/TITLE IV

Ameritech participates in the Federal Pell and Federal Direct Loan programs that include Subsidized, Unsubsidized, and Plus Direct Loans. Students interested in applying for these programs must obtain a FSA ID at fsaid.ed.gov 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 offers institutional scholarships for those who qualify to assist students financially to better afford their college education. Application and detailed eligibility requirements are available through the campus Admissions Office and Financial Aid Office. Ameritech scholarships include the following:

1. Ameritech Medical Assisting Career Goals Scholarship
2. Ameritech Community Service Scholarship
3. Ameritech Presidential Scholarship

ELIGIBILITY REQUIREMENTS FOR AMERITECH SCHOLARSHIPS

- Students interested in an Ameritech scholarship are required to complete and submit an application to the Scholarship Committee for approval prior to their program start date. The Scholarship Committee reviews all required documentation and sends out a letter of acceptance or denial. All scholarships are subject to availability based on campus need. Students are only eligible to receive one scholarship at a time during the entire term of their program enrollment.
- Scholarship awards are calculated based on the percentage of tuition charged for each semester or can be split into equal disbursements over the life of their program of study. Payments are disbursed at the beginning of each new term payment period. Exceptions may apply and will be outlined in their student’s award letter.
- In the event of withdrawal, scholarship 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 may be eligible for full scholarship disbursement for the current payment period.
- Certain scholarships require students to maintain a specific Cumulative Grade Point Average (CGPA) during the duration of the program to be eligible for the next scholarship disbursement. Students who do not meet the CGPA requirement are given one probationary semester to improve academic performance. The Scholarship Committee sends out a notification of probation at the beginning of the semester. If the CGPA does not meet the requirement, the Scholarship Committee may send a letter of disqualification, and the student may no longer be eligible for future scholarship disbursements from Ameritech.
- Students are expected to adhere to all policies as outlined by the Student Catalog and their program’s Student Handbook. Any student who 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.
BOOKS AND SUPPLIES OPT IN/OUT POLICY

Students at Ameritech may purchase books and supplies from the College for their current program, to be paid with their federal financial aid, alternative funding, scholarships, or cash. Students may also opt-out of Ameritech’s process for obtaining books and supplies. New students are given the selection choice during the financial aid process. Existing students may choose to opt-out of the College’s process for obtaining books and supplies by submitting their selection form to the Financial Aid Office at least 30 days prior to any semester/term start date.

Once a selection is made, it can remain in effect for the entirety of a student’s program. Students may change their selection by notifying the Financial Aid Office at least 30 days prior to the start of any semester/term.

Students who choose to opt-out of Ameritech’s process for acquiring books and supplies and who have a credit balance on their account for the semester may be disbursed a stipend of any remaining credit balance by the seventh day in the payment period to enable the purchase of books and supplies.

INSTITUTIONAL REFUND POLICY FOR CANCELLATION OF ENROLLMENT

Students in any ground or online program who provide written or verbal notice of cancellation to their Admissions Consultant within three business days (excluding federal and state holidays) of signing this 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 Ameritech. 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.

DROP PERIOD

Students who officially or unofficially withdraw from school within the first two weeks of scheduled classes after the official start date of the program will not be considered to have started school, no credits will be earned, and their tuition obligation and cost of course materials will be waived. It is requested that unused course materials be returned to the institution. Further, any Title IV grant and/or loans funds received, will be returned to the appropriate program.

Students who do not withdraw within the first two weeks of scheduled classes after the official start date of the program will be considered to have confirmed their intention to continue the program as a regular student and thus will be classified as a start. To be officially accepted as a regular student, a student must also:
- Satisfy all remaining admissions requirements as stated in the institution’s catalog and addenda; and
- Secure funding to pay for their term charges, which includes, but is not limited to, completing the financial aid process and submitting all required documentation. Any student who continues their program with the intention to complete and who wishes to receive federal student aid funds must meet all other student eligibility criteria as provided in the federal regulations.

**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 requirements and hierarchy are adhered to. All refunds will be made within 45 days after the date of Ameritech’s determination that the student has withdrawn.

**RETURN OF FEDERAL FINANCIAL AID FUNDS POLICY**

Ameritech is required to calculate the amount of federal financial aid a withdrawn student earns for a semester no later than 30 days after the student withdrawal date as determined by the College. Students can officially withdraw from the College (see Withdrawal Policy in this Catalog). Students are unofficially withdrawn by the College for reasons that include, but are not limited to, failing to attend for fourteen (14) calendar days, failing to meet the minimum satisfactory academic progress (SAP) standards, and other policy violations.

Financial aid is awarded for an entire semester, and when a 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 obligations. 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. Direct Unsubsidized Loans
- b. Direct Subsidized Loans
c. Direct Plus Loans  
d. Federal Pell Grant

The College determines 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 five (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 is 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 their eligible financial aid for the semester. The unearned portion or 75% (seventy-five percent) of the financial aid for the semester must be returned to the financial aid programs by the school. 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 is disbursed and credited to the student’s account. If the student is eligible for a Direct Loan and/or Direct PLUS Loans post-withdrawal disbursement, the borrower is 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 a 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 is 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 refers the overpayment to the U.S. Department of Education Student Credit Management Collections. Once the overpayment is reported, the student may be ineligible for additional financial aid until the overpayment is repaid.
REFUND TIMELINE AND REFUND ALLOCATION

The Financial Aid Office and Bursar’s Office 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, these are returned no later than 45 days after the College determines the student withdrew. The unearned financial aid is 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 are refunded to the student. If a third-party agency pays for the student’s tuition, excess funds are 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 is notified and is responsible for paying the balance in full 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 accepts no obligation to provide any student with an official copy of their transcript or other enrollment records if the student is in default herein. Nonsufficient funds fees, collection fees, interest and attorney fees shall apply and be charged based on local, state or federal statute at the maximum rate permitted by law, whichever is lower.

FINANCIAL AID GUIDELINES FOR RE-ENTRY FOLLOWING A WITHDRAWAL

If a student wishes to return to Ameritech, the student may be subject to current book, tuition, and fee rates and may be required to meet satisfactory financial arrangements with the Financial Aid Office prior to re-entry. Any holds or outstanding balances are required to be paid in full before a student may be eligible for re-entry. Title IV funds cannot be used to pay off an existing balance with the College from any previous enrollments. Re-entry is subject to space availability, the approval of the reapplication process, and/or the appeals committee. Students applying for re-entry may be subject to the current version of the program they wish to re-enter. More information can be found under the Re-entry Policy in this Catalog.

Students who fail to maintain Satisfactory Academic Progress (SAP) may be placed on Financial Aid Suspension and be withdrawn. (More information can be found under the Satisfactory Academic Progress Policy in this Catalog.) Students may appeal the Financial Aid Suspension withdrawal. (Please consult the Appeals Procedure in this catalog.) 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 re-entry 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 rate of progress to the minimum levels of 2.0 and 67%, respectively.

REGISTRATION AND GRADUATION HOLDS

Students are required to meet all tuition and related payments in order to register or 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, including transcripts or diplomas, from Ameritech may be denied if a student’s account is delinquent.

UPDATES TO FINANCIAL AID POLICIES AND PROCEDURES

Ameritech follows all applicable financial aid and Title IV policies and procedures as outlined by the U.S. Department of Education. Changes in these policies may be made by the Department of Education at any time without notice. To remain informed of changes, students are encouraged to consult the Financial Aid Office or Bursar’s Office for applicable changes, if any.
ACADEMIC INFORMATION

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, fieldwork 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
Transfer credit will be awarded once a prospective student has enrolled in a program at Ameritech and once official transcripts are received. Prospective students are strongly encouraged to submit transcripts during the application process. Transferring credit does not necessarily abbreviate program length and may have an impact on financial aid. Please consult 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 Ameritech College of Healthcare. 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. Students may be awarded transfer credits for upper division general education courses by transferring in equivalent level general education credits (300-400), assuming all transfer credit requirements 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.

For a course submitted for review to be eligible for transfer credit, the prospective student must have earned a minimum grade of “C”. Some courses may require an earned minimum grade of a “C+” or better depending on program specific requirements. Advanced Placement (AP) scores must be a three or better to receive transfer credit. Students may be awarded transfer credit for courses taken under a non-traditional grading system (pass/fail) if grading scale and credits are defined on the transcript and all transfer credit requirements are met.

Ameritech College of Healthcare accepts test-out credit for select general education courses. The tests are given in the form of a comprehensive exam, administered by an approved outside testing entity. If passed,
the awarded credits are listed as “T” on the student transcript. Test credits are subject to all transfer credit policies as listed in this section. Please consult the Office of the Registrar for a list of approved exams.

Transcripts and AP scores earned more than fifteen years before the start of the program will not be considered for transfer credit. Please consult the Office of the Registrar or the Admissions Department for additional information.

Course Specific Policies:

1. BIO 210 Anatomy & Physiology requires completion no more than five years before the start of the program. Transfer credit for BIO 210 Anatomy & Physiology must be at a minimum of an earned grade of “C+” or higher.

2. MAT112 Clinical Mathematics requires successful completion of College Algebra or Clinical Mathematics (or equivalent math coursework) and an in-house Clinical Math exam with a minimum score of 74%.

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

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.

TRANSFER BETWEEN PROGRAMS OR CAMPUSES
In the course of their study, a student may find that a chosen program does not suit him/her. A student may change to another program better suited to their 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 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.

**COURSE MATERIALS**

Students who choose to opt out of Ameritech’s process for obtaining books and supplies (*see Books and Supplies Opt In/Out Policy on page 21*), are responsible for purchasing their own books and supplies and should obtain these items prior to the first day of any course. Furthermore, students who opt out are responsible for all required readings, assignments, and quizzes to which no accommodations will be made for students who have not acquired the course material.

**RN-BSN CONCURRENT COURSE (DOUBLE-UP) REGISTRATION POLICY**

Concurrent course registration may occur when the student is fully admitted, has completed two or more courses, has met Satisfactory Academic Progress requirements, and has the approval of the Program Director and Provost. Concurrent course registration cannot violate progression or prerequisite requirements. Students using Financial Aid should discuss the financial implications of concurrent course registration.

**ATTENDANCE POLICIES**

Students are expected to attend all on-site lectures and labs and all clinical, fieldwork, or externship experiences and to participate fully in all online courses. Students are most likely to be successful in their course of study when consistently attending all courses, labs, clinical and other required learning experiences. Any exception to the attendance policy must be approved by the Program Director.

Students are expected to attend the section of the class, lab, and/or clinical, fieldwork, or externship for which they are registered. Students may not attend another section to “make up” an absence from their registered section. Students who participate in clinical experiences at partner clinical sites are expected to attend all scheduled hours. Students who fail to attend assigned clinical hours may be withdrawn from the course.

Attendance is recorded at Ameritech, and there may be consequences to course grades and/or enrollment status due to lack of attendance/absences:

- In the Medical Assisting (MA) program, attendance is part of the professionalism and participation grade, which is 10% of a student’s overall grade for each class. If a student is absent more than three (3) times from a course, 10% will be deducted from the student’s overall grade at the end of the term.
- In the Associate of Science in Nursing program, more than one absence from any lecture class, lab, SCE, or clinical may result in the student being immediately withdrawn from the course.
- In the Occupational Therapy Assistant (OTA) program, more than one absence from any lecture class, lab, or fieldwork may result in the student being immediately withdrawn from the course.
- In the online RN-BSN program, attendance is tracked through participation in the online course (see Online Attendance, below). Weekly attendance is required.
Being withdrawn from a course for absences and having to repeat the course may exclude a student from progressing to the next semester or “block” of courses.

**MAKE-UPS FOR COURSE WORK, LABS OR SCE**

There is no formal make-up for missed days or course work. Make up for an absence may be arranged at the discretion of the faculty, however. Students are expected to notify instructors or any and all pre-arranged absences well in advance of the absence. Any make-up opportunities are more likely to occur with pre-arranged absences and/or absences due to extenuating circumstances. Students with more than one absence in any class or class component may be dismissed from the program.

**MAKE-UPS FOR CLINICAL**

Students are guests at Clinical Sites and represent the College. Clinical experiences also help prepare students for working in the industry and their chosen profession. Therefore, students are expected to attend all clinical hours. While unplanned absences are strongly discouraged, students are expected to work with their clinical instructor on any planned absence. Students who no-show or have an unplanned absence may be dismissed from the program, unless extenuating circumstances exist. Students with more than one absence in any class or class component may be withdrawn from the course.

**ON-SITE (CAMPUS) ATTENDANCE**

For on-site lectures, labs, and SCE, instructors will ask students to signify their attendance verbally, in writing, and/or digitally at the start of each class. To ensure attendance for the full class time, attendance may be taken again after breaks and at the end of class.

Students who are “tardy” (arrive late) or leave early will be noted. Three tardy marks or marks for leaving early may be equivalent to one (1) absence.

**CLINICAL, FIELDWORK, AND EXTERNSHIP ATTENDANCE**

**CLINICAL AND FIELDWORK ATTENDANCE (NURSING & OTA)**

Students must attend all clinical or fieldwork hours assigned.

Students arriving more than ten minutes past the time the student is supposed to meet the instructor may be marked as absent and may not be permitted to attend that day.

Students who arrive late or leave early from clinical or fieldwork may be marked as absent. Three episodes of tardiness (up to 10 minutes late) or early departure is equivalent to one absence.
If a student misses all or part of a clinical or fieldwork experience, the student must make up the entire day by the end of the semester as specified in the course syllabus. If time lost in clinical is not made up by the end of the semester, the student may fail the course.

If a student is dismissed from clinical or fieldwork site for professional conduct, s/he may be dismissed from the program.

**EXTERNSHIPS (MA PROGRAM)**

Each Medical Assisting student is required to fulfill a 4-credit/180-hour externship.

If a student is dismissed from the externship site for professional conduct, s/he may be dismissed from the program.

Anyone who does not complete the assigned 180 hours of externship is required to retake the lab skills portion before being placed in another externship site.

**ONLINE ATTENDANCE**

Online attendance is defined through a student's participation and engagement in the course on a weekly basis. To be marked as having attended an online course for a given week, a student must complete a minimum of one graded component (quizzes, assignments, discussions, etc.). Please note, maintaining attendance in the online program does not necessarily translate to passing the course.

**PROGRAM-SPECIFIC ATTENDANCE**

Students are subject to the general Ameritech Attendance Policy. Students should consult their program’s Student Handbook for information about attendance in their program.

**STUDENT SERVICES AND ATTENDANCE**

Students with attendance problems should work with Student Services to help ensure progression through their courses and program. Absences should occur only in the case of serious illness or emergencies. Students with extraordinary circumstances surrounding an absence (hospitalization, death in the family, court summons) should notify Student Services as soon as possible to discuss their options. In these cases, students and faculty cannot come to a separate arrangement regarding the student’s attendance but must work through Student Services to find a solution.

The College is not required to approve all requests for exceptions. Students and faculty should exercise good judgment in deciding whether to ask Student Operations to become involved in cases of attendance.
Satisfactory Academic Progress Policy

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 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, fieldwork or externship experience (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>
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<tbody>
<tr>
<td>Medical Assistant</td>
<td>43</td>
<td>64.5</td>
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<tr>
<td>Nursing Associate of Science Degree Program</td>
<td>69</td>
<td>103.5</td>
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<td>Nursing RN - BSN Degree Program</td>
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<td>72</td>
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<td>Occupational Therapy Assistant</td>
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</table>

Successful Course Completion Rate
A student must complete at least 67% of the credits attempted to be making Satisfactory Academic Progress. 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 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, three five-week blocks, or as two, seven and one half-week blocks 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 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 to graduate from a program. 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 Academic/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 Academic/Financial Aid Warning, students are considered to be making satisfactory progress for both academic and financial aid eligibility. Students will remain on Academic/Financial Aid Warning for one payment period and should work with their Instructors/Student Operations Advisor through the Academic/Financial Aid warning period. The Student Operations 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 at or above the 2.0 and 67% respectively the student will be removed from Financial Aid Warning and returned to active status. 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/Financial Aid 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 Financial Aid Suspension are withdrawn (please consult the Withdrawal Policy on page 41). Students may appeal the Financial Aid Suspension withdrawal. Please consult the Appeals Procedure on page 36.

**RE-ENTRY FOLLOWING SATISFACTORY ACADEMIC PROGRESS SUSPENSION AND WITHDRAWAL**

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 re-entry 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.

Re-entry is subject to space availability, the approval of the reapplication process, and/or the appeals committee. Please consult Financial Aid Guidelines for Re-entry Following a Withdrawal in this catalog.

**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. Students in AS Nursing, OTA, and RN to BSN who incur a third failure at any time during the program may be permanently dismissed from the program without possibility of re-entry. Students are advised to consult the student handbook for more details.

**GRADING SYSTEM**

Each student is responsible for maintaining a minimum CGPA of 2.0 and must receive a passing grade in each course to graduate from Ameritech. 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.
AU – Audit – is given when a student takes a course for no academic credit. Audit courses may be limited to students who have taken and passed the course at Ameritech or who have been awarded transfer credit for the course. An audit student is expected to 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 38. 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 academic warning will not be allowed to progress to the next set of scheduled courses until the “I” grade is resolved.

L- Leave of Absence – is given when a student takes a Leave of Absence (LOA) before completing the coursework for the semester/block. The L grade has no effect of 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 41).*

**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**

If a grading error has occurred, students may request a grade change and must submit their request in writing to the course faculty member within five 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 Provost/CAO to explore the issue further.
**ACADEMIC OPERATIONAL POLICIES**

Students are advised to consult with their program director and student handbook programmatic policies.

**IDENTIFICATION BADGE**

All students are required to wear assigned identification badges at clinical, fieldwork 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.

**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 the College’s ADA administrator 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.

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 38.
To proceed with an appeal, students must submit the official appeal form to the Office of the Registrar or Student Operations within five calendar days of the official date of the specific action or determination they wish to appeal. The written appeal form will 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 will in turn respond to a student appeal within five calendar days of an appeal filing. If 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. (See extenuating circumstances policy.)

Students who are granted an appeal for dismissal due to course failures may continue in their program uninterrupted and will be placed on Academic/Financial Aid probation. 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 and before they can begin classes. The length of time allowed may be one or two payment periods, as determined by the appeals committee and included on the academic plan.

Students granted an appeal for SAP dismissal may continue the program uninterrupted and will be placed on Academic/Financial Aid probation. Once an appeal has been granted, the student signs the academic plan that outlines any provisions to be met, before the student may receive their schedule for the upcoming semester/term and before they can begin classes. The length of time allowed for the Academic/Financial Aid probation will be determined by the appeals committee and will be included in the academic plan. Students will be placed on Financial Aid Probation and may continue to receive federal financial aid for one or two more payment periods as determined by the appeals committee and included on the academic plan. 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.

Please note, students may be permanently dismissed from their program and may not be able to appeal if they were withdrawn for the following reasons:
- failed any one course twice
- three or more course failures
- Student Code of Conduct violation

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 a Student Operations Representative for further clarification.
**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

The following examples 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 provider’s 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)
7. Holidays (this is predictable)
8. Inadequate planning, organization or time management
9. Misreading of syllabus or assignment directions
10. Lack of adequate instruction (this would be handled under complaint procedures)
11. Work, family or general problems (work schedule conflict, dependent care. Students are 
    expected to make contingency plans)
12. Computer or technology failure. (Students are expected to take proper precautions and make backup copies of data)
13. Failure of College equipment copy or storage media. (Network, copier, and other technology failures do happen, and students should plan to finish work prior to the deadline)

CLINICAL, FIELDWORK AND EXTERNSHIP EXPERIENCE

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

The clinical, fieldwork or externship experience is a period of learning, observing and practicing the skills learned in the student’s program. Upon completion of a clinical, fieldwork or externship site rotation, the clinical, fieldwork or extern supervisor will complete an evaluation report of the student’s performance. Clinical, fieldwork or externship experiences are a mandatory part of the educational program. Failure to perform professionally while on clinical, fieldwork or externship including using speech or demeanor which reflects poorly on the College or affiliated clinical, fieldwork or externship site, may result in dismissal from the clinical, fieldwork or externship site and dismissal from the College. If a student is dismissed from the clinical, fieldwork or externship site for cause, the student will receive a failing grade for the course. If the clinical, fieldwork or externship is the student’s only course, the student will be withdrawn from Ameritech. Students are expected to complete their clinical, fieldwork 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, fieldwork or externship period. Students who are permitted to repeat clinical, fieldwork or externship experiences are responsible for the tuition and fees for both a failed and repeated clinical, fieldwork or externship courses. Please consult the Re-entry section.

*A number and variety of clinical, fieldwork or externship facilities are utilized and vary from semester to semester. Occasionally, it may be necessary for a student to be assigned a clinical, fieldwork 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

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.
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 College’s Provost 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
NONDISCRIMINATION AND EQUAL OPPORTUNITY

Ameritech is committed to the principle of equal opportunity and nondiscrimination in education and employment for all its students, faculty, staff, and applicants for admission or employment. Ameritech and all its employees will not discriminate against any student or employee, present or potential, based on race, color, sex, sexual orientation, religion, age, veteran status, marital status, or ethnic background.

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 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.

The College’s Director of Student Operations 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 President/CEO, 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.

EMERGENCY ABSENCE POLICY

Students who need to leave the College for a short period of time but intend to return and complete the semester's work may apply for an emergency absence. An emergency absence may not extend beyond two weeks or the end of the semester and does not result in a refund of tuition or fees.

Students may apply for an emergency absence for the following reasons: death in the family, military deployment, hospitalization of self, spouse, child, or parent, natural disaster, jury duty (up to two weeks), pregnancy complications, or other circumstances whose severity merits an emergency absence. To apply, a student meets with Student Services to discuss all possibilities and eligibility requirements as well as to fill out and sign an Emergency Absence Application form. A student requesting an emergency absence may be asked to provide documentation of the illness or emergency situation.

Students are expected to speak directly with their instructors about the effects of an extended absence on their course progress. An emergency absence does not release students from course requirements, including any requirements regarding class attendance and participation. For that
reason, missing class for one or two weeks may have serious academic implications, even when the instructor supports the student’s emergency absence.

**LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in students’ programs of study. Students may apply for an LOA in the event of unforeseen circumstances that make it impractical for the students to continue in attendance in current courses but have a reasonable expectation of returning and completing their program of enrollment. Students must first meet with Student Operations to discuss all possibilities and LOA eligibility requirements, which include:

- the student’s reasonable expectation of return;
- the student’s return on the next scheduled semester/term start date;
- the total time of the LOA not exceeding 180 days.

Terms and conditions of an approved LOA include:

- While students are on the LOA, and when the student returns no additional institutional charges will be assessed;
- While students are on the LOA they will not be considered to have withdrawn;
- Students who fail to return from the LOA on the approved date will be withdrawn;
- Students who stop attending class after the return date during the pre-work period, but before the active date will be withdrawn;
- For students who are 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;
- For students who are Title IV loan recipients who fail to return from the LOA, the withdrawal date used in the Return to Title IV calculation will be the student’s last date of attendance. Students 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 they left;
- Upon return, students may be asked to complete or update drug screens, background checks, immunizations and/or CPR certifications;
- Students must notify the school of their intent to return at least two weeks prior to the scheduled return date in order to receive their schedule;
- Students must meet with the Financial Aid department before returning to classes; and
- Upon returning from LOA, students must maintain Satisfactory Academic Progress (SAP).

If it is determined that students are eligible to apply for a LOA, and they have agreed to the terms and conditions listed above, Student Operations will direct the student to the Office of the Registrar for a Leave of Absence Application. Students 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, students must sign and date the application and submit to the Office of the Registrar. The Office of the Registrar notifies students of the status of the application within two business days, and/or the conditions under which students must return. In rare instances where students are unable to complete
the application, such as with injury or illness, the Registrar will complete the LOA Application, including an explanation as to why the student did not complete the form.

*Please note that not all LOA applications are approved; each request is evaluated on a case-by-case basis.

**Withdrawal Policy**

*Official Withdrawal:* Occurs when the student requests to be withdrawn from the program. 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, fieldwork or externship 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 their intent to withdraw) the “date of determination” of withdrawal is the date of notification.

In the rare circumstance the College is unable to offer any of the courses a student needs for a semester, the College may initiate an Academic Leave. In this case, for Title IV purposes, the student is considered withdrawn from the College with the expectation to return the following semester. Standard withdrawal procedures will be followed. Please refer to the Return of Federal Financial Aid Funds Policy on page 21.

*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, 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. For RN to BSN students, the Last Date of Attendance is determined by the last day a student participated in an academically related activity including projects, posting to a discussion board, submitting an assignment, or completing a quiz or exam.

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), 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 Program). The date of determination of withdrawal shall be the date that grades were entered and Satisfactory Academic Progress (SAP) calculated.
3. **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.

4. **Failure to Meet Financial Obligations:** If a student does not meet all financial obligations, the student shall be withdrawn. The date of determination shall be the date the Bursar’s Office notifies the Office of the Registrar.

**Online Programs:** Ameritech College considers students as withdrawn when they drop all courses within a session. Students who are in the first session of their semester and administratively dropped from all of their courses in that session must have a Voluntary Intent to Continue form on file or will be considered withdrawn from the College. Students will have seven calendar days from the last day of attendance to file their Voluntary Intent to Continue form. Students who do not have a Voluntary Intent to Continue form on file after seven calendar days from the last day of attendance will be administratively withdrawn from the College. Students who intend to withdraw from Ameritech College should submit a letter to the Student Operations Department requesting withdrawal. Students in good standing who wish to discontinue study will be withdrawn. Students must resolve any financial obligations to Ameritech College before receiving an official transcript from the Student Operations Department. For official withdrawals, students’ notification dates are the dates students officially notify the institution in writing of their intent to withdraw. For administrative withdrawals, students will be determined to be withdrawn from the College if they violate the school’s published attendance policy.

**Note:** Students who submit a Voluntary Intent to Continue form will be placed in an “Active not Attending (ANA)” status for one block (5 weeks – one block). If the student does not return during the next block, the student will be administratively withdrawn from the College.

**Re-entry**

Students who have withdrawn either voluntarily or involuntarily and who wish to return to the College must contact the Registrar’s Office. If the withdrawal was for any reason other than failure to maintain Satisfactory Academic Progress (SAP), two course failures (Associate and Bachelor degree programs), or violation of the Student Code of Conduct, students 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. Students may re-enter a maximum of three times after withdrawal prior to graduation from a program. Once the letter of intent to return has been received, students will work through the re-entry process with their Program Director and the Office of the Registrar to complete the necessary paperwork. If students were withdrawn due to failure to maintain SAP, two course failures (Associate and Bachelor degree programs), or violation of the Student Code of Conduct, they must submit an appeal form for re-entry into their program (*Please consult Appeals Policy.*)

If students wish to return to Ameritech, they will be subject to the current version of their program, current book, tuition and fee rates, and will be required to make satisfactory financial arrangements with the Financial Aid Department prior to re-entry. It also must be mathematically possible for the student to
meet Satisfactory Academic Progress over the course of the next payment period. Re-entering 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 Cumulative Grade Point Average and/or rate of progress to the minimum levels of 2.0 and 67% respectively.

**STUDENT GRIEVANCES**

Students who have concerns, complaints, or problems are expected to discuss them first with the involved faculty member. If the issues are not resolved after this discussion, or if the issue is program-related, students should consult with the Program Director. If the issue is still not resolved, students should consult with the Provost/CAO. Students who feel that the problem is still unresolved 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.

Student who continue to believe that the issue remains unresolved after the decision of Ameritech’s Appeals Committee 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 Provost/CAO in response to the complaint. The student will be informed of any decision in writing within ten calendar days of receipt of the complaint.

Students who continue to feel that the issue is unresolved after submission to Ameritech Corporate Office, may contact the ABHES Accrediting Commission.

**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 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**

Students are expected to show professionalism and courtesy in their behavior toward the teaching and administrative staff, clinical, fieldwork or externship staff and fellow students. They are also expected to be on task or otherwise engaged in the dynamics of the classroom, lab, clinical, fieldwork 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, fieldwork 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 policies and standards.

**Weapons Policy**

Because Ameritech College of Healthcare is committed to providing a safe working and learning environment, the possession and use of weapons, firearms, explosives, fireworks, or other objects designed and/or used to inflict injury or damage is prohibited on the College premises, including, but not limited to: offices, classrooms, laboratories, or at College sponsored activities without the express permission of the College. It is a violation of policy to possess any weapon on College premises or at College-sponsored activities, even if the bearer possesses a valid concealed weapons permit. However, certified law enforcement personnel may carry their department issued handgun on campus if required by their responsibilities as a law enforcement officer.

This policy includes, but is not limited to, items that simulate weapons. The possession of non-lethal self-defense instruments (for example, pepper spray) is permitted; however, the reckless use of such devices may be considered a violation of this policy.

Any plausible statement or evidence that a community member possesses a weapon may be responded to as an actual threat, whether or not evidence of a weapon exists.

**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, fieldwork or extern site;
2. Illegal possession of weapons or explosive materials at Ameritech or affiliated clinical, fieldwork, or externship premises;
3. Use, possession, sale, transfer, or being under the influence of illegal drugs or alcohol on Ameritech or clinical, fieldwork or externship 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, fieldwork or externship experience 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, fieldwork or externship 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, fieldwork or externship 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 STUDENTS TAKING ONLINE COURSES**

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, fieldwork 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, fieldwork or externship 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, fieldwork 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 and follow 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 are required to wear the uniform during all academically related activities on or off campus including class lectures, testing days, labs, simulated clinical experiences (SCE), and clinical, fieldwork or externship experiences. The required color, style, logo, and supplying vendor information is available from the administrative office. Students may be asked to leave 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.

*Please consult the student handbook for a detailed description of the program specific uniforms and dress code and grooming standards.*

**STUDENT COMMUNICATION POLICY**
All email communications within the College (i.e., assignments, course questions, instructor questions and answers, etc.) must be done using the College’s email service. It is students’ responsibility to check their email at least once a week; students are solely responsible for any missed communication. Students unable to access the College’s email should seek assistance from any member of the faculty or staff.

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

Emergency 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**
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 in the classrooms or other instructional areas of the campus, the faculty member will provide adequate prior notification to the program director and Provost.
ANIMALS IN THE CLASSROOM
Animals other than those defined by The Americans with Disabilities Act (ADA) as service animals are not allowed in College classroom. Students with questions or concerns related to service animals at the College should contact the Director of Student Operations.

USE OF TOBACCO, ALCOHOL, AND ILLEGAL DRUGS
The use of alcohol on campus or during clinical, fieldwork or externship hours is prohibited. Use of illegal drugs, as well as abuse of prescription medications, at any time during a student’s enrollment in the College, whether on campus or not is prohibited. Drug testing, either “random” or “with-cause”, may take place at any 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 Abuse 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 including but 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, fieldwork or externship attendance;
3. presenting false academic credentials;
4. submitting someone else's work as one’s own;
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
Out-of-class work is defined as 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;

4. using one's previous coursework in a current course without citation or faculty permission.

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; 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.

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, 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.

NETIQUETTE
Students should act in accordance with professional expectations of Netiquette. Internet etiquette, or Netiquette, is the polite behavior used when communicating online. This includes behavior in email, social media, online discussions, or any other form of online interaction, whether these interactions occur through the written word, audio/speech, video/visuals, or any other means of electronic communication. When communicating in an online setting, students must express themselves clearly, be precise, use proper language, respect others, and support their ideas/views with credible sources. Students should avoid strong wording, abbreviations, slang, insults, or wording in all capital letters (considered shouting). This type of communication may be misinterpreted and can come across as rude.
Students who behave in a manner inconsistent with professional expectations of Netiquette are subject to disciplinary action, up to and including termination.

**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 the 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**
Regular access to a computer with internet access is a key requirement for students at Ameritech College of Healthcare. Course content, books, and other course material are only offered via the College’s learning management system (LMS). A contingency plan needs to be designed should a primary computer become unavailable. 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 10 Anniversary Update (Windows 10 RT/S excluded); or
   b. Mac OS X 10.11 – 10.14; or
   c. iOS 10 – 12.
2. **Internet Browser:**
   a. Internet Explorer 11 or Edge; or
   b. Firefox 12 or newer with cookies enabled; or
   c. Apple Safari 9 or newer; or
   d. Google Chrome 51 or newer.
3. **Processor:**
   a. PC: 2.3 GHz Dual Core or faster; or
   b. Mac: 2.0 GHz Intel processor or faster.
4. **Hard Drive:** 160 GB or higher
5. **Memory:** 4 GB RAM
6. **Screen Resolution**
   a. PC: 1366 x 768; or
   b. Mac: 1280 x 800.
7. USB: 2.0 or higher
8. Keyboard and Mouse or Touchpad
9. Webcam
10. Network Connectivity
   a. 10/100/1000 Gigabit Ethernet Connection Port; and/or
   b. 802.11b/g/n/ac/ax (Wifi 2-6) Wireless LAN

11. Software: Most students will need software for word processing, spreadsheets, and browsing the web. Students are required to have anti-virus software installed and up to date on their computers when connecting to the network, wired or wireless. Please have all software installed or updated and ready for use prior to class start.
   a. Microsoft Office 365; or Microsoft Office 2016 or the latest version
   b. Anti-virus software
   c. Adobe Flash 2.4 or higher
   d. Java Plugins version 8 or higher

Note: Devices such as Chromebooks and Android tablets are NOT supported and will not meet the educational needs of Ameritech College of Healthcare.
**Student Operations**
The Office of Student Operations is responsible for assisting students in ensuring that their learning opportunities at Ameritech College of Healthcare are enhanced outside the classroom.

**New Student Orientation**
It is important that new students are prepared to get the most out of their learning experiences, from day one. Consequently, the College’s new student orientation is mandatory for all students prior to attending classes. *Please consult the Academic Calendar for specific dates.*

**Academic Support and Counseling Services**
Academic assistance is available to Ameritech students upon request. Students should contact the Program Director or Director of Student Operations for more details about academic support. If students encounter problems in their studies, they are encouraged to first discuss the problem with the faculty member, Program Director, and then with Provost. For students who face challenges in their personal or professional lives, the college keeps a listing of local outside counseling resources. This list is available upon request.

**Graduation**
Graduation ceremonies are held routinely throughout the year. Graduation is a dignified occasion, rich in tradition, where academic achievement is celebrated. Formal caps and gowns are worn at the graduation ceremony. For more information about graduation, students can contact their Student Services or Career Services representative.

**Career Services**
Ameritech strives to assist each graduating student in finding employment. No guarantees for employment can be given as hiring decisions are at the discretion of employers. Nevertheless, Career Services Advisors participate in relationships with businesses, organizations, and community partners to identify employment opportunities. Advisors as well as Program Directors maintain close contact with employers and stay up to date on possible job openings.

Career services assistance is always available to graduates and is offered free of charge.
PROGRAM OFFERING AND LENGTHS

Ameritech College of Healthcare offers programs across the healthcare spectrum. Information about these programs is offered in this Catalog as well as in program-specific Student Handbooks. All courses at Ameritech are conducted in English. Prospective and current students are encouraged to contact the College for more information about its programs.

Delivery Systems: Programs may be offered in one of three delivery systems.

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

Online Delivery: The RN-BSN Degree Program is offered exclusively online in an asynchronous format.

Blended Delivery: Blended programs and courses combine on-ground/residential and online work.

ONLINE LEARNING AT AMERITECH
Online courses require the same level of effort as on-campus courses. Students are expected to log in to the LMS two to five times each week, depending on course requirements. There, they participate in discussions, exchange messages with their instructors and peers, and complete assignments and exams.

Online programs and courses are designated as such in the Catalog and in each course syllabus so that students can distinguish between online and on-campus offerings during registration. All students complete a Distance Education Readiness Assessment (DERA) during the admissions process to determine their capacity and preferences for online versus in-class learning experiences. Students also complete an orientation to the online environment before beginning their online studies.

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. Understand that student participation and class activities occur weekly throughout the course. This enhances learning opportunities and insures against potential security threats.
7. 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.
8. *Please consult with the College Administration for specific program re-entry information.*

Not all courses programs are approved for distance education. For more information students should contact their Program Director or Registrar.

**Registration For Online Courses**

Online courses are available to students of Ameritech who are enrolled in programs that are delivered in an online or blended format.
**MEDICAL ASSISTANT PROGRAM (DIPLOMA)**

**AVAILABLE AT PROVO NON-MAIN CAMPUS**

**DELIVERY METHOD: RESIDENTIAL**

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
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</thead>
<tbody>
<tr>
<td>The objective of the Medical Assistant diploma 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.</td>
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<table>
<thead>
<tr>
<th>PROGRAM DESCRIPTION</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th>CAREER INFORMATION</th>
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<tbody>
<tr>
<td>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.</td>
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<table>
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<tr>
<th>ADDITIONAL PROGRAM INFORMATION</th>
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<tbody>
<tr>
<td>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. <strong>Important Information:</strong> Documentation of current immunization, proof of CPR certification and evidence of personal health insurance are required after admission and prior to enrollment in any course with a clinical component. Immunization requirements include: TB, Tetanus, Diphtheria &amp; Pertussis (Tdap), Varicella, MMR, Hepatitis B, Flu Vaccination, TB test, and current CPR Certification. Failure to provide the required documentation may result in withdrawal from courses and/or program.</td>
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</table>
# Medical Assistant Program (Diploma)

## Required Courses

### General Education Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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</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>
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</tbody>
</table>

**Total Required Courses** 9.00

### Core Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
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<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>MED 150</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>MED 230</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>
</tbody>
</table>

**Total Core Courses** 34.00

**Total Required Curriculum Credits** 43.00

---

*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:** BLENDED

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 by passing a standardized exam.

**Learning outcomes:** At the end of their program of study, students will be able to:

- Demonstrate professionalism through caring, communication, and collaboration
- Identify how research, knowledge from the arts and sciences, and critical thinking skills are incorporated into evidence-based practice
- Use the nursing process to plan, prioritize, and deliver holistic nursing care to diverse clients
- Understand how technology and healthcare resources are utilized to provide safe, quality, and outcome-centered care
- Prepare for licensure, certification, and baccalaureate study as life-long learners

**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. Some of these general education courses are offered in an asynchronous, 100% online delivery method. 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.

**Important Information:** Documentation of current immunization and proof of CPR certification are required prior to enrollment in any course with a clinical component. Immunization requirements include: Tetanus, Diphtheria & Pertussis (Tdap), Varicella, MMR, Hepatitis B, Flu Vaccination, TB test, and current CPR Certification. Failure to provide the required documentation may result in withdrawal from courses and/or program.
<table>
<thead>
<tr>
<th><strong>Program Offering and Length</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The Associate of Science Degree Nursing program is 69-semester credit hours, consisting of 75 weeks (5 semesters) and is offered as a blended (combination of on ground and online courses) program. Coursework will consist 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. Students who do not complete all ASN course and graduation requirements within eight (8) semesters may be withdrawn from the program.</td>
</tr>
</tbody>
</table>
### Nursing - 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>*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 220</td>
<td>ENGLISH COMPOSITION AND PROFESSIONAL WRITING</td>
<td>3.00</td>
</tr>
<tr>
<td>NTR 110</td>
<td>NUTRITION</td>
<td>2.00</td>
</tr>
<tr>
<td>PSY 212</td>
<td>PRINCIPLES OF HUMAN PSYCHOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td>SOC 212</td>
<td>THE STUDY OF SOCIETY</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Total General Education Curriculum Credits**: 22.00

<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>
</tbody>
</table>

*Grade of C+ is required to pass these courses

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 - BACHELOR OF SCIENCE DEGREE PROGRAM**

**DELIVERY METHOD: BLENDED**

**OBJECTIVE**
The objective of the Bachelor of Science in Nursing (BSN) program is to enable students to achieve a baccalaureate level of education while preparing them to pass the registered nurse licensing examination prepare students for roles in leadership and management in nursing.

**Learning Outcomes: At the end of their program of study, students will be able to:**
- Demonstrate effective communication and collaboration skills as professional nursing leaders
- Incorporate research, critical thinking skills, and a broad base of knowledge from the liberal arts and sciences into evidence-based practice
- Deliver holistic nursing care as an advocate for diverse communities
- Provide competent, safe, quality, and outcome-centered care through the effective use of technology and healthcare resources
- Prepare for licensure, certification, and graduate studies as life-long learners

**PROGRAM DESCRIPTION**
This program provides an opportunity for students to learn theory and practical application through lecture, laboratory, patient simulation and clinical experiences. Several courses are offered in an asynchronous, 100% online delivery method. Students are prepared for a variety of clinical and management/leadership positions. Graduates will integrate concepts of caring that support the interrelationships of the bio-psychosocial spiritual dimensions of the human experience. The program includes foundational and advanced education for students through coursework in general education as well as nursing major nursing courses.

**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. This is reflective of studies showing when the percentage of baccalaureate-prepared nurses is higher, so are patient outcomes. Graduates will be prepared to care for clients throughout the lifespan and in leadership roles.

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

**Important Information:** Documentation of current immunization and proof of CPR certification are required prior to enrollment in any course with a clinical component. Immunization
requirements include: Tetanus, Diphtheria & Pertussis (Tdap), Varicella, MMR, Hepatitis B, Flu Vaccination, TB test, and current CPR Certification. Failure to provide the required documentation may result in withdrawal from courses and/or program.

ACCREDITATION

**The baccalaureate degree program in nursing at Ameritech College of Healthcare is pursuing initial accreditation by the Commission on Collegiate Nursing Education [http://www.ccneaccreditation.org](http://www.ccneaccreditation.org). Applying for accreditation does not 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.

<table>
<thead>
<tr>
<th>PROGRAM OFFERING AND LENGTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The granting of the baccalaureate degree from Ameritech College of Healthcare requires a total of 120 credit hours which is comprised of 37 credit hours of general education, 23 credits hours of other required courses and 60 credit hours of core courses. The program consists of 6-8 semesters, depending on transfer credits from other institutions. Courses are offered in a blended (combination of on ground and online) format. Coursework consists of lecture, lab, and clinical training, with several courses being offered online, asynchronously. Students may be required to attend classes, labs, and clinical rotations during morning, afternoon, and evening hours, including weekends and holidays. These commitments may include 12-hours shifts and specific schedules cannot be guaranteed. Several of the upper division 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. Each student will complete a service-learning project aimed at increasing civic engagement.</td>
</tr>
</tbody>
</table>
**Nursing – Bachelor 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>*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>*BIO 270</td>
<td>MICROBIOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td>COM 305</td>
<td>COMMUNICATION IN HEALTHCARE</td>
<td>4.00</td>
</tr>
<tr>
<td>ENG 220</td>
<td>ENGLISH COMPOSITION AND PROFESSIONAL WRITING</td>
<td>3.00</td>
</tr>
<tr>
<td>HUM 305</td>
<td>INTRODUCTION TO WORLD RELIGIONS</td>
<td>4.00</td>
</tr>
<tr>
<td>MAT 305</td>
<td>DATA DRIVEN STATISTICS</td>
<td>4.00</td>
</tr>
<tr>
<td>NTR 110</td>
<td>NUTRITION</td>
<td>2.00</td>
</tr>
<tr>
<td>PSY 212</td>
<td>PRINCIPLES OF HUMAN PSYCHOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td>SOC 212</td>
<td>THE STUDY OF SOCIETY</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**TOTAL GENERAL EDUCATION 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 CALCULATIONS</td>
<td>2.00</td>
</tr>
<tr>
<td>NUR 300</td>
<td>CONTEMPORARY NURSING ISSUES AND INNOVATIONS</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 400</td>
<td>NURSING INFORMATICS AND TECHNOLOGY</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>COURSE NUMBER</td>
<td>COURSE NAME</td>
<td>CREDITS</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>NUR 430</td>
<td>NURSENG CAPSTONE SYNTHESIS</td>
<td>4.00</td>
</tr>
<tr>
<td>TRM 102</td>
<td>MEDICAL TERMINOLOGY</td>
<td>1.00</td>
</tr>
<tr>
<td>TOTAL OTHER REQUIRED COURSES</td>
<td></td>
<td><strong>23.00</strong></td>
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</table>

**CORE COURSES**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
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<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>
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<tr>
<td>NUR 120</td>
<td>ESSENTIALS OF NURSING II</td>
<td>5.00</td>
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<td>NUR 131</td>
<td>PHARMACOLOGICAL PRINCIPLES</td>
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</tr>
<tr>
<td>NUR 141</td>
<td>PHARMACOLOGICAL PRINCIPLES II</td>
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<tr>
<td>NUR 171</td>
<td>PSYCHIATRIC/MENTAL HEALTH NURSING</td>
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<td>NUR 193</td>
<td>CARE OF THE ADULT CLIENT</td>
<td>6.00</td>
</tr>
<tr>
<td>NUR 215</td>
<td>MATERNAL/NEWBORN NURSING</td>
<td>3.00</td>
</tr>
<tr>
<td>NUR 225</td>
<td>CARE OF THE PEDIATRIC CLIENT</td>
<td>3.00</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>
<tr>
<td>NUR 310</td>
<td>NURSING RESEARCH AND USE OF EVIDENCE BASED PRACTICE</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 410</td>
<td>NURSING LEADERSHIP AND MANAGEMENT SYSTEMS</td>
<td>4.00</td>
</tr>
<tr>
<td>TOTAL CORE COURSES</td>
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<tr>
<td>TOTAL REQUIRED CURRICULUM CREDITS</td>
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<td><strong>120.00</strong></td>
</tr>
</tbody>
</table>

*Grade of C+ is required to pass these courses. A complete description of all courses in the Bachelor of Science in Nursing Program is provided in the course descriptions section of this catalog.** The baccalaureate degree program in nursing at Ameritech College of Healthcare is pursuing initial accreditation by the Commission on Collegiate Nursing Education [http://www.ccneaccreditation.org](http://www.ccneaccreditation.org). Applying for accreditation does not guarantee that accreditation will be granted.
**NURSING - RN - BSN DEGREE PROGRAM**

**DELIVERY METHOD: ONLINE**

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

**Learning Outcomes:** At the end of their program of study, students will be able to:

- Enhance communication and collaboration skills as professional nursing leaders
- Incorporate research, prior nursing experience, and a broad base of knowledge from the liberal arts and sciences into evidence-based practice
- Create plans for holistic nursing care as an advocate for diverse communities
- Identify principles that relate to the delivery of competent, safe, quality, and outcome-centered care through the effective use of technology and healthcare resources
- Prepare for certification, and graduate studies, and life-long learning

**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 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**

Because studies show that when the percentage of baccalaureate-prepared nurses is higher, so are patient outcomes, the Institute of Medicine recommends preparing 80% of the nursing workforce with a bachelor’s degree by the year 2020. 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**

**Important Information:** Documentation of current immunization, proof of CPR certification and evidence of personal health insurance are required after admission and prior to enrollment in any course with a clinical component. Immunization requirements include: Tetanus, Diphtheria & Pertussis (Tdap), Varicella, MMR, Hepatitis B, Influenza, Tuberculosis testing, and current CPR Certification. Failure to provide the required documentation may result in withdrawal from courses and/or program.

**ACCRREDITATION**

Ameritech College of Healthcare is accredited by the Accrediting Bureau of Health Education Schools (ABHES). In addition, the RN - BSN Program has been granted programmatic accreditation through the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791.
ENDORSEMENT
The RN-BSN Degree Program is currently endorsed by the American Holistic Nursing Credentialing Corporation (AHNCC). This endorsement allows graduates from the RN-BSN Degree Completion Program to sit for national certification as a Holistic Nurse Baccalaureate Board Certified (HNB-BC) and waives additional continuing education and practice requirements.

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 is endorsed by the American Holistic Nurses Association, utilizes the Quality and Safety Education for Nurses (QSEN) competencies, and focuses on professional leadership skills. 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 unencumbered license (attestation if graduated within 15 weeks of admission) to practice as a registered nurse in the United States. The student must provide official transcripts to verify completion of an associate degree in nursing. Accreditation must be from an institution recognized by the United States Department of Education (DOE). The associate degree in nursing will block transfer in 72 semester credit hours of the required 120 semester credit hours necessary for awarding the baccalaureate degree. In addition, the associate degree must include at a minimum 24 semester credit hours of general education courses as well as 24 semester credit hours of core coursework. A student may transfer in additional general education credit hours for the general education courses contained in the BSN Degree Completion program. See the transfer credit policy for more details.

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 60 weeks (4 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. Each student will complete a service-learning project aimed at increasing civic engagement.
### Nursing – RN - BSN Degree Program

#### REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 305</td>
<td>COMMUNICATION IN HEALTHCARE</td>
<td>4.00</td>
</tr>
<tr>
<td>HUM 305</td>
<td>INTRODUCTION TO WORLD RELIGIONS</td>
<td>4.00</td>
</tr>
<tr>
<td>MAT 305</td>
<td>DATA DRIVEN STATISTICS</td>
<td>4.00</td>
</tr>
</tbody>
</table>

**Total General Education Curriculum Credits** 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>
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<td>NUR 340</td>
<td>QUALITY AND SAFETY IN NURSING</td>
<td>4.00</td>
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<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

*Grade of C+ is required to pass these courses

A complete description of all courses in the RN - BSN Degree Completion Nursing Program is provided in the course descriptions section of this catalog
**Nursing — Master of Science Degree Program**

**Delivery Method: Blended**

**Program Start Date to be determined**

**Objective**

The objective of the Master of Science in Nursing (MSN) program is to create a learning environment that enables students to gain the essential skills, knowledge, and competencies to practice as a master’s prepared registered nurse and Clinical Nurse Leader.

**Learning outcomes: At the end of their program of study, students will be able to:**

- Build collaborative care teams as professional nursing leaders
- Synthesize research, critical thinking, and knowledge from the liberal arts and sciences into evidence-based practice
- Design innovative, holistic plans of care as an advocate for diverse communities
- Lead the delivery of competent, safe, quality, and outcome-centered care that utilizes technology and optimizes healthcare resources
- Advance excellence through preparation for licensure, certification, doctoral studies, and lifelong learning

**Program Description**

This program provides an opportunity for students to learn theory and practical application through lecture, laboratory, patient simulation and clinical experiences. The first five semesters of the program prepare students for registered nurse licensure and bedside practice. Students are awarded a baccalaureate degree in nursing following the first five semesters to be eligible to sit for the National Council Licensure Examination (NCLEX-RN). Some courses are offered asynchronously (100% online) and others are offered through a blended method (partially online, partially on site). Following the prelicensure coursework, students will prepare for advanced levels of nursing leadership and practice and the completion of a master’s thesis emphasizing the integration of evidence-based practice into holistic nursing care.

**Career Information**

Individuals with a baccalaureate degree in another field may be interested in entering the field of nursing but wish to maintain educational progression. The DEMSN program offers the opportunity to become a registered nurse who is also prepared to become a leader in the ever-changing world of healthcare. Graduates will be ready to engage in practice at the bedside, as well as move into positions of management and education. They will also be prepared for a research or practice-focused doctoral program as they continue their education.

**Additional Program Information**

The curriculum reflects the Essentials of Master’s Education in Nursing, as established by The American Association of Colleges of Nursing (AACN). The curriculum meets other national industry standards and guidelines. Nursing is a physically and psychologically demanding career. Potential students should consider their ability to perform the gross and fine motor skills required as well as their general state of physical and emotional health. The Ameritech College of
Healthcare Nursing Program reserves the right to use multiple determinants in deciding whether to recommend a student for licensure.

**Important Information:** Documentation of current immunization, proof of CPR certification and evidence of personal health insurance are required after admission and prior to enrollment in any course with a clinical component. Immunization requirements include: Tetanus, Diphtheria & Pertussis (Tdap), Varicella, MMR, Hepatitis B, Influenza, Tuberculosis testing, and current CPR Certification. Failure to provide the required documentation may result in withdrawal from courses and/or program.

**Accreditation**

**The Direct Entry Master of Science degree program in nursing at Ameritech College of Healthcare is pursuing initial accreditation by the Commission on Collegiate Nursing Education [http://www.ccneaccreditation.org](http://www.ccneaccreditation.org).** Applying for accreditation does not guarantee that accreditation will be granted.

**Program Offering and Lengths**

The granting of the master’s degree from Ameritech College of Healthcare requires a total of 155 credit hours which is comprised of 60 hours of transfer credit from previous baccalaureate education and 95 credit hours of core courses. The program consists of 8 semesters in a blended (combination of on ground and online) format. Coursework consists of lecture, lab, and clinical training, with online asynchronous lectures and intensive clinical components during required residencies. During these residencies, students should expect to attend clinical rotations during morning, afternoon, and evening hours, including weekends and holidays. These commitments may include 12-hours shifts and specific schedules cannot be guaranteed.
**Nursing – Direct Entry Master of Science Degree Program**  
**Required Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th><em>Course Name</em></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 305</td>
<td>ANATOMY &amp; PHYSIOLOGY FOR NURSING PRACTICE</td>
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<tr>
<td>NUR 315</td>
<td>PATHOPHYSIOLOGY FOR NURSING PRACTICE</td>
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<tr>
<td>NUR 325</td>
<td>STATISTICS FOR NURSING PRACTICE</td>
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<tr>
<td>NUR 335</td>
<td>INTRODUCTION TO NURSING AND EVIDENCE BASED PRACTICE</td>
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<tr>
<td>NUR 345</td>
<td>ESSENTIALS OF NURSING I: UNDERSTANDING NURSING PRACTICE</td>
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<tr>
<td>NUR 355</td>
<td>ESSENTIALS OF NURSING II: CARE OF CLIENTS AND COMMUNITIES</td>
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<tr>
<td>NUR 365</td>
<td>PHARMACOLOGICAL PRINCIPLES</td>
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<td>NUR 375</td>
<td>PSYCHIATRIC/MENTAL HEALTH NURSING</td>
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<tr>
<td>NUR 395</td>
<td>CARE OF THE ADULT CLIENT</td>
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<tr>
<td>NUR 425</td>
<td>QUALITY, SAFETY, AND TECHNOLOGY IN NURSING</td>
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<tr>
<td>NUR 445</td>
<td>CARE OF THE CHILDBEARING FAMILY</td>
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<td>NUR 455</td>
<td>CARE OF THE HIGH ACUITY CLIENT</td>
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<tr>
<td>NUR 475</td>
<td>TRANSITION TO NURSING PRACTICE AND LEADERSHIP</td>
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<tr>
<td>NUR 495</td>
<td>NCLEX TESTING ORIENTATION</td>
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<tr>
<td>NUR 505</td>
<td>NURSING MANAGEMENT OF CLINICAL OUTCOMES</td>
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<tr>
<td>NUR 515</td>
<td>ADVANCED HEALTH CARE RESEARCH</td>
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<tr>
<td>NUR 525</td>
<td>ADVANCED ISSUES IN NURSING LEADERSHIP</td>
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<tr>
<td>NUR 605</td>
<td>HEALTH CARE SYSTEMS, TECHNOLOGY AND FINANCE</td>
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<td>NUR 615</td>
<td>GLOBAL HEALTH DISPARITIES</td>
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<td>NUR 625</td>
<td>DISASTER MANAGEMENT</td>
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<td>NUR 635</td>
<td>THESIS I</td>
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<td>NUR 645</td>
<td>THESIS II</td>
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<tr>
<td>NUR 655</td>
<td>THESIS III</td>
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<td><strong>TOTAL REQUIRED CURRICULUM CREDITS</strong></td>
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*Grade of C+ is required to pass these courses*
A complete description of all courses in the RN - BSN Degree Completion Nursing Program is provided in the course descriptions section of this catalog.

**The Direct Entry Master of Science degree program in nursing at Ameritech College of Healthcare is pursuing initial accreditation by the Commission on Collegiate Nursing Education [http://www.ccneaccreditation.org](http://www.ccneaccreditation.org). Applying for accreditation does not guarantee that accreditation will be granted.**
The objective 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.

Learning Outcomes: Students will be able to:

- Partner with clients and the healthcare team to design and implement client-centered care that is inclusive of the realities, experiences and values held by diverse populations.
- Use the *Occupational Therapy Practice Framework: Domain and Process, 3rd ed.* to prioritize, plan, and carry out independent and collaborative therapeutic interventions that focus on “occupation” as the means and end.
- Promote health and wellness among individuals, communities and populations.
- Participate in professional organizations, community involvement and lifelong learning.
- Implement professional communication skills when interacting with clients and members of the healthcare team.

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 client 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 clients and health care providers, documenting client 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.

A graduate of the OTA program is eligible to take the National Board for Certification in Occupational Therapy (NBCOT). Upon passing the exam, students will need to submit for state licensure to obtain employment. The preparation course, OTA 290 NBCOT Review, is offered in an asynchronous, 100% online delivery method. Students are also expected to complete general education courses that are integrated into the program to supplement and enhance the occupational therapy courses. Some general education courses are offered in an online, asynchronous environment.

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 is programmatically accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA).

**Important Information:** Documentation of current immunization, proof of CPR certification and evidence of personal health insurance are required after admission and prior to enrollment in any course with a clinical component. Immunization requirements include: Tetanus, Diphtheria & Pertussis (Tdap), Varicella, MMR, Hepatitis B, Flu Vaccination, TB test and current CPR Certification. Failure to provide the required documentation may result in withdrawal from courses and/or program.

**PROGRAM OFFERING AND LENGTH**

The Associate of Science Degree Occupational Therapy Assistant program is 66-semester credit hours, consisting of 75 weeks (5 semesters) and is offered as a blended (combination of on ground and online courses) program. Coursework will consist of lecture, lab, and fieldwork training. Courses are scheduled Monday-Friday, anytime between 8:00am-7:00pm, 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>
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<tr>
<td>*BIO 210</td>
<td>ANATOMY &amp; PHYSIOLOGY</td>
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<tr>
<td>BIO 215</td>
<td>KINESIOLOGY AND FUNCTIONAL MOVEMENT</td>
<td>3.00</td>
</tr>
<tr>
<td>ENG 220</td>
<td>ENGLISH COMPOSITION AND PROFESSIONAL WRITING</td>
<td>3.00</td>
</tr>
<tr>
<td>PSY 212</td>
<td>PRINCIPLES OF HUMAN PSYCHOLOGY</td>
<td>3.00</td>
</tr>
<tr>
<td>SOC 212</td>
<td>THE STUDY OF SOCIETY</td>
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**TOTAL GENERAL EDUCATION CURRICULUM CREDITS** 18.00

### OTHER REQUIRED COURSES

<table>
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<td>MAT 105</td>
<td>COLLEGE MATHEMATICS</td>
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<tr>
<td>TRM 102</td>
<td>MEDICAL TERMINOLOGY</td>
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**TOTAL OTHER REQUIRED COURSES** 3.00

### *CORE COURSES*

<table>
<thead>
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<th>COURSE NUMBER</th>
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<th>CREDITS</th>
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<tr>
<td>OTA 100</td>
<td>INTRODUCTION TO OCCUPATIONAL THERAPY</td>
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<tr>
<td>OTA 110</td>
<td>THE OTA PROFESSIONAL</td>
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<tr>
<td>OTA 120</td>
<td>OCCUPATIONS OF CHILDHOOD AND ADOLESCENCE</td>
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<tr>
<td>OTA 130</td>
<td>PEDIATRIC SKILLS</td>
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<tr>
<td>OTA 150</td>
<td>OCCUPATIONS OF ADULTHOOD</td>
<td>5.00</td>
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<tr>
<td>OTA 170</td>
<td>ADULT SKILLS</td>
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<td>OTA 180</td>
<td>FOUNDATIONS AND ENGAGEMENT</td>
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<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>
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<td>OTA 230</td>
<td>LATER ADULTHOOD SKILLS</td>
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<tr>
<td>OTA 250</td>
<td>PROFESSIONAL TOPICS FOR THE OTA</td>
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<td>OTA 270</td>
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<td>OTA 280</td>
<td>FIELDWORK II - B</td>
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<tr>
<td>OTA 290</td>
<td>NBCOT REVIEW</td>
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**TOTAL CORE COURSES** 45.00

**TOTAL REQUIRED CURRICULUM CREDITS** 66.00

*Grade of C+ is required to pass these courses

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 DESCRIPTIONS LEGEND</th>
</tr>
</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>
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<tr>
<td>ENG</td>
<td>ENGLISH COURSES</td>
</tr>
<tr>
<td>MAT</td>
<td>MATH COURSES</td>
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<td>HUM</td>
<td>HUMANITIES COURSES</td>
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<td>MED</td>
<td>MEDICAL COURSES</td>
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<tr>
<td>NTR</td>
<td>NUTRITION COURSES</td>
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<tr>
<td>NUR</td>
<td>NURSING COURSES</td>
</tr>
<tr>
<td>OTA</td>
<td>OCCUPATIONAL THERAPY ASSISTANT COURSES</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 215 KINESIOLOGY AND FUNCTIONAL MOVEMENT
Length: 60 hours (30 hours lecture/30 hours lab)  
Credits: 3 Credit Hours  
Pre-requisites: BIO 210, OTA 100, OTA 110  
Co-requisites: none  
Course Description: This course focuses on exploring components of body movement and connecting movement to function. Emphasis is placed on biomechanics and the muscular requirements for movement. Topics include understanding of development of movement across the lifespan in a functional capacity, analysis of normal and abnormal movement, and the impact of movement on occupational performance.

BIO 240 PATHOPHYSIOLOGY I
Length: 45 hours (Lecture)  
Credits: 3 Credit Hours  
Delivery Method: Residential  
Pre-requisites: BIO 210, TRM 102  
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 hematology, 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.

BIO 270 MICROBIOLOGY
Length: 45 Lecture Hours
Credit Hours: Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: None
Co-requisite: 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.

CSC 260 EMPLOYMENT STRATEGIES
Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Delivery Method: Residential
Pre-requisites: Completion of first and second semester 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.

COM 305 COMMUNICATION IN HEALTHCARE
Length: 60 Lecture Hours
Credit Hours: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: None
Co-requisite: None
Course Description: This course covers the types of written and oral communications valued by healthcare employers and necessary for success as a healthcare professional. Students will practice creating written documents and oral communications common in the healthcare workplace. In addition, students will gain an understanding of the ethics and politics involved in workplace communications. Students will also practice writing for and speaking to different audiences. Communicating in the Healthcare Workplace reviews effective writing and speaking styles, and it offers opportunities for discussion of healthcare communication issues in an online asynchronous environment.
**ENG 220 ENGLISH COMPOSITION AND PROFESSIONAL WRITING**

**Length:** 45 Lecture Hours  
**Credits:** 3 Credit Hours  
**Delivery Method:** Online Asynchronous, Residential  
**Pre-requisites:** None  
**Co-requisite:** None  

**Course Description:** This course will provide the student with knowledge of basic writing skills and 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.

**HUM 305 INTRODUCTION TO WORLD RELIGIONS**

**Length:** 60 Lecture Hours  
**Credit Hours:** 4 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** None  
**Co-requisite:** None  

**Course Description:** This course introduces key themes and concepts in world religions. The course discusses the origins of religion and the importance of studying religion and also reviews several influential world religions. Students are encouraged to compare and contrast the central tenets of religions, while at the same time gaining an important understanding of their historical and cultural significance. Students are also invited to think critically about religious themes as they review religious concepts, traditions, practices, and histories. Special emphasis is given to issues of religion and healthcare, and students are provided with opportunities to reflect on healthcare and its relation to religious themes like compassion, morality, suffering, and sin and salvation.

**MAT 105 COLLEGE MATHEMATICS**

**Length:** 30 hours (Lecture)  
**Credits:** 2 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Prerequisites:** None  

**Course Description:** This math course provides a comprehensive introduction to problem solving associated with the field of Occupational Therapy. Methods of calculation presented include usage of formulas, geometry and basic mathematical skills.

**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. Method of calculation presented is dimensional analysis. Students will learn measures to ensure the safe calculation of enteral and parenteral medications.

**MAT 305 DATA DRIVEN STATISTICS**
- **Length:** 60 Lecture Hours
- **Credit Hours:** 4 Credit Hours
- **Delivery Method:** Online Asynchronous
- **Pre-requisites:** None
- **Co-requisite:** None
- **Course Description:** This course provides an understanding of data and how this data is used to make decisions through statistical techniques relevant to the field of healthcare. Students will understand how statistics can inform research and recognize the limitations of statistical information. By the end of the course, students will be able to analyze data sets, understand the key principles of statistics, and select appropriate tests of significance for multiple contexts.

**MED 111 INTRODUCTION TO MEDICAL ASSISTING**
- **Length:** 60 Hours (30 Lecture/30 Lab)
- **Credits:** 3 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, 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, 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, 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, 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, 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, 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, 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: 1.5 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, Online Asynchronous
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

Ameritech College of Healthcare
prevention of disease. The role of nutrition in weight control, sports nutrition, eating disorders, pregnancy/lactation, and chronic disease is discussed.

**NUR 100 INTRODUCTION TO NURSING PRACTICE**
- **Length:** 30 hours (Lecture)
- **Credits:** 2 Credit Hours
- **Delivery Method:** Residential
- **Pre-requisites:** None
- **Co-requisite:** None
- **Course Description:** This course introduces the student to the many dimensions of professional nursing. Students will begin to learn about the nursing process and the application of Maslow’s hierarchy to prioritization of care. Coursework will include an overview of the current healthcare environment and the role of the nurse within the system.

**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, TRM 102
- **Prerequisite or co-requisite:** NUR 100
- **Co-requisite:** NUR 131
- **Course Description:** This course introduces fundamental concepts and essential principles central to nursing care. Students will apply the nursing process to the care of patients with long-term alterations in health. The course includes 45 lecture hours, 30 hours in the skills laboratory, and 45 hours in the clinical/simulation setting.

**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 the fundamental concepts and essential principles of nursing care learned in NUR 112. Students will utilize the nursing process and other elements of planning, prioritizing, and collaborating as they care for adults with acute health problems. 30 hours will be spent in lecture, 30 hours in the skills laboratory, and 90 hours will be in the clinical/simulation setting.

**NUR 131 PHARMACOLOGICAL PRINCIPLES**
- **Length:** 45 hours (lecture)
- **Credits:** 3 Credit Hours
- **Delivery Method:** Residential
- **Prerequisite:** BIO 210, MAT 112, TRM 102
- **Co-requisite:** NUR 112
- **Course Description:** This course introduces students to the complexities of medication administration in today’s practice. Students will learn principles of medical pharmacology, pharmacodynamics, drug
classification, and the effect of drugs on health and well-being. Safety in drug administration is emphasized.

**NUR 141 Pharmacological Principles II**

**Length:** 30 Hours (30 Lecture)

**Credits:** 2 Credit Hours

**Delivery Method:** Residential

**Pre-requisite:** BIO240, NUR131

**Co-requisite:** BIO250, NUR120, NUR171

**Course Description:** This course continues from NUR 131 the analysis of the actions, uses, and effects of drugs as used in current medical and nursing practice. Safety is emphasized in the usage and administration of medications covering a number of classifications and modalities.

**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:** BIO 240, NUR 112, NUR 131

**Co-requisite:** NUR 120

**Course Description:** This course focuses on mental and emotional health for individuals, families, and communities across the lifespan. Students will learn about applying principles of the nursing process to mental health patients in a variety of settings using therapeutic communication, milieu therapy, and biologic interventions. The 37.5 hours of lecture content is supported by 22.5 hours in the clinical/simulated mental health setting.

**NUR 193 Care of the Adult Client**

**Length:** 165 Hours (52.5 Lecture/112.5 Clinical)

**Credits:** 6 Credit Hours

**Delivery Method:** Residential

**Pre-requisite:** NUR 120, NUR 141, NUR 171, BIO 250

**Co-requisite:** NUR 215, NUR 225

**Course Description:** This course will build on the principles learned about fundamental nursing practice and pharmacologic intervention as well as pathophysiology to concentrate on the care of adult clients with a variety of disease processes. Maslow’s hierarchy, the nursing process, and evidence-based practice guide the delivery of safe and effective nursing care. In this course students supplement 52.5 lecture hours with 112.5 hours in the clinical/simulation setting caring for adult clients.

**NUR 215 Maternal/Newborn Nursing**

**Length:** 60 Hours (37.5 Lecture/22.5 Clinical)

**Credits:** 3 Credit Hours

**Delivery Method:** Residential

**Prerequisite:** NUR 120, NUR 141, NUR 171, BIO 250

**Co-requisite:** NUR 193, NUR 225

**Course Description:** This course focuses on the nursing care of the childbearing family through pregnancy, labor, birth, and the postpartum period. Gynecological and newborn care will also be covered. Students will spend 37.5 hours in lecture and 22.5 hours in the clinical/simulation setting caring for obstetric,
intrapartum, postpartum and/or neonatal clients.

**NUR 225 CARE OF THE PEDIATRIC CLIENT**
Length: 60 Hours (37.5 Lecture/22.5 Clinical)
Credits: 3 Credit Hours
Delivery Method: Residential
Prerequisite: NUR 120, NUR 141, NUR 171, BIO 250
Co-requisite: NUR 193, NUR 225
Course Description: This course focuses on the nursing care of the pediatric client and family, focusing on normal growth and development from infancy to adolescence as well as common childhood health and wellness issues. Students will augment 37.5 classroom hours with 22.5 hours in the clinical/simulation setting caring for pediatric clients.

**NUR 253 CARE OF THE HIGH ACUITY CLIENT**
Length: 60 Hours (60 Lecture)
Credits: 4 Credit Hours
Delivery Method: Residential
Prerequisite: NUR 193, NUR 215, NUR 225
Co-requisite: NUR 273, NUR 290
Course Description: This course will expand on the knowledge of the nursing process, Maslow’s hierarchy of needs, and evidence-based practice when caring for acutely and critically ill adults. Emphasis is placed on the safe and effective nursing care of patients with complex medical and surgical problems.

**NUR 273 TRANSITION TO THE PROFESSIONAL ROLE**
Length: 157.5 Hours (37.5 Lecture/120 Clinical)
Credits: 5 Credit Hours
Delivery Method: Residential
Prerequisite: NUR 193, NUR 171, NUR 215, NUR 225
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 193, NUR 171, NUR 213
Co-requisites: NUR 253, NUR 273
Course Description: This course will assist students to finalize preparation for taking the NCLEX examination. Students will learn test-taking techniques and spend time practicing questions in order to increase their comfort with the mechanics of the licensure exam. As part of this course, students will be
assessed for readiness to take the NCLEX and individual assistance will be offered for test preparation as student needs are identified.

**NUR 300 CONTEMPORARY NURSING ISSUES AND INNOVATIONS**

**Length:** 60 hours (Lecture)  
**Credits:** 4 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** Admission to BSN Program  
**Course Description:** Students in this course will focus on the complexity of nursing practice within the United States (US) healthcare system. Principles of healthcare policy and reform, case management, human genetics/genomics, and innovation in nursing practice are explored.

**NUR 305 ANATOMY AND PHYSIOLOGY FOR NURSING PRACTICE**

**Length:** 90 Lecture Hours  
**Credit Hours:** 6 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** Admission to the MSN Program  
**Co-requisite:** None  
**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, drug classification, and effect on client health and well-being. Emphasis is placed on safe drug administration utilizing parenteral and enteral routes. Nonconventional therapies and alternative treatment options to restore wellness will be examined.

**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 305 Data Driven Statistics  
**Course Description:** This course introduces the research process. Students learn types of nursing research, develop research questions, interpret research findings, explore, research considerations, and apply evidence in nursing practice.

**NUR 315 PATHOPHYSIOLOGY FOR NURSING PRACTICE**

**Length:** 75 Lecture Hours  
**Credit Hours:** 5 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** NUR 305  
**Co-requisite:** None  
**Course Description:** This course provides a solid foundation and understanding of key concepts of pathophysiology with an emphasis on knowledge needed for nursing care of clients experiencing alterations in normal function. Utilizing a systems format, the course is taught with an appreciation for the interdependence of body structures on a microscopic and macroscopic level, with an understanding of how abnormal function in one structure, group, or organ affects the rest of the body.
NUR 320 Holistic Nursing and Health Assessment
Length: 60 hours (Lecture)
Credits: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: None
Course Description: The principles and standards of the American Holistic Nurses Association (AHNA) provide a foundation for this course. Students use holistic nursing core essentials and the nursing process to guide care delivery through a body, mind, spirit approach.

NUR 325 Statistics for Nursing Practice
Length: 60 Lecture Hours
Credit Hours: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: Admission to MSN Program
Co-requisite: 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.

NUR 330 Population Focused Nursing Care
Length: 60 hours (Lecture).
Credits: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: MAT 305 Data Driven Statistics
Course Description: Concepts of holistic health promotion, disease prevention, and basic epidemiological measures are applied to diverse populations as students explore the role of the community health nurse.

NUR 335 Introduction to Nursing and Evidence Based Practice
Length: 45 Lecture Hours
Credit Hours: 3 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: Admission to the MSN Program
Co-requisite: None
Course Description: This course introduces the student to the theoretical and historical foundation of the professional nursing role. Students will be introduced to the role of the master’s-prepared nurse in the clinical setting as a Clinical Nurse Leader and the evolving nature of nursing practice. Theoretical foundations for nursing practice will be established, including the use of Maslow’s hierarchy for prioritization, the multiple roles of the nurse, the holistic basis for nursing care, and the use of the nursing process. Students will learn about the utilization of current, reliable research in nursing and the role of the master’s-prepared nurse in advocating for evidence-based practice.
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 focuses on the processes and practices of continuous quality improvement. Students examine health indicators, client safety, and risk in the healthcare milieu.

NUR 345 Essentials of Nursing I: Understanding Nursing Practice
Length: 45 Lecture Hours/30 Lab Hours/45 Clinical Hours
Credit Hours: 5 Credit Hours
Delivery Method: Blended
Pre-requisites: Admission to MSN Program
Co-requisite: None
Course Description: This course introduces fundamental concepts and essential principles of nursing care. Students will use Maslow’s theory, the nursing process, and QSEN principles as foundational concepts in the delivery of holistically based nursing care. In addition to 45 lecture hours, students will spend 30 laboratory hours learning and refining essential nursing skills and actions. The clinical role of the nurse will be emphasized through 45 clinical hours, which may be completed in a simulated setting.

NUR 355 Essentials of Nursing II: Care of Clients and Communities
Length: 45 Lecture Hours/30 Lab Hours/90 Clinical Hours
Credit Hours: 6 Credit Hours
Delivery Method: Blended
Pre-requisites: NUR 345
Co-requisite: None
Course Description: This course continues to examine the role of the professional nurse with an emphasis on the care of adults in acute care situations as well as the care of clients in a community setting and the evaluation of community resources. Students will learn about the application of the nursing process in a variety of settings through 45 hours of didactic instruction, 30 hours of skills laboratory practice, and 90 clinical hours. Some of the clinical hours may be conducted in a simulated setting.

NUR 365 Pharmacological Principles
Length: 45 Lecture Hours
Credit Hours: 3 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 345
Co-requisite: None
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, drug classification, and effect on client health and well-being. Emphasis is placed on safe drug administration.
utilizing parenteral and enteral routes. Nonconventional therapies and alternative treatment options to restore wellness will be examined.

**NUR 375 Psychiatric/Mental Health Nursing**

- **Length:** 37.5 Lecture Hours/22.5 Clinical Hours
- **Credit Hours:** 3 Credit Hours
- **Delivery Method:** Blended
- **Pre-requisites:** NUR 355
- **Co-requisite:** None

**Course Description:**
This course focuses on mental and behavioral health for individuals, families, and communities across the lifespan. Adaptive and maladaptive psychological responses to internal and external stressors will be discussed. 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. Didactic content is supported by a 22.5-hour clinical experience that will allow students to observe/apply the nursing process in typical or simulated mental health setting.

**NUR 395 Care of the Adult Client**

- **Length:** 52.5 Lecture Hours/112.5 Clinical Hours
- **Credit Hours:** 6 Credit Hours
- **Delivery Method:** Blended
- **Pre-requisites:** NUR 355
- **Co-requisite:** None

**Course Description:**
This course will build on the principles learned about fundamental holistic nursing practice and pharmacologic interventions as well pathophysiology to concentrate on the integrative 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. Nonconventional approaches to improving health and wellness will be examined. The students will spend 112.5 clinical hours caring for adult and geriatric clients in acute care and simulation settings.

**NUR 400 Nursing Informatics and Technology**

- **Length:** 60 hours (Lecture)
- **Credits:** 4 Credit Hours
- **Delivery Method:** Online Asynchronous
- **Pre-requisites:**

**Course Description:**
In this course, students learn concepts of informatics and data management. The role of the informatics nurse in practice, research, and administration, and technological solutions to improve nursing practice are also explored.

**NUR 410 Nursing Leadership and Management Systems**

- **Length:** 60 hours (Lecture)
- **Credits:** 4 Credit Hours
- **Delivery Method:** Online Asynchronous
- **Pre-requisites:**
Course Description: This course examines leadership theories, roles, and management principles to support professional communication, collaboration, motivation, and legal issues in promoting positive change. Documentation of service-learning hours is included in this course.

NUR 420 NURSING CARE OF THE OLDER ADULT
Length: 60 hours (Lecture)
Credits: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: 
Course Description: The unique needs of the older adult through a holistic approach are the focus of this course. Content includes planning individualized care, effective outcomes, and end of life issues.

NUR 425 QUALITY, SAFETY, AND TECHNOLOGY IN NURSING
Length: 60 Lecture Hours
Credit Hours: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 335
Co-requisite: None
Course Description: This course will focus on the processes and practices of quality assessment and continuous quality improvement in healthcare that incorporates current technology and data management techniques. Students will examine a variety of health indicators that nurses are accountable for achieving as well as the role of informatics in managing data related to these indicators. The course will focus on issues of patient safety, risk appraisal, and medical error reduction with an emphasis on the ethical use of technology and data management resources to assist nurses in achieving their objectives.

NUR 430 NURSING CAPSTONE SYNTHESIS
Length: 30 hours (Lecture)/60 hours
Credits: 4 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 300 level courses & 400 Level Courses
Course Description: Knowledge synthesis and application of leadership skills provide structure for practice-based quality improvement. Students plan, organize, and design a research project to positively impact nursing practice.

NUR 445 CARE OF THE CHILDBEARING FAMILY
Length: 75 Lecture Hours/45 Clinical Hours
Credit Hours: 6 Credit Hours
Delivery Method: Blended
Pre-requisites: NUR 395
Co-requisite: None
Course Description: This course focuses on nursing care of the childbearing and childrearing family. The nursing process will be applied to holistic care of the childbearing family during pregnancy, labor and delivery, and postpartum in normal as well as common high-risk conditions. The nursing care of the childrearing family will focus on the normal principles of pediatric growth and development from the neonate through adolescence and common pediatric health and wellness issues. Students will spend 45
hours in simulated and actual clinical and/or community settings working with a variety of obstetric and pediatric clients.

**NUR 455 CARE OF THE HIGH ACUITY CLIENT**

**Length:** 30 Lecture Hours  
**Credit Hours:** 2 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** NUR 445  
**Co-requisite:** None  
**Course Description:** This course is designed to build and expand on the delivery of safe, quality nursing care related to various complex medical-surgical conditions and alterations in health. Emphasis will be given to treating the client as a whole and using integrative, culturally appropriate nursing care to promote optimal health and wellness. 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 safe patient-centered nursing care.

**NUR 475 TRANSITION TO NURSING PRACTICE AND LEADERSHIP**

**Length:** 52.5 Lecture Hours/112.5 Clinical Hours  
**Credit Hours:** 6 Credit Hours  
**Delivery Method:** Blended  
**Pre-requisites:** NUR 445  
**Co-requisite:** None  
**Course Description:** This course offers students an opportunity to refine their upcoming role as a registered nurse transitioning into graduate study and professional practice. Ethical dilemmas, legal issues, delegation, communication, prioritization, and self-awareness will be emphasized; and students will be given the opportunity to analyze their personal philosophy of health and wellness as a member of the nursing profession. The clinical portion of the course consists of 120 hours in a preceptor-led capstone course.

**NUR 495 NCLEX TESTING ORIENTATION**

**Length:** 15 Lecture Hours  
**Credit Hours:** 1 Credit Hour  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** None  
**Co-requisite:** None  
**Course Description:**

**NUR 505 NURSING MANAGEMENT OF CLINICAL OUTCOMES**

**Length:** 75 Lecture Hours  
**Credit Hours:** 5 Credit Hours  
**Delivery Method:** Online Asynchronous  
**Pre-requisites:** Admission to the MSN Program  
**Co-requisite:** None  
**Course Description:** Students will explore their role as a clinical nurse leader and their responsibility towards outcomes for clients, communities and populations. Principles of quality, safety, technology, and
responsible management will be incorporated into a discussion of evidence-based practice and interprofessional collaboration.

**NUR 515 ADVANCED HEALTH CARE RESEARCH**

Length: 75 Lecture Hours  
Credit Hours: 5 Credit Hours  
Delivery Method: Online Asynchronous  
Pre-requisites: NUR 505  
Co-requisite: None  
Course Description: This course will build on the students’ previous knowledge about evidence-based practice and nursing research as they prepare to conduct their own evidence-based practice project. Students will select an area of focus and identify literature and current research related to their topic of interest.

**NUR 525 ADVANCED ISSUES IN NURSING LEADERSHIP**

Length: 75 Lecture Hours  
Credit Hours: 5 Credit Hours  
Delivery Method: Online Asynchronous  
Pre-requisites: NUR 505  
Co-requisite: None  
Course Description: Students will synthesize their body of learning as they prepare to solve issues of leadership and management. They will continue to develop an evidence-based practice project as they examine their role as a Clinical Nurse Leader and their personal philosophy of nursing.

**NUR 605 HEALTH CARE SYSTEMS, TECHNOLOGY, AND FINANCE**

Length: 75 Lecture Hours  
Credit Hours: 5 Credit Hours  
Delivery Method: Online Asynchronous  
Pre-requisites: NUR 505  
Co-requisite: None  
Course Description: Students will examine how financial, technological, and leadership issues affect today’s healthcare environment. Emphasis will be placed on the nursing role in finance, budgeting, informatics, and advocacy at various levels of leadership in the healthcare system.

**NUR 615 GLOBAL HEALTH DISPARITIES**

Length: 75 Lecture Hours  
Credit Hours: 5 Credit Hours  
Delivery Method: Online Asynchronous  
Pre-requisites: NUR 505  
Co-requisite: None  
Course Description: This course will look at health systems around the world and examine how variations in culture, social policy, and resources affect the care of people worldwide. Students will become more aware of their role as advocates and leaders to promote health outcomes for underserved populations in the United States and around the globe.
NUR 625 DISASTER MANAGEMENT
Length: 75 Lecture Hours
Credit Hours: 5 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 505
Co-requisite: None
Course Description:  Students will examine the role of the nurse in preparing for, leading, and evaluating the response to a variety of events at a facility, community, state, national, and global level. The course will explore the aspects of responding to natural catastrophic events as well as acts of war and terrorism, including bioterrorism and manmade environmental disasters.

NUR 635 THESIS I
Length: 30 Lecture Hours
Credit Hours: 2 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 505, NUR 515, NUR 525
Co-requisite: None
Course Description:  The thesis project is a culmination of master’s study. Students will conceptualize and plan for the execution of a project that solves a current problem of nursing through the application of evidence-based practice.

NUR 645 THESIS II
Length: 30 Lecture Hours
Credit Hours: 2 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 635
Co-requisite: None
Course Description:  The thesis project is a culmination of master’s study. Students will complete the execution of a project that solves a current problem of nursing through the application of evidence-based practice.

NUR 655 THESIS III
Length: 15 Lecture Hours
Credit Hours: 1 Credit Hours
Delivery Method: Online Asynchronous
Pre-requisites: NUR 645
Co-requisite: None
Course Description:  The thesis project is a culmination of master’s study. Students will complete an original scholarly work that describes the execution of a project which solves a current problem of nursing through the application of evidence-based practice.
OTA 100 INTRODUCTION TO OCCUPATIONAL THERAPY

Length: 30 hours (lecture)
Credits: 2 Credit Hours
Prerequisites: None
Co-requisites: OTA 110
Course Description: This course introduces the student to the profession of occupational therapy and the role of the occupational therapy assistant, including roles and responsibilities of the OT and OTA. An introduction to occupational therapy treatment settings, models of practice, frames of reference and current and emerging practice areas will be brought into focus. Occupational therapy topics include the history, philosophical principles and values of the profession, ethics, and the Occupational Therapy Practice Framework: Domain and Process, 3rd ed. This course includes a detailed examination of activity analysis including adaptation, and gradation of activities.

OTA 110 THE OTA PROFESSIONAL

Length: 30 hours (Lecture)
Credits: 2 Credit Hours
Prerequisites: None
Co-requisites: OTA 100
Course Description: This course mentors the student to develop professional behaviors and presents resources necessary for success as students and professionals in the field of OT. Skills taught include setting goals, study skills, learning styles, and stress management. This course also introduces documentation methods using a SOAP note format, electronic medical records, evidence-based practice and research. Other topics covered are expectations of fieldwork experiences, the US healthcare system and reimbursement.

OTA 120 OCCUPATIONS OF CHILDHOOD AND ADOLESCENCE

Length: 75 hours (45 hours lecture/30 hours lab)
Credits: 4 Credit Hours
Prerequisites: OTA 100, OTA 110, BIO210
Co-requisites: OTA 130, BIO215
Course Description: This course explores occupational performance from infancy to adolescence. This course presents normal development through physical, psychosocial, and cognitive change. A review of commonly treated diagnoses, conditions, and circumstances for this period of human development, is explored. In depth application of the theoretical frameworks, interventions, and utilization of the Occupational Therapy Practice Framework: Domain & Process, 3rd ed. is presented, focusing on the pediatric population.

OTA 130 PEDIATRIC SKILLS

Length: 75 hours (45 hours lab/30 hours fieldwork)
Credits: 2 Credit Hours
Prerequisites: OTA 100, OTA 110, BIO210
Co-requisites: OTA 120, BIO 215
Course Description: This course provides the students the opportunity to solidify their knowledge, clinical and professional skills necessary to work with the pediatric population in a variety of settings. The emphasis of this course is to allow students the opportunity to gain the skill set necessary to be a competent entry-level occupational therapy assistant.
OTA 150 Occupations of Adulthood

Length: 97.5 hours (52.5 hours lecture/45 hours lab)
Credits: 5 Credit Hours
Prerequisites: OTA 100, OTA 110, BIO 210
Co-requisites: BIO215, OTA 170, OTA 180, OTA 190
Course Description: This course examines occupational role performance throughout adulthood. This course presents the normal aging process and physical dysfunction, addressing how aging impacts the adult population through physical, psychosocial, and cognitive change. A review of commonly treated diagnoses, conditions, and circumstances for this period of human development, is explored. In depth application of the theoretical frameworks, interventions, and utilization of the Occupational Therapy Practice Framework; Domain & Process, 3rd ed. is presented, focusing on the adult population.

OTA 170 Adulthood Skills

Length: 75 hours (45 hours lab/30 hours fieldwork)
Credits: 2 Credit Hours
Prerequisites: OTA 100, OTA 110, BIO210
Co-requisites: BIO215, OTA 150, OTA 180, 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 and physical dysfunction in a variety of settings. The emphasis of this course is to allow students the opportunity to gain the skill set necessary to be a competent entry-level occupational therapy assistant.

OTA 180 Foundations and Engagement

Length: 45 hours (15 hours lecture/30 hours lab)
Credits: 2 Credit Hours
Prerequisites: OTA 100, OTA 110, BIO 210
Co-requisites: BIO 215, OTA 170, OTA 180
Course Description: This course presents an overview of occupational therapy foundations and of common interventions and engagement in the realm of physical disability for adults. This course presents an in-depth application of occupations, activity analysis, interventions, and utilization of the Occupational Therapy Practice Framework; Domain & Process, 3rd ed., with focus on adults with impairments in cognition, perception and sensation. An occupational lens approach is used to address health promotion and wellness for the client and the practitioner, work rehabilitation, driving and community mobility. The lab portion will allow students to develop skills in the areas of: observation, assessment, documentation, home and workplace modification for adults with physical impairments.

OTA 190 Psychosocial Aspects of Occupation

Length: 60 hours (30 hours lecture/30 hours lab)
Credits: 3 Credit Hours
Prerequisites: OTA 100, OTA 110, BIO210
Co-requisites: BIO 215
Course Description: This course examines psychosocial factors that impact occupational performance throughout the lifespan. A review of commonly treated psychosocial diagnoses and other conditions affecting psychosocial functioning is explored, including approaches to applying theoretical frameworks, interventions, and the Occupational Therapy Practice Framework: Domain & Process, 3rd ed. This course also includes an examination of various strategies the OTA may employ to meet clients’ specific psychosocial needs.
OTA 200 OCCUPATIONS OF LATER ADULTHOOD  
Length: 75 hours (45 hours lecture/30 hours lab)  
Credits: 4 Credit Hours  
Prerequisites: OTA 100, OTA 110, OTA120, OTA 130, OTA 150, OTA 170, OTA 180, OTA 190, BIO 210, BIO 215  
Co-requisites: OTA 230, OTA 250  
Course Description: This course examines occupational role change throughout older adulthood. This course presents the normal aging process and how the aging population is impacted through physical, psychosocial, and cognitive change. A review of commonly seen diagnoses, conditions, and circumstances for this period of human development, is explored. In depth application of the theoretical frameworks, interventions, and utilization of the Occupational Therapy Practice Framework: Domain & Process, 3rd ed. is presented, focusing on the older adult population.

OTA 230 LATER ADULTHOOD SKILLS  
Length: 75 hours (45 hours lab/30 hours fieldwork)  
Credits: 2 Credit Hours  
Prerequisites: OTA 100, OTA 110, OTA120, OTA 130, OTA 150, OTA 170, OTA 180, OTA 190, BIO 210, BIO 215  
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 geriatric population in a variety of settings. The emphasis of this course is to allow students the opportunity to gain the skill set necessary to be a competent entry-level occupational therapy assistant.

OTA 250 PROFESSIONAL TOPICS FOR THE OTA  
Length: 45 hours (Lecture)  
Credits: 3 Credit Hours  
Prerequisites: OTA 100, OTA 110, OTA120, OTA 130, OTA 150, OTA 170, OTA 180, OTA 190, BIO 210, BIO 215  
Co-requisites: OTA 200, OTA 230  
Course Description: This course examines issues that are essential to the everyday practice of the occupational therapy assistant such as lifelong learning, scholarship, and health literacy. Collaboration between the OTA, OT, and the interdisciplinary team is discussed, including supervision requirements. Exploration of the OTA’s role as a manager in traditional and non-traditional settings is introduced. This course also facilitates the opportunity for students to expand their knowledge in a chosen practice area through completion of a capstone experience, with mentoring of an OTA advisor.

OTA 270 FIELDWORK II-A  
Length: 270 hours (Fieldwork)  
Credits: 6 Credit Hours  
Prerequisites: OTA 100, OTA 110, OTA120, OTA 130, OTA 150, OTA 170, OTA 180, OTA 190, BIO 210, BIO 215, OTA 200, OTA 230, OTA 250  
Co-requisites: 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. The focus of this course is to provide a guided practice experience in which the student will implement use of the Occupational Therapy Practice Framework; Domain and Process, 3rd. ed. to provide appropriate interventions to a diverse population of persons in a healthcare,
education or community site. Faculty or clinical educators are present to assist with guiding the student’s learning experiences and clinical decision making. This course is at an off-campus location, students are responsible for their own transportation.

**OTA 280 Fieldwork II-B**

**Length:** 270 hours (Fieldwork)

**Credits:** 6 Credit Hours

**Prerequisites:** OTA 100, OTA 110, OTA 120, OTA 130, OTA 150, OTA 170, OTA 180, OTA 190, BIO 210, BIO 215, OTA 200, OTA 230, OTA 250

**Co-requisites:** 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. The focus of this course is to provide a guided practice experience in which the student will implement use of the Occupational Therapy Practice Framework: Domain & Process, 3rd. ed. to provide appropriate interventions to a diverse population of persons in a healthcare, education or community site. Faculty or clinical educators are present to assist with guiding the student’s learning experiences and clinical decision making. 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

**Delivery Method:** Online Asynchronous

**Prerequisites:** All OTA Courses in the Program

**Co-requisites:** OTA 270, OTA 280

**Course Description:** This course will assist students as they 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 212 Principles of Human Psychology**

**Length:** 45 Lecture Hours

**Credits:** 3 Credit Hours

**Delivery Method:** Online Asynchronous

**Pre-requisites:** None

**Co-requisite:** None

**Course Description:** This course is designed to give students an understanding and appreciation of the scientific approach to human behavior, thought and action and to provide the basic conceptual framework for studying the cognitive, emotional, and social aspects of human activity. Students will explore all of the major areas of psychology, including developmental, learning, physiological, clinical, social, and cognitive psychology.

**SOC 212 The Study of Society**

**Length:** 45 Lecture Hours

**Credits:** 3 Credit Hours

**Delivery Method:** Online Asynchronous

**Pre-requisites:** None
**Co-requisite:** None

**Course Description:** This course is a conceptually based course that promotes students' awareness of the cultural continuities and changes within societies and cultures. Students will critically analyze social theories and complementary and contrasting viewpoints about people, societies and cultures. The Study of Society promotes an awareness of individuals, groups and institutions and facilitates intercultural understanding and communication. Students will understand social theory and methodology and recognize that social research promotes a deeper understanding of society, serving personal and social needs in our changing world.

**TRM 101 Medical Terminology**

*Length:* 30 hours (Lecture)

*Credits:* 2 Credit Hours

*Delivery Method:* Residential, Online Asynchronous

*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:** The purpose of this course is to introduce 350 medical elements which are the basis of medical language. As these elements are learned, memorized, and retained, students will be able to interpret and understand thousands of complex medical terms. Medical Terminology is a foundational class, providing the groundwork for all future courses and will be a useful tool in any healthcare career.
CATALOG APPENDIX

FALL 2019
Version Date: August 2019

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 – Friday, 8:00 AM – 5:00 PM

Provo Non-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 8:00 AM – 5:00 PM
## PROGRAM COSTS AND FEES

<table>
<thead>
<tr>
<th>Program Costs</th>
<th>Medical Assistant</th>
<th>Nursing - Associate of Science Degree</th>
<th>Nursing - Bachelor of Science Degree</th>
<th>Nursing – Direct Entry Master of Science Degree</th>
<th>Nursing - RN - BSN Degree Program</th>
<th>Occupationa l Therapy Assistant - Associate of Science Degree Program</th>
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</thead>
<tbody>
<tr>
<td>Program Costs</td>
<td>$15,609.00</td>
<td>$49,820.00</td>
<td>$57,750.00</td>
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<td>$34,980.00</td>
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</table>

Program Costs are subject to change without prior notice.

Students can 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 the student may incur while attending Ameritech College of Healthcare

- Audit Course                  $100.00
- CPR Class                     $45.00
- ACLS Class                    $80.00
- I-20 Processing               $25.00
- Math Test Out                 $50.00
- Non-Sufficient Funds          $40.00
- Replacements Badge            $10.00
- TEAS Entrance Exam            $75.00
- TEAS Study Guide              $25.00
- Test Out                      $100.00
- Transcript Request            $5.00
### 2019 Academic Calendar

**Academic calendar dates are subject to change**

#### Summer Semester 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, April 25, 2019</td>
<td>MA/OTA Orientation</td>
</tr>
<tr>
<td>Friday, April 26, 2019</td>
<td>NUR Orientation</td>
</tr>
<tr>
<td>Monday, April 29, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday, May 27, 2019 – Tuesday, May 28, 2019</td>
<td>Memorial Day – No Classes</td>
</tr>
<tr>
<td>Tuesday, June 18, 2019</td>
<td>MA/RN-BSN Block 1 Classes End</td>
</tr>
<tr>
<td>Wednesday, June 19, 2019</td>
<td>MA/RN-BSN Block 2 Classes Begin</td>
</tr>
<tr>
<td>Thursday, July 4 – Friday, July 5, 2019</td>
<td>Independence Day – No Classes</td>
</tr>
<tr>
<td>Monday, July 8, 2019</td>
<td>BSN Classes Begin</td>
</tr>
<tr>
<td>Wednesday, July 24, 2019</td>
<td>Pioneer Day – No Classes</td>
</tr>
<tr>
<td>Friday, August 9, 2019</td>
<td>End of Semester</td>
</tr>
</tbody>
</table>

#### Fall Semester 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Thursday, August 15, 2019</td>
<td>MA/OTA Orientation</td>
</tr>
<tr>
<td>Friday, August 16, 2019</td>
<td>NUR Orientation</td>
</tr>
<tr>
<td>Wednesday, August 21, 2019</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday, August 26, 2019</td>
<td>BSN Classes Begin</td>
</tr>
<tr>
<td>Monday, September 2 – Tuesday, September 3, 2019</td>
<td>Labor Day – No Classes</td>
</tr>
<tr>
<td>Friday, September 27, 2019</td>
<td>BSN Classes End</td>
</tr>
<tr>
<td>Monday, September 30, 2019</td>
<td>BSN Classes Begin</td>
</tr>
<tr>
<td>Friday, October 11, 2019</td>
<td>MA/RN-BSN Block 1 Classes End</td>
</tr>
<tr>
<td>Monday, October 14, 2019</td>
<td>MA/RN-BSN Block 2 Classes Begin</td>
</tr>
<tr>
<td>Wednesday, October 16 – Friday, October 18</td>
<td>Fall Break – No Classes</td>
</tr>
<tr>
<td>Friday November 1, 2019</td>
<td>BSN Classes End</td>
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</table>
### 2020 Academic Calendar

#### Winter Semester 2020

<table>
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<tr>
<th>Date</th>
<th>NUR/OTA</th>
<th>MA/RN-BSN</th>
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<tbody>
<tr>
<td>Monday, January 6</td>
<td>Semester Start</td>
<td>January Block Start</td>
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<tr>
<td>Monday, January 20</td>
<td>Martin Luther King, Jr. Day – Campus Closed</td>
<td>Martin Luther King, Jr. Day – Campus Closed</td>
</tr>
<tr>
<td>Friday, February 7</td>
<td></td>
<td>RN-BSN January Block A End</td>
</tr>
<tr>
<td>Monday, February 10</td>
<td></td>
<td>RN-BSN February Block B End</td>
</tr>
<tr>
<td>Monday, February 17</td>
<td>President’s Day – Campus Closed</td>
<td>President’s Day – Campus Closed</td>
</tr>
<tr>
<td>Wednesday, February 26</td>
<td></td>
<td>MA January Block 1 End</td>
</tr>
<tr>
<td>Thursday, February 27</td>
<td></td>
<td>MA February Block 2 Begin</td>
</tr>
<tr>
<td>Friday, March 13</td>
<td></td>
<td>RN-BSN February Block B End</td>
</tr>
<tr>
<td>Monday, March 16</td>
<td></td>
<td>RN-BSN March Block C Start</td>
</tr>
<tr>
<td>Monday, April 13 – Friday, April 17</td>
<td>Finals Week</td>
<td></td>
</tr>
<tr>
<td>Friday, April 17</td>
<td>Semester End</td>
<td>March Block End</td>
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#### Summer Semester 2020

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<th>Date</th>
<th>NUR/OTA</th>
<th>MA/RN-BSN</th>
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<tbody>
<tr>
<td>Monday, May 4</td>
<td>Semester Start</td>
<td>May Block Start</td>
</tr>
<tr>
<td>Monday, May 25</td>
<td>Memorial Day – Campus Closed</td>
<td>Memorial Day – Campus Closed</td>
</tr>
<tr>
<td>Friday, June 5</td>
<td></td>
<td>RN-BSN May Block A End</td>
</tr>
<tr>
<td>Monday, June 8</td>
<td></td>
<td>RN-BSN June Block B Start</td>
</tr>
<tr>
<td>Wednesday, June 24</td>
<td></td>
<td>MA May Block 1 End</td>
</tr>
<tr>
<td>Thursday, June 25</td>
<td></td>
<td>MA June Block 2 Begin</td>
</tr>
<tr>
<td>Friday, July 3</td>
<td>Independence Day (Observed) – Campus Closed</td>
<td>Independence Day (Observed) – Campus Closed</td>
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<tr>
<td>Friday, July 10</td>
<td></td>
<td>RN-BSN July Block B End</td>
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<tr>
<td>Monday, July 13</td>
<td></td>
<td>RN-BSN July Block C Start</td>
</tr>
<tr>
<td>Friday, July 24</td>
<td>Pioneer Day – Campus Closed</td>
<td>Pioneer Day – Campus Closed</td>
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<tr>
<td>Monday, August 10 – Friday, August 14</td>
<td>Finals Week</td>
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<tr>
<td>Friday, August 14</td>
<td>Semester End</td>
<td>July Block End</td>
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<th>MA/RN-BSN</th>
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<tbody>
<tr>
<td>Monday, August 31</td>
<td>Semester Start</td>
<td>August Block Start</td>
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<tr>
<td>Monday, September 7</td>
<td>Labor Day – Campus Closed</td>
<td>Labor Day – Campus Closed</td>
</tr>
<tr>
<td>Friday, October 2</td>
<td></td>
<td>RN-BSN August Block A End</td>
</tr>
<tr>
<td>Monday, October 5</td>
<td></td>
<td>RN-BSN October Block B Start</td>
</tr>
<tr>
<td>Wednesday, October 21</td>
<td></td>
<td>MA October Block 1 End</td>
</tr>
<tr>
<td>Thursday, October 22</td>
<td></td>
<td>MA October Block 2 Start</td>
</tr>
<tr>
<td>Friday, November 6</td>
<td></td>
<td>RN-BSN October Block B End</td>
</tr>
<tr>
<td>Monday, November 9</td>
<td></td>
<td>November Block C Start</td>
</tr>
</tbody>
</table>
Thursday, November 26 – Friday, November 27
Thanksgiving Holiday – Campus Closed

Monday, December 7 – Friday, December 11
Finals Week

Friday, December 11
Semester End
Block End

*Academic calendar dates are subject to change*

**AMERITECH COLLEGE OF HEALTHCARE FACULTY**

**GENERAL EDUCATION FACULTY**

- NICOLETTE WATKINS, Asst. Director of General Education and Faculty Development
  M.A. Education, University of Phoenix
  B.S. Psychology, University of Utah

- COLETTE ANDERSEN, Adjunct Faculty
  M.A. Education, University of Phoenix
  B.S. Business Management, University of Phoenix

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

- MATTHEW CROZIER, Adjunct Faculty
  M.S. Education, Walden University, Math Subject Area Endorsement
  B.S. Elementary Education, North Central University

- JARED ESCOBAR, Adjunct Faculty
  M.S. Health Care Administration, Independence University
  B.S. Respiratory Therapy, Stevens Henager College

- JUSTIN ETHINGTON, Adjunct Faculty
  B.S. Exercise Science, Utah Valley University

- MCKELLE GEORGE, Adjunct Faculty
  B.S. English/Creative Writing, Brigham Young University

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

- KATHERINE HAMILTON, Faculty
  B.S. Biology, Purdue University

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

- JOLENE JENKINS, Adjunct Faculty
  M.S. Education, University of Utah
  B.S. English Education, Brigham Young University

- KATHY MATTHES, Adjunct Faculty
  M.S. Ed, Instructional Technology, University of Southern California
  B.A. Humanities, California State University

- JOSEPH PETTILOT, Adjunct Faculty
  B.S. Exercise Science, Brigham Young University

- LYNN ROSSER, Adjunct Faculty
  M.A. Education, Nutrition Education, Framingham State University
  B.S. Health Science/Biology, State University of New York

- TONYA SANDERS, Adjunct Faculty
  M.Ed, Columbus State University
  B.S. Education, Columbus State University Psychology

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

- ELIZABETH SHIVELY, Adjunct Faculty
  Ph.D. COMPARATIVE Studies, Ohio State University
  M.A. Women’s Studies, George Washington University
  B.A. Journalism, Indiana University-Purdue University

- RUSSEL THELIN, MS LVRC, Adjunct Faculty
  M.S. Rehabilitation and Special Education
  Utah State University
  B.S. Sociology, University of Utah

**MEDICAL ASSISTANT DRAPER PROGRAM FACULTY**

- BEN MCBRIDE, NCMA, Program Director
  A.A.S. Medical/Clinical, Stevens-Henager College

- IKRAM ABDULLAH, Faculty
  Certificate, Medical Assistant Specialist
  B.A. Middle East Studies, University of Utah

- JULIE ORCHARD, CMA (AAMA), Faculty
  A.S. Integrated Studies, Medical Assistant,
  LDS Business College
HEATHER DOMAN, RN, AHN-BC, Program Director, BSN and RN-BSN  
M.S. Nursing, University of Utah  
B.S. Nursing, University of Utah  
A.S. General Education and Nursing, Salt Lake Community College  
DAVID HASKELL, RN, Program Director, ASN  
M.S. Nursing Education, University of Phoenix  
B.S. Nursing, Weber State University  
KARLA HUNTSMAN, RN, Director of Nursing Education  
M.S.N/Ed, University of Phoenix  
B.S. Nursing, Brigham Young University  
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  
NADIA BIGNEY, RN, Part-time Faculty  
B.S. Behavior Science, Utah Valley University  
B.S. Nursing, Montana State University  
CATHRYN BRADSHAW, RN, Faculty  
B.S. Nursing, Chamberlain University  
A.S. Nursing, Brigham Young University  
MIRANDA BRIMLEY, RN, Faculty  
M.S. Nursing, Western Governors University  
B.S. Nursing, Western Governors University  
A.S. Nursing, Ameritech College  
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, Capstone Coordinator  
Post Masters, Nurse Practitioner  
M.S. Nursing and Health Administration, University of Phoenix  
B.S. Nursing, Baker University  
KIMBERLY COLEMAN, RN, Part-time Faculty  
M.S. FNP Nursing, Medical College of Georgia  
B.S. Nursing, Medical College of Georgia  
MARY ANN COOK, RN, Faculty  
M.S. Nursing, University of Utah  
B.S. Nursing, University of Utah  
A.S. Nursing, Salt Lake Community College  
GEORGE KEITH CUNNINGHAM, RN, Part-time Faculty  
B.S. Nursing Ameritech College of Healthcare  
AMANDA CURTSINGER, DNP, RN, Adjunct Faculty  
DNP, Capella University  
B.S. Nursing, Bellarmine University  
B.A. Liberal Arts, Bellarmine University  
MARIA CRUZ, RN, Part-time Faculty  
DNP, Nursing Practice and Midwifery, University of Utah  
B.S. Nursing, University of Utah  
JILL DUBBELMAN, RN, Part-time Faculty  
B.S. Nursing, Western Governors University  
ANGELA FENTON, RN, Part-time Faculty  
B.S. Nursing, University of Phoenix  
HOLLY GOOCH, RN, Faculty  
B.S. Nursing, Western Governors University  
A.A. Nursing, Salt Lake Community College  
KYLE HANCOCK, RN, Part-time Faculty  
M.S. Nursing, Weber State University  
B.S. Nursing, Utah Valley University  
CATHRYN HILE, DNP, RN, CCRN, CMC, Adjunct Faculty  
D.N.P. Case Western Reserve University  
M.S. Nursing, Jefferson College of Health Sciences  
B.S. Nursing, Jefferson College of Health Sciences  
A.A.S. Nursing, Dabney S. Lancaster Community College  
SCHOLAR IBEZIM UCHE, PhD, DNP, MS, RN, Adjunct Faculty  
DNP, Capella University  
PhD, Education, Capella University  
M.S. Health Services Administration, University of St. Francis  
B.S. Nursing, College of New Rochelle  
BRENDA JEFFERS, MHA, MSN, RN, Adjunct Faculty  
M.S. Nursing, Walden University  
M.S. Health Care Administration, University Osteopathic Medicine and Health Sciences  
B.S. Nursing, Iowa Wesleyan College  
JOYCE JOHNSON, RN, Faculty  
M.S. Nursing, California State University  
B.S. Nursing, University of Phoenix  
A.S. Nursing, Los Angeles Valley College  
LORENE JOHNSON, APRN, Faculty,  
M.S. Advanced Practice Registered Nurse, University of Utah  
B.S. Nursing, University of Utah  
VERONICA KILLION, RN, Part-time Faculty  
B.S. Nursing, University of New Brunswick
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaynie Lentz Green</td>
<td>RN, Faculty</td>
<td>M.S. Nursing Care Management, University of Utah B.S. Nursing, University of Utah</td>
</tr>
<tr>
<td>Katrina Little</td>
<td>Assistant Program Director, Long-Term Care</td>
<td>M.S. Nursing, University of Utah B.S. Nursing, Holy Names University A.S. Nursing, Los Angeles Harbor College</td>
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<td>Lisa Looney</td>
<td>Faculty, Lab Coordinator</td>
<td>M.S. Nursing, University of Utah B.S. Nursing, Dixie State University</td>
</tr>
<tr>
<td>Ashley Miles</td>
<td>RN, Part-time Faculty</td>
<td>M.S. Nursing Education, Western Governors University B.S. Nursing, University of Texas Medical Branch</td>
</tr>
<tr>
<td>Donna Murphy</td>
<td>RN, Part-time Faculty</td>
<td>M.S. Nursing, Utah State University B.S. Nursing, Utah State University A.A. Nursing, Weber State College</td>
</tr>
<tr>
<td>Corey Neerings</td>
<td>Part-time Faculty</td>
<td>B.S. Nursing, University of Utah B.S. Exercise and Sport Science, University of Utah</td>
</tr>
<tr>
<td>Mallory Newman Miner</td>
<td>RN, DNP, Faculty</td>
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<tr>
<td>Shirley Oberg</td>
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<td>M.S. Nursing, University of Phoenix B.S. Nursing, University of Phoenix A.S. Nursing, Weber State University LPN, Weber State University</td>
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<td>Jacyln Pelfrey</td>
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<td>Venus Pierson</td>
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<tr>
<td>Rito Ramirez</td>
<td>RN, Part-time Faculty</td>
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<tr>
<td>Joshua Ray</td>
<td>Associate Program Director of Acute Care</td>
<td>M.S. Nursing, Walden University B.S. Nursing, Western Governors University A.S. Nursing, Ameritech College</td>
</tr>
<tr>
<td>Cheri Rievley</td>
<td>RN, Faculty</td>
<td>Post Masters, Nursing Informatics M.S. Nursing, Holy Names University B.S. Nursing, Holy Names University A.S. Nursing, Los Angeles Harbor College</td>
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<tr>
<td>Gail Maier</td>
<td>PhD, RN, Adjunct Faculty</td>
<td>PhD Educational Administration, The University of Toledo M.S. Nursing, Ohio State University B.S. Nursing, Mary Manse College</td>
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**Ameritech College of Healthcare**
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M.S. Nursing, University of Phoenix
B. S. Business Administration, California State University

TRACI ZIMMERMAN, RN, Part-time Faculty
B.S. Nursing, Utah Valley University

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