YOUR LIFE

POWERED BY LEARNING

2022 - 2023 Catalog

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FORTIS College

4351 Garden City Drive, Landover, MD 20785
Phone: 301-459-3650 / Fax: 301-459-3640
For consumer info visit www.fortis.edu

FORTIS

Your Life. Powered By Learning

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Each term is 6 weeks in length. Each quarter is 12 weeks in length. Not all programs have a start each term. Term dates are subject to change.

INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

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

Fortis College was established in 2019 as a branch campus of Fortis Institute located in Wayne, NJ, which is ABHES accredited. Fortis Institute, Wayne is located at 201 Willowbrook Blvd, Wayne, NJ 07470.

In June 2005, Education Affiliates, Inc. purchased the stock of the Medix School, which had been operating in Towson, Maryland since 1969. Education Affiliates, Inc. opened Medix School- West on the western side of Baltimore in 2006 and opened Medix School -South in Landover, Maryland, near Washington, DC, in 2007. Medix School-South became a degree-granting institution in 2009 and has been known as Fortis College since. Fortis College in Landover, Maryland is a branch campus of Fortis Institute in Wayne, Pennsylvania.

CONSUMER INFORMATION

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

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

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

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

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

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

Inquiries concerning the application of these laws and their implementing regulations may be referred to the Campus President, 4351 Garden City Drive, Landover, MD 20785

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

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the Fortis College's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the Fortis College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis College has institutional accreditation from the Accrediting Bureau for Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 | P. (703) 917-9503 | F. (703) 917-4109 | https://abhes.org
- Fortis College is registered at the Maryland Higher Education Commission (MHEC) 6 N. Liberty Street Baltimore, MD 21201 | P. (410) 767-3300 | https://mhec.state.md.us/Pages/default.aspx
- Fortis College is exempt from State Council for Higher Education in Virginia approval per 8 VAC 40-31-60 (A) (4) (ii)
- Fortis College is exempt from District of Columbia Education Licensure Commission approval per D.C. Code § 38-1310 (a) (6).

- Fortis College's Dental Hygiene program is accredited by the Commission on Dental (CODA) and has been granted the approval status of "accreditation with intent to withdraw". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The commission's web address is http://www.ada.org/en/coda
- Fortis College's Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 | P: 312-704-5300 | email: mail@jrcert.org | www.jrcert.org

STATE AUTHORIZATION DISCLOSURE FOR STUDENTS IN PROGRAMS WITH DISTANCE EDUCATION, INCLUDING HYBRID PROGRAMS

The following information is applicable to any prospective or current student enrolled in a program with distance education:

Fortis College reviews admissions applications and may enroll students in programs with distance education delivery who are residents of Maryland, Virginia, and the District of Columbia only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at Fortis College, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at Fortis College, the School may be required to withdraw the student from the program prior to completion.

Fortis College's accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Fortis College's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

MISSION AND PURPOSES

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

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

- To develop each student's individual and professional growth, including written and interpersonal communication, critical thinking, and problem-solving competencies.
- To develop each student's professional attitude and an awareness of contemporary career practices through exposure to pragmatic course content.
- To promote self-discipline and motivation so that students may enjoy success in their career and in society.
- To attract and retain effective and qualified instructors who are familiar with current medical and/or technical practices, and who motivate and develop students.
- To offer sound certificate and degree programs.
- To maintain a dynamic organization that is responsible and responsive to its constituencies.
- To minimize economic disadvantages as a barrier to postsecondary education by providing financial aid services and by accepting students without regard to age, sex, religion, race, physical challenges, or economic or social background.
- To assist graduates in finding positions for which they are trained.

CRITICAL STRENGTHS OF FORTIS COLLEGE

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

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

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

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

The following campus administrators should be consulted to obtain the information listed:

Campus President: policies pertaining to grievances, disability accommodations, non-discrimination, and privacy of student records; information that pertains to college accreditation and licensure, the campus academic improvement plan, and disciplinary actions and appeals.

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

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

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

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

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

PROGRAM AND POLICY CHANGES

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

FACILITIES AND EQUIPMENT

Fortis College occupies a 37,000 square-foot facility and is located at 4351 Garden City Drive, Landover, MD 20785. This is within easy commuting distance from any area in Maryland, the District of Columbia, and Northern Virginia. The telephone number is 301-459-3650. The facility consists of a Dental Hygiene clinic as well as Radiologic Technology energized laboratories. A learning resource center is available with internet access, computer stations, web-based resources, health reference books, and periodicals. Medical labs are equipped with medical exam tables, computers, microscopes, stethoscopes, blood pressure cuffs, EKG machines, mannequins, training models, simulation equipment and other medical training equipment as applicable. Computer labs include student computer stations with internet access and word processing, presentation, spreadsheet, database, and medical billing/coding software applications. Lecture rooms have internet connectivity, media cabinets, and digital projectors. There is a student lounge with vending machines and microwaves. Library resources and library information services are available to students and faculty. Fortis College also uses the offices and laboratories of local physicians, clinics, healthcare facilities and hospitals to provide on-the-job experiences for students. Administrative offices include academics, student and career services, financial aid, registrar, admissions, and business offices. There is a faculty workroom and faculty offices. Clinical and externship sites are in area doctor's offices, hospitals, and other professional medical facilities.

The Facility is accessible.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis College is an Equal Opportunity Educational institution and does not discriminate in the recruitment and admission of students with respect to race, color, creed, sex, age, handicap, disability, national origin, or any other legally protected characteristic. Applicants, prospective, or current students with disabilities who require academic adjustments and/or auxiliary aids in connection with the admissions process, the admissions test and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President of Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes. Questions about this process may be directed to the Vice President of Education, at egoodman@edaff.com or 443-678-2143 (voice)/410-633-1844 (fax).

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the Vice President of Education at Education Affiliates, Inc. in writing within ten days of the alleged discriminatory act. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support his or her position.

NON-DISCRIMINATION STATEMENT

Fortis College ("Institution") is committed to maintaining a safe and healthy educational and work environment free from discrimination or harassment based on age, race, color, sex, gender, sexual orientation or identity, religion or creed, national or ethnic origin, or disability.

Fortis College, in accordance with Title IX of the Education Amendments of 1972 and 34 C.F.R. Part 106, does not discriminate on the basis of sex, including in admissions and employment, nor will it permit or tolerate sex discrimination or sexual harassment against a student, employee, or other member of the Institution community.

All students and employees are expected to comply with this Title IX Policy and take appropriate measures to create an atmosphere free of harassment and discrimination. Any inquiries regarding Title IX or Institution's Title IX Policy and Procedures can be directed to the Title IX Coordinator as provided below, the U.S. Assistant Secretary of Education for Civil Rights, or both.

Title IX Coordinator
Attention:	Title IX Coordinator
	Suzanne Peters Esq., M.Ed., National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd.
	Baltimore, Maryland 21236
Telephone:	Phone: 330-805-2819
E-Mail Address:	speters@edaff.com

A complete copy of the Title IX policy, including the applicable grievance procedures, is available on the Institution's website.
http://www.fortis.edu/

ADMISSIONS REQUIREMENTS AND PROCEDURES

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Fortis College receives all required documentation. All records received become the property of Fortis College.

GENERAL ADMISSION REQUIREMENTS

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

   Diploma Programs

Dental Assisting	13
Medical Assisting	13
Medical Billing and Coding	13
Pharmacy Technician	13

   Associate Degree Programs

Dental Hygiene	17
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Note: In the event an applicant desires special accommodations for the SLE-Q, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

9. Applicants must pay the enrollment fee and complete all tuition payment requirements.
10. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE PHARMACY TECHNICIAN PROGRAM

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

1. Applicants must submit to and a pass a criminal background check administered by the school prior to starting the program, or prior to being readmitted following a withdrawal period of 90 days, and the results of the CBC must be in the student file prior to starting the program. The conviction for certain criminal offenses may bar an applicant from participating in certain externship/clinical training experiences, eligibility to acquire professional certification/licensure required to function in professional career fields, and obtaining employment. Adverse results, to include but not limited to, any felony or misdemeanor identified on an applicant's background report that may prevent the applicant's completion of the program, acceptance to externship/clinical training facilities, achievement of professional certification/licensure, and attainment of employment in a particular field.

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

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

2. The applicant must submit to and pass a drug screen and must be in the student file prior to starting the program. Inconclusive test results, to include a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at his/her expense at a College designated collection center. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive drug screen. Students will not be granted admission to the Pharmacy Technician program with a positive, insufficient, dilute, or inconclusive test result. Random drug and alcohol testing may be done throughout the program. Failure to comply or the inability to provide a sample within one hour of the requested random drug/alcohol test may result in program dismissal. A dilute or insufficient sample result on a random drug screen will be considered a positive result. The student may be dropped from the program as per the Substance Abuse and Drug Screening policy.

DENTAL HYGIENE ADMISSION CRITERIA AND PROCEDURES

Each applicant for admission to the Dental Hygiene program leading to an Associate of Science Degree will be assigned an admissions representative to assist the applicant through the steps of the admissions process by providing information on curriculum, policies, procedures, and services, and assisting the applicant in setting necessary appointments and interviews.

If previous academic records indicate that the school's education and training would not benefit the applicant, the school reserves the right to advise the applicant not to enroll. It is the responsibility of the applicant to ensure the school receives all required documentation for admission. All records received become the property of the school.

PRE-ADMISSION REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation in the form of an <u>official high school transcript with grades</u>, or other acceptable documentation which confirms the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the United States of America. An applicant's score in the ranking process will be affected if he/she presents a diploma without a transcript. All documents submitted must be translated into English.

2. The applicant must be eighteen (18) years of age or older at the time he/she starts the Dental Hygiene program leading to an Associate of Science Degree from Fortis College.

3. The applicant must complete an applicant information form.

4. The applicant must interview with an admissions representative and/or other administrative staff. During the interview, the applicant is made aware of specific criteria and procedures for admission, goal of the program, content of the curriculum, course transferability, and the scope of practice and employment opportunities for dental hygienists.

5. At the conclusion of the interview with an admissions representative, applicants determined to have the aptitude, qualifications, and motivation to pursue the Associate of Science Degree in Dental Hygiene will be given the opportunity to take the <u>Wonderlic Scholastic Level Entrance Test Evaluation</u> (SLE-Q). A minimum passing score of 17 or higher is required to move forward in the process. Applicants must wait a minimum of one week if they wish to retake the SLE-Q. Under no circumstances will an applicant applying to the Associate of Science Degree in Dental Hygiene be permitted to take the SLE-Q more than twice in a 12 month period.

6. After achieving a passing score on the SLE-Q, the applicant will be given the opportunity to take the HESI Evolve Reach <u>Admission Assessment Exam</u> (A2) in English and Math. Prior to taking the A2, students will be encouraged to purchase the HESI Evolve Reach Admission Assessment Exam Review **(latest edition – publisher Elsevier)** to prepare for the assessment. Students are strongly encouraged to complete the review study guide before taking the exam.

7. The applicant will be instructed to select a date and time for the HESI Evolve Reach <u>Admission Assessment Exam</u> (A2) (**maximum time: 4hrs**.) when they will be: **free of external time pressures for arrival or departure, well rested, and not accompanied by children or other persons who need supervision**. The proctored examination is given at a computer terminal in a quiet area, and must be monitored by a faculty or staff person <u>who does not report within the admission department</u>. The student may not bring paper, books, cell phone, other electronics, etc. into the testing environment. Calculators are to be provided by the school, distributed prior to the exam and collected at the end of the exam. The proctor reports the results of the exam to the Dean of Education, who forwards the results to the Dental Hygiene Program Director. Applicants must score **no less than 70% on each section** in addition to a **75% average for all sections** to be considered. **The results of the exams are averaged into a composite score.**

8. Applicants will also complete the Personality Profile and Learning Style components of the A2 Exam.

9. If the applicant is disappointed with the scores after their first exam attempt, they will be directed to complete the HESI online remediation session, before being allowed to take the A2 the second time (https://evolve.elsevier.com/staticPages/i_reach.html). The re-examination can be administered during one of the regularly scheduled examination sessions on campus; scheduling an additional session is not required. The score selected for ranking purposes will be the higher of the two scores. **Students are allowed two attempts at taking the A2 exam within a twelve month period.**

10. Applicants who have successfully completed steps one thru nine (1 – 9) and have achieved the minimum scores on the scores on the **Wonderlic Scholastic Level Entrance Test Evaluation (SLE-Q)** and the **HESI Evolve Reach Admission Assessment Exam (A2)** will be permitted to apply for admission the Dental Hygiene Program.

GENERAL ADMISSION REQUIREMENTS FOR THE DENTAL HYGIENE PROGRAM

Once all preadmission requirements are successfully met, applicants will be allowed to apply for admission to the Dental Hygiene Program.

1. The applicant must complete the Dental Hygiene Application Packet within 21 days from notification of passing entrance requirements including ALL health forms.

2. The applicant must submit to and pass a drug and alcohol screening test. Instructions for completing the screening will be provided by the Dental Hygiene Program Chair or designee. Students will have **72 hours** to complete the screening once instructions have been received. Inconclusive test results (such as dilute sample and insufficient sample) will require the applicant to be retested at his/her expense. **The retest must be completed within 24**

hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.

3. Applicants must submit to and pass a healthcare student criminal background check prior to starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the Dental Hygiene Program Director to discuss the consequences of the results.

4. The applicant must submit a copy of his/her social security card and a copy of his/her current driver's license or a copy of his/her United States Passport and two (2) passport-style photos for their file.

5. The applicant must provide documentation of graduation in the form of an official high school transcript with grades, or other acceptable documentation which confirms the applicant meets or exceeds the academic achievement equivalent to a high school diploma in the United States of America, such as a GED. An applicant's score in the ranking process will be affected if he/she presents a diploma without a transcript. All documents submitted must be translated into English.

6. The applicant must submit a copy of his/her current **American Heart Association** (BLS Healthcare Provider Course) CPR card. The applicant's current CPR card must not expire prior to the last day of the current school year.

7. The applicant must submit either a valid medical insurance card or a sign a medical waiver form stating he/she is responsible for the costs of all medical services he/she requires.

8. The applicant must submit three (3) letters of professional recommendation.

9. If applicable, the applicant must submit ***documented proof*** of healthcare employment, on professional letterhead, and/or U.S. Military Service.

10. All information must be submitted to the admissions department. When all the above admissions requirements are completed, the application file will be submitted by the Director of Admissions to the Director of the Dental Hygiene Program for consideration by the Dental Hygiene Admissions Committee

11. Applicants will be scheduled for an interview with the Dental Hygiene Program Admissions Committee. This interview may include more than one applicant. **Please note that applicants will not be scheduled for an interview with an incomplete file**.

12. Upon completion of the interview with the Dental Hygiene Program Admissions Committee, applicants will be required to complete two essays, two pages each on: (1) why the applicant wants to enter into the Dental Hygiene profession and (2) why he or she should be admitted to the Dental Hygiene Program at Fortis College, Landover. The Dental Hygiene Program Director may elect to include an additional topic. They essays must be submitted by email to the Dental Hygiene Program Director or his or her designee within 24 hours of the applicant's interview. The Dental Hygiene Program Chair, or designee, will grade each essay and submit a score to complete the admissions criteria for consideration into the Dental Hygiene Program. **Late submissions will not be considered and awarded a score of zero (0).**

13. When all the above noted requirements for the Dental Hygiene Program leading to an Associate in Science Degree are completed, the Applicant Rating Form and Rubric will be completed by the Dental Hygiene Admissions Committee for consideration into the Dental Hygiene Program. The Dental Hygiene Program Admissions Committee consists of the Dental Hygiene Program Director or his/her designee as the chairperson of this committee, designated Dental Hygiene or other faculty member(s) and the college Dean or his/her designee. The primary purposes of the Dental Hygiene Program Admissions Committee are: (1) to rank the applicants and (2) to make the final decision as to which applicants are best suited for the Dental Hygiene program leading to an Associate of Science Degree. This includes selecting applicants who are most likely to be successful weighing the applicant's background and experiences with the standards of the profession and school.

14. The Dental Hygiene Program Admissions Committee reviews each application package, ranks each applicant, as mandated by the Commission on Dental Accreditation, and makes the final determination for admission to the Dental Hygiene program leading to an Associate of Science Degree. Each member of the committee will have an equal vote in determining an applicant's rank; a majority vote will rule. In the event of a tie vote, the Dental Hygiene Program Director will break the tie.

15. After the Dental Hygiene Program Admission Committee meets and makes its determinations, letters of acceptance or denial are emailed and mailed to the applicants. The list of students recommended for admission will be documented in the committee's meeting minutes.

16. An applicant who is not accepted for the start of a class may re-apply to the Dental Hygiene Program for a future class. If desired by the applicant and within the appropriate time frame, he/she will have the opportunity to retake

the SLE-Q and/or A2 examinations. Their revised admission rank will be measured according to the current applicant pool.

17. A waiting list for <u>future</u> classes will not be generated with applicants who have not been accepted. However, at the discretion of the Dental Hygiene Admissions Committee, vacancies in a class that occur before the start of <u>clinic</u> courses <u>could</u> be filled with these applicants.

RANKING FOR STUDENT ADMISSION INTO THE DENTAL HYGIENE PROGRAM

Students will be ranked for admission into the Dental Hygiene program using the following criteria: (1) interview with the Dental Hygiene Program Committee, (2) written essay's, (3) high school or college grade point average (GPA) or GED, (4) score on the *Wonderlic Scholastic Level Exam,* (5) score on the *HESI Evolve Reach Admission Assessment Exam (A2),* (6) work experience in an allied health field or military service. A description of the ranking criteria and procedures is as follows:

- <u>Interview by the Dental Hygiene Program Committee.</u> The interview (1 to 1.5 hrs.) will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 4 to 20.
- <u>Written Essay.</u> The essay will include the assessment of content, writing format, logical progression of thoughts, writing style, spelling, grammar and punctuation. An essay rubric will result in the assignment of a score ranging from 5 to 25.
- <u>High School Grade Point Average (GPA) or GED</u>. The high school GPA or GED will have a possible score ranging from 0 to 60. If an applicant submits a high school transcript and college transcript, the higher of the two scores will be used to assign a score. Ten (10) additional points will be awarded for students who have a cumulative 3.0 GPA in college science courses. Total possible score in this category is 70.
- *<u>Wonderlic Scholastic Level Exam (SLE-Q)</u> Score.* Points will be assigned according to the score on the exam ranging from 0 to 50. A minimum score of 17 is required on the exam to result in the assignment of points.
- <u>*HESI Evolve Reach Admission Assessment Exam (A2) Score*</u>. Points will be assigned according to the score on the exam ranging from 0 to 60.
- <u>*Work Experience in an Allied Health Field or US Military Service*</u>. Points will be assigned according the amount of time the applicant has worked in the allied field or US Military Service ranging from 0 to 50.

SCORING SYSTEM

The following methodologies are explained below regarding how each admission criterion is scored. The scores of each criterion are summed to obtain a total score.

- *Applicant Interview with Dental Hygiene Admissions Committee*: Score Range 4-20
- *Written Essays*: Score Range 5-25 points.
- *High School or College GPA or GED*: The GPA/GED range is assigned the following points.

GPA/GED Range	Points
No transcript	0
Below 2.0	0
2.0– 2.5 or GED	10
2.6 – 2.99	25
3.0 – 3.5	50
3.6+	60
CGPA 3.0 or higher in college science courses	+10

Score Ranges

- *Wonderlic SLE-Q:* The scores on the test are assigned the following points.

Test Score Range	Points
Below 17	0
17 - 20	5
21 - 25	10

26 - 29	20
30 - 50	50

- *HESI Evolve Reach Admission Assessment Exam (A2):* The **composite** score of the tests is assigned the following points.

Test Score Range	Points
74% or below	0
75 – 79%	20
80 – 85%	40
86 – 89%	50
90 – 95%	55
96+%	60

- *Allied Health Field or U.S. Military Service:* The numbers of years of experience are assigned the following points.

Years of Experience	Points
<1 year of experience	0
1 – 2 years, 11 months	10
3 – 5 years, 11 months	20
6+ years	30

Essential Skills and Functional Abilities for Dental Hygiene Students

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

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

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

Perceptual/Auditory Ability
- Sensory and perceptual ability to assess patients for providing dental hygiene care

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

ADDITIONAL ADMISSIONS REQUIREMENTS FOR RADIOLOGY TECHNOLOGY PROGRAM

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

1. The applicant must schedule and complete an interview with the program director of his/her selected program and/or his or her designee. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5. An applicant must score a minimum of a 3 to be eligible for enrollment. The top applicants will be accepted into the program based on available openings.
2. After achieving a score on the SLE, of 17 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a Verbal Skills score

of 268 and a quantitative skills sore of 241 to be eligible for enrollment in the Radiologic Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections are eligible to retake the low scoring section. However, a minimum of seven days must elapse after the first test before the 2nd attempt may be administered.

3. The applicant must submit a valid form of identification with a picture, name, and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.

4. The applicant must submit to and pass a 10-panel drug screening. Inconclusive testing such as a diluted or insufficient sample will require the test to be repeated. The applicant is responsible for the cost of the additional testing. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.

5. Applicants must submit to and pass a healthcare student criminal background check prior to starting the program. Results must be in the applicant's admissions file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.

6. Applicants must read and sign the technical functions statement of understanding.

7. Since some externship sites may be farther than 50 miles from the campus; applicants must sign a statement of understanding of the travel requirements.

8. The applicant must be 18 years of age at the time he or she starts the clinical/externship portion of the program.

9. Once the above admissions requirements have been completed, letters of acceptance or denial are mailed to the applicants. An applicant who is not accepted for the start of a class may re-apply for a future class.

ADDITIONAL REQUIREMENTS FOR RADIOLOGIC TECHNOLOGY PROGRAM, AFTER PROGRAM ACCEPTANCE

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

- The student must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.
- Since some externship sites may require that students have health insurance, the student must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- TB test results must be submitted prior to completing the first term. If the results are positive, the student must provide serologic evidence of no active disease or submit a negative chest X-ray results.

AVAILABILITY OF GED TESTING

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

READMISSION

A former student who withdrew in good standing may make application for readmission to his or her program of study. Generally, a student will not be considered for readmission more than two times unless there are exceptional extenuating circumstances, such as military deployment. The applicant for readmission must satisfactorily demonstrate that the barriers that prevented the student from successfully completing his or her program during the previous enrollment have been resolved, and that there is a reasonable probability that he or she can complete the program of study. A former student who wishes to be considered for admission to a different program of study should contact the Admissions office.

A former student seeking readmission to the same program must apply for readmission by submitting a Readmission Application to the Student Success Coordinator. The applicant must meet with the Student Success Coordinator to discuss and document the circumstances that led to the prior withdrawal and what he or she has done to ensure that

these or other issues will not interrupt the completion of the program of study if he or she is approved for readmission. The Dean of Education or specific Program Director will determine which course credit previously earned will be counted toward program completion and the courses which need to be repeated. Prior to approval for readmission, the applicant for readmission must meet with the Financial Aid Director (or his or her designee) and complete all necessary applications and documents to ensure that his or her past and future tuition and fees obligations will be satisfied in a timely manner. Applications are reviewed and approved by a committee comprised of the College's Campus President, Dean of Education, and Financial Aid Director, or their designees. Approval of an applicant for readmission is subject to space availability and the applicant meeting all current admissions requirements for the program of study.

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

Any student, who withdraws from a course prior to completing all course requirements and/or achieving a passing grade in the course, must retake and successfully complete the entire course. If the curriculum and/or program requirements have been revised, the student is required to meet all new requirements. The student should refer to the College Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements. For example, a student seeking readmission to a Dental Hygiene program must have current CPR certification and immunizations.

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

ORIENTATION

Fortis College provides an orientation program to help students adjust to the College environment.

Orientation is held by the College prior to the start of each program start. College policies, student responsibilities, and any questions are addressed at the orientation.

HEALTH AND IMMUNIZATION REQUIREMENTS FOR THE DENTAL ASSISTING, MEDICAL ASSISTING, MEDICAL BILLING & CODING, AND PHARMACY TECHNICIAN PROGRAMS

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

Students in the Pharmacy Technician program must submit to and pass a drug screen in the term prior to starting externship. Any student whose test results turn out to be inconclusive (such as diluted sample or insufficient sample) will be required to be retested at his or her own expense. Acceptable test results must be documented prior to the student being assigned to an externship site.

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

DENTAL HYGIENE PROGRAM HEALTH AND CLINICAL REQUIREMENTS

As a part of contractual agreements with clinical agencies, all Dental Hygiene students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted

clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the clinical site.

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

Proof of immunizations are mandatory for every Dental Hygiene student and will be verified as complete prior to the student being permitted to enter any the College's clinic.

> ➢ Admissions staff will provide all new Dental Hygiene students with information regarding the immunization requirements for participating in the education program.
> ➢ All students are required to sign the acknowledgement of information regarding immunization requirements.
> ➢ Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center for immunizations, the expectation is the student will use the center. Students may choose to obtain the immunizations from another healthcare provider, however immunization documentation has to include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1st clinical session may result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

1. Current BLS CPR Card
Basic Life Support (BLS) for Healthcare Providers certification by the American Heart Association must remain current while the student is enrolled in the Dental Hygiene program. The College must maintain a current signed copy of the student's CPR card within the student file. Students are required to have their CPR card on them at all times during class, laboratory, and clinical activities. If the CPR card expires during the Dental Hygiene program, the student may not participate in any clinical activities and may be dropped from the program. Missed clinical experiences will be considered an unexcused absence and may result in failure of the course.

2. Current Health Care Declaration and Essential Skills and Functional Abilities for Dental Hygiene Students Forms
Students must sign and submit a current Health Care Declaration and the Essential Skills and Functional Abilities Forms. It is essential that Dental Hygiene students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. Students must immediately report any changes in their essential skills or functional abilities, to include any physical or mental health status changes, to the director of the Dental Hygiene program. Students may not attend clinical experiences while under any medication or medical treatment which may alter their perception and/or ability to provide safe patient care. It is the ultimate responsibility of the director of the Dental Hygiene program to make the final decision as to the student's ability to participate in clinical activities. Failure to report a change in medical or mental health conditions as described above may result in the student being dropped from the Dental Hygiene program. Students are required to report changes and/or additions in medication, new prescriptions, or changes in medical or mental health status to the Dental Hygiene Program Chair immediately (within 24 hours) and prior to participating in any clinical, laboratory, or simulation experience.

Please note that some clinical sites may require that students have health insurance in order to participate in clinical experiences at their facilities. The College does not provide health insurance. Students must understand that they may not be allowed to participate in clinical experiences at such facilities and they may be dropped from the program if equivalent experiences cannot be arranged.

3. Immunizations
Immunization requirements are generally based on the current recommendations of the Centers for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the

CDC or College policy. The College has identified a standard immunization policy, but reserves the right to require additional healthcare clearance assessment, documentation, immunization, and serology testing at any point throughout the enrollment of the Dental Hygiene program. In addition, immunizations and health requirements may change without notice and students may be required to provide verifiable documentation of their ability to meet new requirements. Failure to meet this requirement may result in failure to progress in the Dental Hygiene program. Students may be responsible for the cost of any additional requirements.

Students are not permitted to participate in any clinical experiences if their immunizations do not meet the standards outlined in this document or those required by specific clinical agencies.

4. Serological Evidence of Immunity

Screening	Requirements in Brief
Hepatitis B	– Serologic proof of immunity is required. – Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). – Obtain serologic testing 2 months after dose #3.
MMR	– Serologic evidence of immunity or laboratory confirmation of disease is required. – If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.
Varicella	– Serologic proof of immunity or laboratory confirmation of disease required. – If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Tetanus, Diphtheria, Pertussis	– One-time dose of Tdap is required. – Td boosters every 10 years thereafter.
Influenza	– Required annually.
Tuberculin Skin Test (TST)	– For students with no history of previous annual tuberculin skin testing, an initial two-step is required. – For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days.

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

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

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

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

testing of the patient in the event of an exposure.

Measles, Mumps, and Rubella (MMR)

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

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

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

Varicella (Chicken Pox)

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

Tetanus, Diphtheria, Pertussis (Td/Tdap)

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

Seasonal Influenza

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

Tuberculosis/Tuberculin Skin Test (TST)

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

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

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

One-Step TB Skin Test (for students with evidence of previous screening within the past 364 days):
- Step #1 TB skin test administered and read within 48-72 hours.
- Annual TST.

After the initial two-step TST, annual tuberculosis screening and TST is required each year the student is enrolled in the Dental Hygiene program. Students must provide documented evidence of compliance to the College The annual tuberculosis screening will include a questionnaire and tuberculin skin test.

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

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

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

A negative QuantiFERON-TB Gold test (QFT-G) or other Food and Drug Administration (FDA) approved TB blood test

may be accepted in the place of a TST or chest x-ray. Both results must be within the past 90 days prior the first week of the Quarter in which the student initially enrolls in the Dental Hygiene program.

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

5.   Additional Immunizations

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

6.   Student Health Requirements

It is essential that Dental Hygiene students be able to perform a number of physical and cognitive activities in the classroom, clinical and learning laboratory portions of the program.

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

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

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

NOTE: Any changes in physical or mental health must be reported immediately to the clinical instructor and Dental Hygiene Program Chair within 24 hours or before entering a clinical area (whichever comes first).

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

NOTE: Students with medical and/or mental health conditions which may place the student or patient safety at risk may not be eligible for admission or continuation in the Dental Hygiene program. Risk assessment is at the discretion of the Dental Hygiene Program Chair in consultation with the National Dean of Programmatic Education.

7.   Provide any additional documentation that may be required by the assigned clinical site.

Radiologic Technology Program Health and Clinical Requirements

As a part of contractual agreements with clinical agencies, all Radiologic Technology students must fulfill the following requirements per the current admissions policy. Failure to submit all requirements may result in dismissal from the program. All requirements must remain current throughout the program. It is important to note that the contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation that evidences acceptable criminal background history, negative drug screen, immunization, and health clearance may not be accepted at the clinical site.

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

Proof of immunizations are mandatory for every Radiologic Technology student and will be verified as complete prior to the student being permitted to enter any the College's clinic.

➢ Admissions staff will provide all new Radiologic Technology students with information regarding the immunization requirements for participating in the education program.
➢ All students are required to sign the acknowledgement of information regarding immunization requirements.
➢ Students will be provided information about the local resources for obtaining the immunizations if they have not had the required immunizations or do not have acceptable immunization documentation.

Where the campus has an affiliation with a healthcare center for immunizations, the expectation is the student will use the center. Students may choose to obtain the immunizations from another healthcare provider, however immunization documentation has to include specific information about the type of healthcare provider and the immunizations administered and/or verified.

Failure to provide the required documentation no later than 10 business days prior to the start of 1st clinical session may result in suspension from the clinical portion of the program. No student will be permitted to enter a clinical site without having satisfied the requirement for immunization documentation. Students unable to participate in scheduled clinical sessions will be recorded as absent and may potentially risk failure of the entire course.

REQUIRED IMMUNIZATIONS FOR STUDENTS IN THE RADIOLOGIC TECHNOLOGY PROGRAM

Vaccination/ Screening	Requirements in Brief
Hepatitis B	— Serologic proof of immunity is required. — Three dose series (dose #1 now, #2 in 1 month, #3 approximately 5 months after #2). — Obtain serologic testing 2 months after dose #3.
MMR	— Serologic evidence of immunity or laboratory confirmation of disease is required. — If no evidence of immunity or equivocal serology results are reported, two doses of MMR at least 28 days apart required.
Varicella	— Serologic proof of immunity or laboratory confirmation of disease required. — If no evidence of immunity or equivocal serology results are reported, two doses of Varicella vaccine at least 28 days apart required.
Tetanus, Diphtheria, Pertussis	— One-time dose of Tdap is required. — Td boosters every 10 years thereafter.
Influenza	— Required annually.
— Tuberculin Skin Test (TST) Or — QuantiFERON- TB Gold (QFT) Or — T-SPOT	— For students with no history of previous annual tuberculin skin testing, an initial two-step is required. — For those students with previous annual and current testing who provide evidence by documentation, only a one-step is required. Testing must be within the past 90 days. — For students with a positive tuberculin skin test, a current chest x-ray (within the past two years) or serological evidence of no active disease must be provided.
— Insurance Card	— Documentation of health Insurance or student must sign a waiver

− COVID	− Documentation of complete COVID immunization
− CPR	− Can be completed after start of the program

TRANSFER OF CREDIT

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

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

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the College to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the course(s) to be considered. Foreign transcripts must be translated into English and be evaluated by a member agency of the National Association of Credential Evaluation Services (NACES).

In order to be considered, the institution where the credit was previously earned must be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation (CHEA) at the time the student earned the credits. If students earned educational credits at a post-secondary institution outside the United States and not accredited by an agency recognized by the United States Department of Education at the time the student earned the credits, then that postsecondary institution must have equivalent accreditation standing with the central accrediting body in its country of residence at the time the student earned the credits,.

Courses for which applicants would like to request transfer credit must meet the applicable criteria listed below:

- Courses in general taken at an institution outside of Education Affiliates must have been completed within the previous five years (60 months). Individuals holding an earned associate or higher degree are exempt from the time limit in this paragraph, except as noted below.

- Mathematics and prerequisite science courses in Dental Hygiene and Radiologic Technology programs must have been completed within the past five years (60 months).

- Mathematics and prerequisite science courses in Dental Hygiene and Radiologic Technology programs must have a grade of "B" or higher on the transcript from the awarding institution.

- All other courses must have a grade of "C" or higher on the transcript from the awarding institution.

- Learning objectives or competencies of courses submitted for transfer credit must be comparable to the courses at Fortis College in order for transfer credit to be awarded.

- When a warranted need for exception to the time limit as stipulated in the preceding paragraphs arises, it must be carefully evaluated at the campus level and presented with justification to the Vice President of Education at Education Affiliates for approval.

Credit may also be awarded for successful completion of Advanced Placement (AP), College Level Examination Program (CLEP), and DANTES Subject Standardized Test (DSST) examinations in subject areas equivalent to courses within the student's Fortis College program. The student must provide official documentation in order to be considered for possible award of course credit. Minimum scores required in order to receive transfer credit are as follows: AP scores of 4 or higher, CLEP scaled scores of 60 or higher and DANTES scores of 434 or higher (only scores from DANTES exams taken after 2008 will be considered).

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

The maximum allowable transfer credit that can be awarded is 50% of the total program credits unless specified otherwise in a particular program.

Fortis College will accept credit earned in a similarly-titled program from another Fortis College or Institute, up to a maximum of 75% of the credit hours in the program unless specified otherwise in a particular program.

Additional Requirements for Specific Programs

- Dental Hygiene courses completed at another postsecondary institution are not eligible for transfer credit (i.e., a course with a "DH" or "DHG" prefix). The only exceptions are Dental Hygiene courses completed at Fortis-affiliated Dental Hygiene programs. Acceptance of these Dental Hygiene credits is subject to approval by the Dental Hygiene Program Chair. Evidence of skill competency may be required.

- Radiologic Technology students must complete at least 51% of all concentration courses at Fortis College. Therefore, students may receive transfer credit for no more than 49% of concentration courses in the program.

Students will be informed in writing regarding the acceptance or rejection of transfer credit after evaluation of all materials provided. Grades associated with transfer credits are not calculated in the student's Grade Point Average (GPA) and will appear on the student's transcript with a grade of "TR." Transfer credits are included in the calculation of the credits earned/credits attempted ratio for purposes of determining rate of progress in satisfactory academic progress. Since the number of credits transferred into a program may shorten the maximum program length for completion of graduation requirements, students should consult the Financial Aid Department about the effect of the change in program length on their eligibility for grants and loans under federal Title IV rules and regulations. Transfer credits will also impact the maximum allowable timeframe in which a student must complete a program.

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

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

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

DENTAL ASSISTING

Length: 1040 Contact Hours; 48 Instructional Weeks	Program Quarter Credits: 60
Total Clock Hours, including Recognized Homework Hours: 1,360	
Credential Awarded: Certificate	Mode of Delivery: Blended. Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

OBJECTIVE

The Dental Assistant's role is critical to the delivery of quality dental health care. Advanced technologies and the increasing demand for dental services have resulted in dramatic growth in the industry. The objective of the dental assisting program is to provide quality career education that prepares students for not only seeking entry-level employment in the dental assisting field, but also for life-long learning and personal and professional growth.

DESCRIPTION

Dental Assistants perform a variety of patient care, office, and laboratory duties. They sterilize and disinfect instruments and equipment, prepare and lay out the instruments and materials required to treat each patient, and obtain the update patients' dental records. Assistants make patients comfortable in the dental chair and prepare them for treatment. During dental procedures, assistants work alongside the dentist to provide assistance. The Expanded Function Dental Assisting curriculum provides a foundation in the health sciences and hands-on training in using the technology necessary to perform tasks typically performed by a Dental Assistant.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates of this program are eligible for taking the Dental Assisting National Board's (DANB), Radiation Health and Safety (RHS), and the Infection Control Examination (ICE) Examinations.

CAREER OPPORTUNITIES

Graduates of the Dental Assisting program are prepared to seek entry-level employment in the office of a licensed dentist, performing tasks such as assisting with procedures, managing/maintaining patient records, and completing other appropriate tasks assigned by the licensed Dentist.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105*	Medical Terminology	60	4.0
AHP106*	Medical Anatomy and Physiology	60	4.0
DAS110	Fundamentals of Dental Assisting	60	4.0

DAS116	Infection Control	60	4.0
DAS120	Dental Procedures and Techniques	60	4.0
DAS125	Dental Materials and Lab Techniques	60	4.0
DAS130	Dental Restorative Procedures	60	4.0
DAS135	Dental Radiology	60	4.0
DAS140	Dental Offices Procedures and Billing	60	4.0
DAS145	Dental Specialties and Expanded Functions	60	4.0
DAS151	Dental Capstone	60	4.0
DAS190	Externship I	160	6.0
DAS195	Externship II	160	6.0

Online delivery.

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday   Evening: 6:00 p.m. – 11:00 p.m. Monday through Thursday.
*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

MEDICAL ASSISTING

Length: 780 Contact Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Total Clock Hours, including Recognized Homework Hours: 1,025	
Credential Awarded: Certificate	Mode of Delivery: Blended. Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

OBJECTIVE

Medical Assistants play an integral part in performing administrative and clinical tasks that supports the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry-level employment in a healthcare setting.

DESCRIPTION

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment.

Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an

office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take the American Medical Technologist (AMT) Registered Medical Assistant (RMA) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105*	Medical Terminology	60	4.0
AHP106*	Medical Anatomy and Physiology	60	4.0
MAS110	Clinical Procedures and Techniques	60	4.0
MAS115	Laboratory Procedures and Techniques	60	4.0
MAS125	Invasive Clinical Procedures	60	4.0
MAS135	Certification Review and Career Development	60	4.0
MOA110*	Medical Office Procedures	60	4.0
MOA115*	Medical Records and Insurance	60	4.0
MOA120*	Electronic Health Records	60	4.0
MAS190	Externship	180	6.0

Online delivery.

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday   Evening: 6:00 p.m. – 11:00 p.m. Monday through Thursday.

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

MEDICAL BILLING AND CODING

Length: 1020 Contact Hours; 48 Instructional Weeks	Program Quarter Credits: 62
Total Clock Hours, including Recognized Homework Hours: 1,345	
Credential Awarded: Certificate	Mode of Delivery: Blended. Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

OBJECTIVE

The medical billing and coding profession continues to evolve in the new century, and technological developments have significantly enhanced both quality and productivity. Increasing complexities in coding, changes in coding standards and the current trend in healthcare industry have all contributed to a growing need for well- trained individuals to enter the medical billing and coding profession. The objective of the certificate program in Medical Billing and Coding is to prepare students with a solid foundation of billing and coding knowledge and technological skills so that they can seek entry-level employment in the healthcare industry.

DESCRIPTION

The Medical Billing and Coding certificate program prepares students for entry-level billing and coding positions in a medical office, clinic, or hospital setting. Content incorporated in the program includes how to compile, compute, process, and maintain patient medical records with appropriate codes for billing purposes. Principles of billing and coding include use of the CMS1500 form ICD-9 and ICD-10 codes, CPT codes, HIPAA confidentiality, and legal aspects

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Students in their final quarter are eligible to take National Healthcareer Association's (NHA) Certified Billing and Coding Specialist (CBCS) exam.

CAREER OPPORTUNITIES

Upon satisfactory completion of the training, students are prepared to seek entry-level employment in health care facilities, such as physician's offices, hospitals, clinics, rehabilitation centers, Dental Hygiene homes, home health agencies, or insurance offices.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105*	Medical Terminology	60	4.0
AHP106*	Medical Anatomy and Physiology	60	4.0
MAS120	Human Diseases and Pharmacology	60	4.0
MBC110	Procedural and Diagnostic Coding	60	4.0
MBC115	Hospital, Surgical, and Medical Coding	60	4.0
MBC120	Physician Coding	60	4.0
MBC125	Reimbursement Methods and Procedures	60	4.0
MOA110*	Medical Office Procedures	60	4.0
MOA115*	Medical Records and Insurance	60	4.0
MOA120*	Electronic Health Records	60	4.0
MOA125	Medical Insurance and Billing	60	4.0

MOA130	Bookkeeping in Medical Office	60	4.0
MBC130	Capstone and Career Development	60	4.0
MBC190	Externship	180	6.0

* Online delivery.

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday.

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

PHARMACY TECHNICIAN

Length: 780 Contact Hours; 36 Instructional Weeks	Program Quarter Credits: 46
Total Clock Hours, including Recognized Homework Hours: 1,210	
Credential Awarded: Certificate	Mode of Delivery: Blended. Courses delivered online are identified below; all other courses are offered in a traditional on-campus (residential) mode of delivery. Online courses are delivered through a consortium agreement with Fortis College in Centerville, Ohio.

OBJECTIVE

In today's healthcare field, the role of the pharmacist has been expanded to provide not only patient care and education but also advice to heal care providers. As a result, the demand for formally educated pharmacy technicians has also increased significantly, and the role of the pharmacy technician has evolved from simple customer service role to one of knowledge and responsibility. The objective of the Pharmacy Technician program is to train and develop qualified pharmacy technicians who value the pharmacy standards and competently assist the pharmacist in direct patient care.

DESCRIPTION

The Pharmacy Technician certificate program provides students with a solid foundation of pharmacy fundamental sand terminology needed for graduates to be successful as an entry-level technician. Students of this program will get hands-on practice in multiple pharmacy settings such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal laws, and ethical issues are covered.

EXTERNSHIP

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

CREDENTIALING EXAMS

Graduates are eligible to take the PTCB (Pharmacy Technician Certification Board) exam.

CAREER OPPORTUNITIES

Graduates of the Pharmacy Technician program are prepared to seek entry-level employment such as Pharmacy Technician and Pharmaceutical Care Associate. Upon successful passing of the certification exams and where applicable, graduates could also seek employment opportunities such as Certified Pharmacy Technician (CPhT) and IV Certified Pharmacy Technician.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Introduction to Health Professions	60	4.0
AHP105*	Medical Terminology	60	4.0
AHP106*	Medical Anatomy and Physiology	60	4.0
PHT110	Fundamentals of Pharmacology	60	4.0

PHT115	Mathematics for Pharmacy Technicians	60	4.0
PHT120	Drug Classification Systems	60	4.0
PHT125	Pharmacy Practices and Principles	60	4.0
PHT130	Pharmacology for Pharmacy Technicians	60	4.0
PHT135	Intravenous Admixtures and Aseptic Compounding	60	4.0
PHT140	Certification Preparation and Career Development	60	4.0
PHT190	Externship	180	6.0

Online delivery.

Schedule

Morning: 8:00 a.m. – 1:00 p.m. Monday through Thursday.

*Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical office hours. Hours are subject to change.

ASSOCIATE DEGREE PROGRAMS

DENTAL HYGIENE

Length: 2514 Contact Hours / 108 Instructional Weeks	Program Quarter Credits: 105
Credential Awarded: Associate of Science	Mode of Delivery: Residential

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

Program Description

This program prepares the individual to pursue a career as a dental hygienist. A dental hygienist is a licensed oral health professional who provides educational, preventive, and clinical therapeutic services to the public. A thorough educational background in general education course, basic science courses, dental and Dental Hygiene sciences prepares the student for supervised pre-clinical and clinical practice and entry into the field. According to the US Bureau of Labor Statistics, Dental Hygiene is ranked among the fastest growing professions and is expected to grow 30 percent through 2016. Employment in the field is expected to remain excellent, a result of the increasing demand for dental care. Possible entry-level employment opportunities include a variety of clinical settings, educational institutions, and public health settings. Graduates of this CODA accredited program are eligible to take the National Board Dental Hygiene Examination by the Joint Commission on National Dental Examinations, which allows the graduate to take regional and state licensing exams to become a Registered Dental Hygienist (R.D.H.). Licensing is required to work as a Dental Hygienist.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101	Ethics and Jurisprudence	60	1.0
AHP116	Human Anatomy & Physiology I	60	3.0
AHP117	Human Anatomy & Physiology II	60	3.0
COM101	Communications	60	5.0
DAS112	Dental Materials/Prostheses Fabrication	60	4.0
DAS114	Radiology I	60	4.0
DHG100	Nutrition	60	5.0
DHG104	Introduction to Dental Hygiene Lab I	60	2.0
DHG105	Introduction to Dental Hygiene Lab II	60	2.0
DHG110	Anatomy, Histology, Embryology of Facial Structures I	60	2.0
DHG111	Anatomy, Histology, Embryology of Facial Structures II	60	2.0
DHG112	Process of Care I	60	3.0
DHG191	Dental Hygiene Clinic I	60	2.0

DHG192	Dental Hygiene Clinic II	60	2.0
DHG193	Dental Hygiene Clinic III	60	2.0
DHG194	Dental Hygiene Clinic IV	60	2.0
DHG212	Process of Care II	60	3.0
DHG220	Periodontology I	60	2.0
DHG230	Health Education and Instruction Methods	60	2.0
DHG240	General Oral Pathology	60	3.0
DHG250	Pharmacology and Pain Control	60	3.0
DHG291	Dental Hygiene Clinic V	60	2.0
DHG292	Dental Hygiene Clinic VI	60	2.0
DHG293	Advanced Dental Hygiene Clinic I	90	2.0
DHG294	Advanced Dental Hygiene Clinic II	60	2.0
DHG312	Process of Care III	60	2.0
DHG314	Radiology II	60	1.0
DHG320	Periodontology II	60	3.0
DHG330	Community Oral Health	60	2.0
DHG391	Advanced Dental Hygiene Clinic III	90	2.0
DHG392	Advanced Dental Hygiene Clinic IV	90	0.0
DHG393	Advanced Dental Hygiene Clinic V	90	0.0
ENG101	English Composition I*	60	5.0
MAT101	College Mathematics*	60	5.0
PDC100	College Success*	60	0.0
PDC200	Career Development*	60	0.0
PSY101	Psychology*	60	5.0
SCI118	Chemistry*	60	5.0
SCI119	Microbiology*	60	5.0
SOC101	Sociology*	60	5.0

* General education/other related courses

RADIOLOGIC TECHNOLOGY

Length: 2,020 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 105
Credential Awarded: Associate of Science	Mode of Delivery: Residential

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

Program Description

The Radiologic Technology (RT) program prepares competent, entry-level radiographers to serve the public healthcare needs. The radiologic technology field is fascinating because it is part science and part art. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking, and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses, and experienced radiologic technologists. Licensing is required to work as a Radiologic Technologist.

Upon graduating from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R).

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP116	Anatomy & Physiology I	60	3.0
AHP117	Anatomy & Physiology II	60	3.0
ENG101	English Composition I*	60	5.0
MAT101	College Mathematics*	60	5.0
PSY101	Psychology*	60	5.0
SOC101	Sociology*	60	5.0
RAD102	Introduction to Radiography	40	3.0
RAD106	Patient Care and Pharmacology	60	4.0
RAD110	Radiation Biology and Protection	40	3.0
RAD116	Positioning – Chest, Abdomen and Upper Extremities	60	4.0
RAD121	Radiographic Image Production	70	5.0
RAD126	Positioning – Lower Extremities and Pelvis	60	4.0
RAD136	Radiologic Physics	70	5.0
RAD145	Radiography I	120	4.0
RAD141	Positioning – Spine and Bony Thorax	60	3.0
RAD155	Radiography II	120	4.0

RAD206	Positioning – Contrast Procedures	60	4.0
RAD225	Radiography III	120	4.0
RAD211	Positioning – Skull and Face Bones	60	3.0
RAD230	Radiography IV	210	7.0
RAD235	Radiography V	210	7.0
RAD245	Radiographic Registry Review	60	3.0
RAD240	Radiography VI	240	8.0

* General education/other related courses

ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work is measured by a system of letter grades and grade percentages. Grades are based on the quality of work as shown by written tests, laboratory work, clinical rotations or externships, term papers, projects and other assignments as indicated on the course syllabus. As defined in the attendance policy, poor attendance may result in an "F" grade.

The grading scale, with equivalent percentages, is as follows:

Grade	Percentages	Quality Points
A	95 to 100	4.0
A-	90 to 94	3.7
B+	87 to 89	3.3
B	83 to 86	3.0
B-	80 to 82	2.7
C+	78* to 79	2.3
C	73 to 77	2.0
C-	70 to 72	1.7
D+	67 to 69	1.3
D	60 to 66	1.0
F	59 and below	0.0
P	Proficient in the course	N/A

Other letter grades used by the College include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No

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

- Anatomy and Physiology
- Microbiology
- Nutrition
- General Biology
- Mathematics

For successful completion of Dental Hygiene and prerequisite courses, a minimum test composite score of 78% (total average of objective assessment) and clinical, simulation, and lab performance grades of Pass ("P") are necessary.

The minimum grade of "C-"(70%) is required to pass all other courses (non-Dental Hygiene and non-science courses) in the program curriculum.

*Dental Hygiene Students. A minimum grade of "C+" (78%) is required to pass all STEM (AHP, SCI, and MAT) and concentration (DAS and DHG) courses in the Dental Hygiene program. If a student earns any grade below "C+" (78%) in any of their STEM or concentration courses, the student will be officially dropped from the program.

*Radiologic Technology Students. A minimum grade of "C+" (78%) is required to pass all Radiologic Technology courses as well as Anatomy & Physiology and Mathematics courses. A minimum grade of "A-" (90%) is required to pass all individual competency exams in the program.

A minimum grade of "C- "(70%) is required to pass all other courses (non-Radiologic Technology and non-science courses) in the program curriculum. Students with a repeat failure in any of the Radiologic Technology courses will be dropped from the program.

Often in order for graduating students to be eligible to sit for state licensing or national examinations, in some programs or in some courses within programs, specified course requirements may apply to achieve a passing grade and/or the designated minimum passing grade may be higher. Students who do not successfully complete specified course requirements or who earn a grade lower than the specified minimum passing grade for that course will have to retake that course. Please refer to the program and course syllabus for specific details.

Records of a student's progress are maintained by the College. Course grades are issued to students at the end of each grading period. Students may check on their cumulative academic progress by logging into the student portal. When no portal is available, students may get a copy from the Registrar. A student receives a copy of a final grade transcript when all graduation requirements have been completed.

The cumulative grade point average (CGPA) is computed by multiplying the number of credits in each course by the grade points achieved in each and then dividing by the number of credit hours for all courses attempted. If a student repeats a failed course, the grade used in the CGPA calculation will be the highest grade earned in that course.

Some courses may have skills tests or clinical performance evaluations where a specific standard of performance is defined in the syllabus.

For the purposes of satisfactory academic progress and CGPA calculation:

- A course in which a student receives an "F" grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives an "W" grade will be counted in credits attempted; it will not be counted in the CGPA calculation
- A course in which a student receives a WF grade will be counted in credits attempted and it will be counted in the CGPA calculation
- A course in which a student receives a "TR" grade will be counted in credits attempted and credits earned; it will NOT be counted in the CGPA calculation.

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

Dean's List
Students who earn a grade point average between 3.70 and 3.99 for an academic term will be placed on the Dean's List.

Students acquiring Dean's List status will receive a certificate designating their status. Students who achieved Dean's List in the most recent term will be displayed prominently throughout the campus.

President's List
Students who earn a 4.0 grade point average for an academic term will be placed on the President's List.

Students acquiring President's List status will receive a certificate designating their status. Students who achieved President's List in the most recent term will be displayed prominently throughout the campus.

Valedictorian
The valedictorian represents both academic and personal achievement. The valedictorian will be selected from the group of students having a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The College's Dean of Education will select a student from this group to be the valedictorian for the graduation ceremony based on additional input from faculty and staff about public speaking skills, personal achievements, and rapport with the class. The valedictorian's responsibilities may include representing and addressing the graduating class at the graduation ceremony.

Summa cum Laude

Students who earn a grade point average between 3.91 and 4.00 achieve this status. Students acquiring Summa Cum Laude status will receive a certificate/degree designating their status at the end of his/her program. Students will wear a white gown at graduation.

Magna cum Laude

Students who earn a grade point average between 3.81 and 3.90 achieve this status. Students acquiring Magna Cum Laude status will receive a certificate/degree designating their status at the end of his/her program. Students will wear a white gown at graduation.

Perfect Attendance

Students who attend 100% of class throughout their entire program without any days or minutes missed. Students acquiring Perfect Attendance status will receive a certificate/degree designating their status at the end of his/her program.

Alpha Beta Kappa, Zeta Chapter

Students who earn a grade point average between 3.70 and 4.00 will be eligible for membership into the National Honor Society. Students acquiring membership in Alpha Beta Kappa will have a special induction ceremony at graduation.

INCOMPLETE GRADE POLICY

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

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

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

COURSE REPEAT POLICY

All courses in which a student fails to earn a passing grade (as defined in the course syllabus) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

All courses from which a student has withdrawn (whether with a "W" or "WF" grade) must be repeated and successfully completed in compliance with course prerequisite requirements and in order to graduate.

If a higher grade is earned in the repeated course, it will be used to compute the CGPA. Repeated courses will be included in the calculation for credit hours earned/attempted for satisfactory progress. All final grades are reflected on the official transcript; repeated courses are designated by with an asterisk.

Students who need to repeat a course must meet with the Registrar regarding scheduling. It is the responsibility of the student to meet with a financial aid officer to determine if any additional assistance is available to pay any additional tuition and fees associated with repeating a course. A student who fails a course must repeat that course at the next available opportunity, subject to space limitations. Likewise a student who withdrew from a course must repeat that course as soon as possible after re-entry. Failing or withdrawing from a course and the subsequent required repeat may interrupt the student's enrollment, delay the student's expected graduation date, negatively impact financial aid eligibility and/or impact the student's satisfactory academic progress status.

COURSE AUDIT

Any current student may audit a lecture class without charge, provided that seating space is available in the course of choice and that auditing a class does not interfere with the student's required course schedule. Arrangements to audit

a class must be made with the Dean of Education. Due to space limitations, students may not be permitted to audit laboratory or clinical/externship activities or experiences.

A course audit status is also available when it is determined by the institution that a student on clinicals or externship requires an evaluation and improvement of skills. If it is necessary to remove a student from a clinical/externship site for auditing of a class, the student will not be charged tuition.

During an audit class, the student is expected to participate in all typical learning activities except examinations or quizzes. Audit courses do not count toward credit attempted or credit earned and will be assigned a grade of "AU"; neither do they count as part of a student's full or part-time schedule for purposes of financial aid. A course audit cannot last more than one term (12 weeks). Auditing a class may lengthen the time it takes for a student to complete the program.

COURSE REFRESHER

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

TRANSCRIPT OF GRADES

Students will be provided one official transcript of their grades upon completion of their program of study. Each additional transcript will cost $5.00. All requests for student transcripts must be made in writing to the Registrar's Office. The institution reserves the right to withhold an official transcript if the student's financial obligations to the College or state or federal loan agencies are not current.

GRADUATION REQUIREMENTS

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

To be eligible for graduation, students must have:

1) Accumulated, with passing grades, the required number of credit hours within the student's program of study by the last day of the graduating term or within the timeframe prescribed in the incomplete grade policy.
2) Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
3) Completed the program within 1.5 times the program's length as published in the Standards of Satisfactory Academic Progress policy in this catalog
4) Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
5) Returned any school property, including books and equipment
6) The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.

DENTAL HYGIENE PROGRAM GRADUATION REQUIREMENTS

Graduates of the Dental Hygiene program are awarded an Associate of Science Degree. To be in good academic standing in the Dental Hygiene program a dental hygiene student must maintain the following additional requirements for graduation:

- Achieve a final GPA of 2.3 or higher in all dental hygiene classes
- Maintain no lower than a "C+" in all course work
- Complete all clinical hours
- Successfully complete 100% of all coursework attempted

LICENSURE, CERTIFICATION, AND REGISTRATION

Graduation does not guarantee eligibility to sit for licensure, certification, or registry exams. As part of the licensure,

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

RADIOLOGIC TECHNOLOGY PROGRAM

The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). A student who graduates from the Radiologic Technology program will be eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R): America Registry of Radiologic Technologists 1255 Northland Drive St. Paul, MN 55120 651- 687-0048 www.arrt.org/ This credential, or equivalent (i.e., unrestricted state license for the state in which the program is located), is necessary to work as a radiologic technologist. The school provides assistance for the completion of the application to the ARRT. The cost for one test is paid by the school. Candidates for the Radiologic Technology program should be aware that any background findings may prevent eligibility to take the ARRT certification exam. Therefore, these candidates are advised to submit a pre-application to the ARRT Ethics Review Committee for review prior to enrolling in the program. The application and associated fee can be found at the following web address: www.arrt.org/pdfs/Ethics/Ethics-Review-PreApplication.pdf

STUDENT HANDBOOKS

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

COUNSELING/ADVISEMENT

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

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

If a student has a problem that cannot be addressed by the Fortis College team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by Fortis College here to give students immediate access to a comprehensive network of experts and information that can help students to handle life's challenges while they are in school. This 24 hours service is prepaid for by Fortis and there is no cost to the student. All members of campus have 24/7 access to licensed WellConnect counselors at 866.640.4777.

TUTORING

Tutoring is available for all students. Students should understand that tutoring is not a substitute for regular attendance for the full length of the class day throughout the program. All tutoring is at no additional cost to students. Students who experience difficulty understanding and learning the material contained within the training programs should contact the instructor, program director, or Dean of Education to schedule tutoring with an instructor. Additional laboratory time may be provided for those students needing to complete assigned lab projects or requiring extra help with laboratory activities. These sessions may be scheduled outside of normal classroom instruction hours. Students should make arrangements with the instructor or Dean of Education.

Students with unacceptable academic performance may be required to accept special help or attend scheduled assistance sessions as a condition of their continuation in the program. These sessions may be scheduled outside of normal classroom hours.

ACADEMIC APPEALS

The Academic Appeals policy and process provides a vehicle by which students can appeal academic decisions or actions, such as final grades or consequences of attendance violations. Students who wish to appeal academic status/eligibility due to failure to maintain Satisfactory Academic Progress should see the *SAP Appeals & Financial Aid Probation* section of the *Satisfactory Academic Progress* policy within this Catalog. Students thinking about appealing a decision related to classroom policies such as decisions regarding course-specific testing, classroom assignments, or grades should first discuss their concerns with their instructor. Dismissal can only be appealed if there are significant extenuating circumstances.

An academic appeal must be received within seven calendar days of the student being notified of the decision that he or she wishes to appeal. Appeals must be submitted in writing to the Dean of Education or the appropriate program chair. The appeal must include a description of the academic decision the student is requesting be reviewed and as much documentation as possible substantiating the reason for review of the decision.

The Dean of Education will convene a meeting of the Academic Review Board, consisting of one program director who was not the instructor for the course if the issue is grade related, the Director of Career Services and the Campus President. This meeting will be held within seven calendar days of the Dean receiving the student's written appeal. The student will be notified in writing via mail and email of the Academic Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Review Board meeting.

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

If a Dental Hygiene student, who has re-entered after being dismissed for failing a core course, is appealing termination due to a failure to successfully complete a required course after re-entry, the student's letter of appeal must explain and document, to the satisfaction of the Academic Review Board (in this case consisting of the campus admissions committee, Dean of Education, National of Programmatic Education, and Vice President of Education) that had it not been for significant extenuating circumstances, the student would have passed one or both of the failed courses. Qualifying significant extenuating circumstances are very rare and are typically limited to temporary yet severe illness or injury, hospitalization, military duty, death of a family member, and incidents related to natural disasters. Upon unanimous agreement of the Academic Review Board, the student will be granted Contingent Reinstatement. To satisfy the contingency and gain approval for re-entry, the student must explain and document in writing, to the unanimous satisfaction of the Academic Review Board (consisting of the previously mentioned individuals) that circumstances have substantially changed such that the previously identified contributing factors will no longer affect the student's academic performance. The student will remain withdrawn from the school until the appeal is successful and the contingency is satisfied.

If the student believes that he or she still did not receive the appropriate due process, the student may file a grievance or complaint by following the procedure described in the grievances and complaints section of this Catalog.

ATTENDANCE

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

Attendance is taken daily in class by the instructor and turned over to the Registrar before the end of the class day. Early departures, tardies, and class cuts will be recorded in quarter-hour increments. A period of less than 15 minutes will be counted as a quarter-hour of absence. Attendance records are maintained by the Registrar as part of the student's permanent academic record.

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

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

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

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

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

Additional Program Attendance Policies:
Some programs of study may have specific attendance policies. Students should refer to the student handbooks for those programs for more details.

MAKE-UP WORK

Arrangements to make-up assignments, projects, tests, and homework missed as a result of absence must be made with the approval of the instructor. See the *Incomplete Grade Policy*.

TARDINESS/EARLY DEPARTURE

Students are required to be on time and stay for the entire duration of class. Students assume the responsibility for making arrangements with individual instructors for any and all make-up of work missed as a result of being late for classes or leaving early. Time missed in class due to students' tardiness or leaving early is recorded as time absent from class.

ACADEMIC LEAVE OF ABSENCE (ALOA)

Students enrolled in term-based credit hour programs who need to interrupt their program of study for military service requirements, jury duty, or a Family Medical Leave Act (FMLA) affecting the student or a member of the student's immediate family (spouse and/or children), are not able to resume training at the same point where the training was interrupted and therefore would not qualify for a Leave of Absence, but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, the request must be made prior to the first scheduled class day of a term or module and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, the Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied.

The following are the criteria for making application and approving an Academic Leave of Absence:

1) The request and reason(s) for the Leave of Absence must be made by the student in writing on a Leave of Absence Request Form in advance of the ALOA. If unforeseen circumstances inhibit a student from making the ALOA request in advance, the College may grant an ALOA on behalf of a student without prior written request as long as the College can document the reason for its decision and collect the request from the student at a later date. This would apply in such instances where the student sustained an injury due to an accident, became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care.

2) In certain documented, unforeseen and extenuating circumstances, a student who cannot continue attending the course(s), may find it essential to request an A LOA after a term or module has started. The institution is not required to approve this type of LOA request; however, if the institution grants this type of mid-term LOA request, the student will receive a grade of W or WF for each course attempted in the term. The W or WF grade will be determined in accordance with the normal grading policy, and will have the same impact as usual. **SAP will need to be calculated for the student before a decision on the LOA is determined.** If a student would be SAP Not Met after the W/WF grades for the current term are awarded, then the LOA is denied. The Return to Title IV policy and Tuition Refund policy as listed in the catalog will be applied, based upon the percentage of the term or module the applicant has attended.

3) The applicant for the ALOA should have successfully completed at least one grading period, have a minimum cumulative GPA of 2.0, be making Satisfactory Academic Progress, be current in his or her tuition and fees obligation, and have satisfactorily completed all student financial assistance requirements.

4) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be turned into the School prior to the student's initial ALOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

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

With the exception of scheduled holiday and breaks, the College's programs and courses are delivered continuously throughout the year. Programs of study are designed to be delivered in an uninterrupted academic calendar; however, there are a certain set of limited circumstances when an individual student, for academic reasons, needs to interrupt the sequential order of the courses in his or her program of study. The School has an enrollment status provision, Standard Period of Non-Enrollment (SPN), which would allow a student to request and be approved to retain his or her status as an otherwise active and enrolled student in the College during these brief periods.

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

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

WITHDRAWAL

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

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the College, by notifying the College in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Program Chair/ Director, Dean of Education or the Campus President in order to gain an appreciation for what the College can do to help them solve their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the College will receive a grade of "W" if they withdraw before or at the time of attending 50% of the scheduled class days for the course. If students withdraw after attending 50% of the scheduled days of the course, they will receive a "WF" grade. The grade will be recorded on their transcript.

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

A "WF" grade is regarded the same as an "F" grade in determining whether or not the student can remain enrolled in the program.

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

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

EFFECTIVE DATE OF WITHDRAWAL

If students provide notification of withdrawal, the effective date of the withdrawal will be the earliest of the following: the date on the written notification, the date it was received if there is no date on the notification, or the student's last day of attendance.

If students withdraw without written or verbal notice, or if students fail to return from a Leave of Absence, termination shall take effect on their last day of attendance.

DISMISSAL FROM THE PROGRAM AND THE COLLEGE

Students who have been dismissed from the College may not be eligible for re-instatement, unless the dismissal was due to failure to meet the College standards of satisfactory academic progress, in which case the appeal process is to be followed.

STUDENT RESPONSIBILITY

Whenever their schedules change, whenever a course is added, dropped, or when students withdraw from a course, students must meet with the Financial Aid Department in order to understand the impact of the change on their financial aid and financial obligations and must meet with the Registrar in order to review the impact of the change on their graduation date.

NOTE: Students who are contemplating withdrawing from a term should be cautioned that:

- The entire scheduled length of the term they are currently enrolled in is counted in their maximum program completion time.
- They must repeat all courses from which they elected to withdraw.
- There may not be space available in the class upon their return.
- They may have to wait for the appropriate course in the term to be offered again.
- Their graduation date may change.
- Their financial aid and/or tuition costs may be affected.

EDUCATIONAL DELIVERY SYSTEMS

Courses are taught employing a combination of didactic, laboratory, and experiential or practical learning. The lecture, laboratory, and externship/clinical hours for a course are identified on the syllabus. Lab hours may be scheduled differently from classroom hours and may vary throughout the program.

Lecture classes are delivered by qualified instructors in a traditional residential classroom with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically constitute hands-on learning activities either led, guided, or supervised by an instructor, or performed by students in groups or individually. Such lab activities may take place in a dedicated laboratory or a regular classroom with the appropriate learning resources and/or equipment and tools.

Clinical and/or externship courses typically take place at a qualified clinical/externship site, and students perform tasks under the guidance of a site supervisor and/or a clinical instructor.

CLOCK HOUR OF INSTRUCTION

Clock hours of instruction consist of 50 minutes of instruction in a 60 minute period.

CLOCK TO CREDIT HOUR CONVERSION FORMULA

Definition of a Credit Hour

Fortis College uses the following clock hour to semester/quarter credit hour conversions:

One quarter credit hour is defined as:

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

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

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

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

MAXIMUM CLASS SIZE

Dental Hygiene	Radiologic Technology	Dental Assisting	All Other Programs
25:1 Lecture	35:1 Lecture	35:1 Lecture	35:1 Lecture
10:1 Lab	10:1 Lab	24:1 Computer Lab	24:1 Computer Lab
5:1 Clinic	1:1 Externship	12:1 Lab	20:1 Clinical/Wet Lab
		5:1 Radiology	

COURSE PROGRAMMING

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

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

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

COLLEGE CLOSURES

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

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

COURSE ADD/DROP

Students may not drop or add a course, except in certain circumstances. A student enrolled in multiple courses may have the ability to drop a course, but the student must be aware that dropping a course may affect the student's enrollment in multiple ways, including his or her financial aid eligibility, satisfactory academic progress, and graduation date.

CLINICALS AND EXTERNSHIPS

1. Nature of policies in this section of the Catalog
   a. The policies in this section pertain to all programs and to all students enrolled in those programs where the program requirements include a clinical rotation, internship, or externship (CIE). In this policy where the term "externship" is used, it is used as the generic term and is intended to cover all three of these types of academic experiences.
2. Nature of CIE - educational purpose, status of students
   a. Most programs at this College are intended to prepare students for a specific career or profession. Therefore, the externship component of those courses is integral to academic requirements for preparation for the chosen career or profession. The externship closely reflects the student's future working responsibilities. Therefore, a student is required to demonstrate dependability, punctuality, and accountability, which are essential and measurable professional qualities. While at the externship site, the student's status is that of student at the institution. The student is not an employee at the site. Students receiving education at clinical/externship sites may not be permitted to be paid for their time onsite.
3. Requirements that must be met prior to release to externship
   a. The student must complete the required didactic and lab components of their program as specified in the course requirements and syllabus for that program. This includes having demonstrated competency in, and having passed, skills tests with grades as specified in the syllabus or course requirements.

b. Students must have a CGPA of at least 2.0 in order to be eligible to be assigned to an externship site, be meeting the terms for satisfactory academic progress, and assuming successful completion of the externship, be able to complete the program within the maximum time frame specified by the SAP policy.

c. There are a wide range of program and site specific requirements including, in some programs, mandatory vaccinations, immunizations, background checks, and health insurance. These requirements are disclosed to the student during the enrollment process and the student is required to sign an acknowledgement of the information disclosure.

4. Agreements

a. The College maintains current agreements with all entities and locations where the student may be assigned for purposes of meeting the externship component of the program requirements. The standard agreement calls out the responsibilities of the site, the responsibilities of the institution, and the responsibilities of the student.

5. Site availability, assignment to a site

a. Students will meet with the externship coordinator or externship instructor during the course preceding any course with an externship component. This meeting will normally take place within 30 days from the day the student is scheduled to start the externship course. The externship instructor will review available sites with the student and select the venue that will best meet educational requirements. Student considerations for distance to travel and availability of transportation will be taken into account where possible. Generally students are not required to find their own sites, rather they will be assigned to a site with whom the College has an existing relationship, unless specified differently by the program director. Should the student want to introduce a new site to the College, the College will need to inspect and evaluate the appropriateness of the site and its ability to meet the educational objectives of the externship course module, and to complete an agreement with that site before the student can attend there.

b. The student will be assigned to a specific venue and will be assigned specific regular hours of attendance that will enable the student to complete the externship within the timeframe specified in the program requirements if the student attends as specified.

c. Students must be prepared to travel to their externship assignments. The school will attempt to assign sites that are convenient for the student; however, this may not always be possible. Students will be informed by the externship coordinator or instructor if there is state-specific regulation or guidance as to the distance the student is expected to travel. Additional information can be found in the Program Specific Externship Handbook.

6. Scheduling

a. A student must be scheduled to begin externship within 14 calendar days of the end of the student's didactic training (excluding holidays and regularly scheduled breaks). If a student does not begin externship training as scheduled, the student is considered to be absent. If a student does not begin externship training within 10 scheduled externship days of the scheduled start dates, he or she must be terminated (dropped) from the program.

b. Hours of externships availability

i. For most programs, students are expected to make themselves available for externship duties between the hours of 8:00 pm to 6:00 pm Mondays through Fridays or normal business hours for the site. For most programs, the level of supervision required is not available on nights and weekends so students enrolled in night and weekend classes must plan accordingly. Night and weekend students sign a disclosure that they were made aware of this at the time of enrollment.

ii. Students will be advised if their program requires an exception to this weekday, daytime scheduling of externship hours during the enrollment process and during their study.

c. Length of day, maximum length of day

i. In the interests of safety and of effectiveness of the learning experience, a student will normally be expected to be on site at the externship location for between four and eight hours per day, five days a week or according to the site's schedule of business hours.

7. Attendance, reporting of attendance, notification of intention to be absent, or unexpected absence

a. The student must complete 100% of the hours specified in the program outline for externship.

b. The student must report site attendance to the externship instructor daily. The Registrar will record attendance. A student who does not report attendance risks being in violation of the attendance policy. Violation of the attendance policy could cause the student to be dismissed from the school.

c. Students are discouraged from being absent during the externship. Students must request prior approval from the site and the externship instructor for anticipated absences. Approval will be given only for extraordinary circumstance such as a death in the family, jury duty, military duty, or similar.

d. Students must not be late or tardy to their site. Lateness will be counted for attendance purposes at externship sites the same way that lateness to class is accounted for under the College's attendance policy. A student who is likely to be late must inform the site supervisor as soon as it is safe and feasible to do so.

e. If more than 20% of the scheduled externship hours are missed, in accordance with the attendance and grading policy, the student will be considered to have failed the course and will be required to retake it when a suitable site becomes available. There may be a charge involved.

f. In addition, in some programs, the student is required to attend meetings at the College to discuss the progress, the experience, the program, and extern site instructors. Attendance will be taken at these meetings but it will not count towards hours of attendance for the course or module.

g. Make-up hours for lateness or absences are difficult to schedule. Make-up hours must be arranged with the site supervisor and externship instructor. Students should understand that make-up hours may not be contiguous to their scheduled end date.

8. Supervision on site

   a. Supervision

      i. Students will be supervised on site either by a member of the College's staff or by a member of the site's staff. The student will be advised of the supervisor's name and contact information when the site assignment is given.

      ii. If the student's supervisor is a member of the site's staff, a member of the College's staff will visit that site at least once during the time the student is assigned there to observe the student first hand and to obtain feedback from both the student and the on-site supervisor.

   b. Sign-off on attendance

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

9. Safety, confidentiality, professionalism

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

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

    a. At all times the College's policies and code of conduct including all student responsibilities are in force. These policies include the dress code policy, the drugs and alcohol policy, visitor policy, the anti-smoking policy, video and audio recording policy, and termination/expulsion policy.

    b. In addition, each site will advise the student during his or her site orientation of site-specific policies that the student is also required to observe. Violations of the site's policies are considered to be a violation of the College's policies and discipline will be administered accordingly, up to and including dismissal from the program.

11. Grading, student performance evaluation

    a. Academic

       i. In order to receive a grade for the course, the site must turn in an evaluation of the student's performance during the time of assignment to the site.

       ii. The grade cannot be turned in until all the required hours have been completed.

       iii. The site will not assign a grade. The College's externship instructor will assign the grade based on first hand observation and input from the site.

     iv.   The student is required to fill out a survey evaluating the extern site and experience.

   b.   If the student has not performed sufficient hours to complete the externship by the scheduled end date, the student's grade for the module will automatically be turned to "Incomplete" and the student will be notified. The Incomplete grade policy will then be invoked: that is, the student has 14 calendar days within which to complete the required hours.

12. Program Specific Requirements

   a.   There is a wide and extensive array of program specific conditions that a student must meet both in order to be eligible to attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The College also specifies conditions in order to maintain uniformity of high standards such that the institution's credentials will be valued in the workplace. These may include vaccinations, immunizations, background checks, drug tests, and other kinds of requirements. Students are informed of these requirements at the time of enrollment. Evidence of compliance is typically requested and must be presented when requested. The program director and externship instructor will meet with students to remind them of such requirements.

   b.   In some states and for some programs, the College is required to conduct a federal and/or state background check on the student. As part of that background check, the College will request records about any prior criminal or drug related offenses. For some programs, the student's driving record may also be checked. See program specific requirements.

   c.   There are a wide array of site-specific requirements, the most common of which is finger printing or conducting a background check.

13. Additional sources of information

   a.   All students whose programs of study include an externship component are required to attend mandatory orientation held at the institution at least a week prior to their first day on an externship site.

   b.   Additional information can also be obtained from the program director or the program's externship instructor.

   c.   Any program specific requirements are stated in the program section of this Catalog.

ACADEMIC IMPROVEMENT PLANS

The campus maintains an academic improvement plan, which includes plans for new programs, changes to existing programs, facility improvements, and changes to academic policies. Students may contact the Campus President for copies of the College's Academic Improvement Plan.

FACULTY EVALUATIONS

Course and Faculty Evaluations are conducted at the end of every grading period. Students are asked to critique various aspects of their training. Student comments on course content and instructor effectiveness assists the College in making changes and modifications to improve the quality of programs, instruction, and student services.

LEARNING RESOURCE CENTER

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

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

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

CAREER SERVICES

Career Services continuously promotes professional relationships with employers to provide qualified career-oriented graduates to match their employment needs. The Career Services Department is the liaison between students and employers, serving the students by promoting the College to prospective employers. Through career development, including professionalism, motivation, and the maintenance of ethical standards, graduates are empowered with the skills necessary to foster a successful and on-going career.

All current and prospective students are entitled to review the College's completion rate and job placement rates. Statistics pertaining to these are updated and published annually. Copies are available from the Admissions Office or from the Registrar.

The Career Services staff aid graduates in finding employment by assisting with resume preparation, helping with development of interviewing skills, and identifying job leads appropriate for the graduates. They may set up job interviews for graduates.

Recent graduates and students approaching graduation receive first priority for job search assistance services.

Graduate candidates meet with the Director of Career Services or a member of the Career Services staff during their last term to discuss services available in their individual job search. Interviews with a member of the Career Services staff will normally be scheduled before a student is released to externship.

Obtaining employment is ultimately the graduate's responsibility. While the Career Services department will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely entirely on the efforts of the department.

Recent graduates who have not yet obtained employed in the field of their program should notify the College's Career Services Director of pending job interviews or any placement or change in status (continuing education, further education, job change, etc.). Graduates who have not yet obtained employment in the field of their program should contact the school frequently to inquire about job openings.

Prospective employers may request training-related information about students they could consider hiring. The student's academic and attendance patterns, as well as observable professional behavior, are factors that may be considered by prospective employers.

Students and graduates should also be aware that potential employers may conduct a criminal and/or personal background check. Students with criminal records that include misdemeanors or felonies (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these employers. Some agencies, institutions, and employers may require candidates for employment to submit to a drug test.

To comply with reporting requirements the College reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the College may disclose personal information to the employer for the sole purpose of employment verification.

While placement assistance will be provided, the College cannot promise or guarantee employment or a specific salary.

Program	Tuition	Clinical Tuition	Enrollment Fee	Book Charges	Uniform	Background Check	Drug Screen	Instructional Materials & Tools	Laptop	Certification & Credentialing	Total Cost
Certificate Programs											
Dental Assisting	18,968	0	100	498	73	0	0	410	320	378	20,747
Medical Assisting	15,564	0	100	543	55	0	0	34	320	135	16,751
Medical Billing & Coding	18,350	0	100	955	73	0	0	0	320	117	19,915
Pharmacy Technician	15,957	0	100	989	55	43	38	0	320	117	17,619
Degree Programs											
Dental Hygiene	35,700	14,830	100	3,114	197	43	38	3,400	320	2,100	59,842
Radiologic Technology	45,518	0	100	1,775	144	43	38	129	320	252	48,319

The Enrollment Agreement obligates the student and the College by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this College catalog. The content and schedule for the programs and academic terms are described in this catalog. With the exception of the enrollment fee, which is a one-time charge, all other tuition and fees are charged each Quarter. A returned payment fee of $25.00 may be charged for each returned check or rejected payment.

REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, withdraws, or is dismissed by the College for any reason, refunds will be made according to the College's Refund Policy. If a refund is due to the student, it will be paid within 30 days of the date that the student either officially withdraws or the College determines that the student has withdrawn. All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the institution. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis College from any and all liabilities. All governmental and agency refunds will be made within the required time limits of the funding agency.

TUITION REFUND POLICY

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

Student refunds are based on the formula below:
Tuition is charged and payable by the Quarter. Each Quarter is 12 weeks in length. If a student withdraws or is terminated

after the first instructional day in the Quarter, the student's refund will be based on the formula below:

Proportion of Total Quarter Taught	Tuition Refund
Less than 10%	90%
10% up to but not including 20%	80%
20% up to but not including 30%	60%
30% up to but not including 40%	40%
40% up to 50%	20%
More than 50%	No refund

The enrollment fee shall not be refunded (unless the student withdraws or is terminated within seven (7) calendar days of signing the enrollment agreement, whether or not classes have begun).

A student may be entitled to make a claim against the Maryland Guaranty Student Tuition Fund for For-profit Institutions of Higher Education ("Student Tuition Fund") in the case of certain events, including a school closure. The Student Tuition Fund is administered by the Maryland Higher Education Commission. Information about the Student Tuition Fund and instructions for filing a claim may found in Regulations 13B.02.06.01 through .13 of the Code of Maryland Regulations or by contacting the Maryland Higher Education Commission.

RIGHT TO CANCEL

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) calendar day after the date the applicant's Enrollment Agreement with the College was signed by the student and a representative of the College. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis College 4351 Garden City Drive Landover, MD 20785, Attention Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees, minus the applicable Enrollment Fee, to be paid within 30 days.

CANCELLATION/REJECTION POLICY

The College will refund within 30 days, all monies paid by an applicant who is rejected for enrollment by the College or who enrolls in a program that the College cancels, or who cancels within five (5) calendar days of signing the Enrollment Agreement.

OTHER CHARGES

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

An additional $100.00 Enrollment fee will not be charged each time a student changes his or her program. A student must see the Registrar's Office and Financial Aid to discuss any program changes.

There is no graduation fee.

FINANCIAL ASSISTANCE PROGRAMS

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

http://www.fortisedu.info/

FEDERAL PELL GRANT

The Federal Pell Grant is an important source of aid for students. The Free Application for Federal Student Aid (FAFSA) is available on-line at www.FAFSA.ed.gov, or in paper form from high school counselors, at public libraries and the College's Financial Aid Office. The amount of the award depends upon the determination of the student's eligibility, his or her enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education, Office of Student Financial Assistance. Applications are available from the College's Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Fortis College makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Grant (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive a FSEOG and the amount awarded, based on need, not to exceed the program maximum. Consult the College's Financial Aid Officer for the College -specific FSEOG policy.

FEDERAL DIRECT LOAN PROGRAM (FDLP)

The Federal Direct Loan Program (FDLP) has both subsidized and unsubsidized loans. A subsidized loan is awarded on the basis of financial need (need is the budgeted Cost of Attendance less estimated financial aid). The federal government pays interest on the subsidized loan until repayment begins and during authorized periods of deferment. An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the unsubsidized loan borrower has the option to pay the interest or allow the interest to accumulate. Accumulated interest will be added to the principal amount of the loan and will increase the amount the borrower must repay. To apply, students should contact the College's Financial Aid Office.

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN PROGRAM

Federal Direct Parent Loan for Undergraduate Students (PLUS) loans are for parents with good credit histories who want to borrow to help pay for their children's education. Loans are made available to the parents of a dependent student by the US Department of Education. For additional information, students should contact the College's Financial Aid Office.

FEDERAL WORK-STUDY PROGRAM (FWSP)

The Federal Work-Study Program (FWSP) program provides employment for students who demonstrate financial need and who must earn a part of their educational expenses. The program encourages community service work and work related to a student's program of study. FWSP employment is arranged with public or private non-profit agencies off campus, and the work performed must be in the public interest. FWSP employment opportunities are also available on campus in a variety of student services positions. Eligibility for participation in the FWSP is determined by the College's

Financial Aid Office, based on the student's financial need and academic progress. Questions regarding the FWSP should be directed to the College's Financial Aid Office.

An FWSP request form is completed by interested students. Interested students must have completed a FAFSA and must have financial need remaining after other aid is awarded. If a position is available, a qualified student is notified of their acceptance into the FWS program. If a position is not available, a qualified student is advised to apply again at a later date once a position opens. If an applicant for FWSP does not qualify for the FWS program, his or she is notified by letter.

VETERANS' BENEFITS

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

SCHOOL, PRIVATE, STATE, AND LOCAL FINANCIAL RESOURCES

Sources (where applicable) of state, local, and other private aid include state grants, scholarships, and agency funding, which are available from organizations such as those listed below. Note that these sources are separate from federal student financial aid sources and private lending sources. Please consult the Financial Aid Office or funding grantor for additional information.

The state's higher education webpage may be visited for more information on specific state grant options.

Students interested in scholarships are encouraged to search using FinAid!, a leading scholarship search provider for students. Their free service matches scholarships to the student's specific qualifications and can be accessed online at www.FinAid.org.

- Workforce Investment Act
  Workforce Investment Act is designed to assist students who have been affected by the downturn in the economy to re- enter the workforce in a career where they can excel and benefit the employer at the same time. This is a state funded program that has regional offices in most parishes that award funding for that specific parish. The funding is awarded based on need, availability, and several other factors. Students must meet with a counselor in their area prior to entering an education program.

VERIFICATION

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

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

RETURN OF TITLE IV FUNDS POLICY

If a student withdraws from the College and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, quarter, or payment period for which the Return to Title IV refund must be calculated), the College must determine the amount of Title IV funds a student has earned at the time of withdrawal using the Return of Title IV (R2T4) funds formula. The Title IV FSA program rules may require a return to the Federal government

of all, or a portion of, the amounts disbursed during the term. The amount of FSA assistance earned by a student is based upon the amount one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

<div align="center">

Credit Hour Programs:

<u>No. of Days Completed in the Payment Period through Withdraw Date</u>
Total Number of Days in the Payment Period

</div>

Note: Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in the numerator and denominator. The calendar days on an approved leave of absence are excluded from both the numerator and denominator. Percentages are calculated to the fourth decimal place.

Based on the calculation, through the 60% point in each period, a pro rata schedule is used to determine how much Title IV FSA funding the student has earned at the time of withdrawal. After the 60% point, a student has earned 100% of the Title IV FSA funds. (Sample Return of Title IV calculations are available from the institution's Financial Aid Office upon request.)

Title IV FSA funds that require refund are credited in the following order:

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

Return of Unearned FSA Funds

The College must return the lesser of the following:

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

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

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

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

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

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

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

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

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

Qualitative Requirement – Cumulative Grade Point Average (CGPA)
The College measures qualitative progress on the basis on a 4.0 scale. All courses for which a student receives a grade will be included when calculating the student's CGPA, except that of a withdrawal ("W") or incomplete ("I") will not be included in determining a student's cumulative CGPA, and if a student repeats a course, only the highest grade for that course will be included when calculating the student's GPA. (See CGPA requirements at each Evaluation Level in the charts below.)

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

enrollment is terminated because he or she failed to achieve SAP and who does not successfully appeal such termination may make application for re-admission.

SAP Tables

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

Programs of Study of One Academic Year
(Quarter and Semester Credit Programs)

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

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

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

Radiologic Technology, and Dental Hygiene Programs
(Quarter Credit Programs)

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

In addition, for those programs that are more than two academic years in length, a student must have a "C" average at the end of the second academic year in order to maintain satisfactory academic progress.

SAP Appeals & Financial Aid Probation

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

The Financial Aid Committee may grant one additional quarter as a Financial Aid Probationary period, approve an "Academic Improvement Plan," which may require the student to fulfill specific terms and conditions, or deny the appeal. By approving an additional quarter as a Financial Aid Probation Period, the Committee determined that the student should be able to meet the College's satisfactory academic progress standards by the end of that quarter. The Committee, in conjunction with the student, may also develop and approve an individual Academic Improvement Plan if the Committee determines that the student's circumstance warrant. The Academic Improvement Plan will measure incremental improvement, and if the student does not meet the incremental improvement requirements, the student would no longer be eligible for federal financial aid assistance and would be terminated from the College. The Academic Improvement Plan must also ensure that the student is able to meet SAP standards by a specific point in time.

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

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

Cancellation of Aid

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

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

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

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

When a student who has lost his or her eligibility to receive federal student assistance meets the required cumulative GPA and/or the appropriate minimum percentage of cumulative credits completed, their financial aid eligibility may be

reinstated. Students are responsible for notifying the Financial Aid Director and Dean of Education in writing when they believe they have corrected their satisfactory academic progress deficiencies.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to the College from another postsecondary institution, the transfer credits that were accepted by the College will count as credits attempted and credits completed for purposes of calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

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

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

Remedial Courses

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

Termination

The College reserves the right to terminate a student's enrollment if, during the student's program of study, the College determines that the student has failed to maintain the minimum standards of satisfactory academic progress, or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the College's rules and regulations as published in the College's Catalog; or has failed to meet his or her financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed from the College for failure to maintain SAP may reapply for admission; however, until SAP status is re-established, the student will not be eligible for any form of federal financial aid. A student making application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

STUDENT POLICIES

STUDENT RIGHTS

Students accepted into an academic program of study at the College have certain rights and responsibilities. These rights and the associated responsibilities shall establish a student code of professional conduct. Primary to this code is access to an environment free from interference in the learning process.

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in a manner conducive to maintaining their worth and dignity. Students shall be free from acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure all students subjected to the disciplinary process are adequately notified.
- When confronted with perceived injustices, students may seek redress through grievance procedures outlined in this Catalog. Such procedures will be available to those students who make their grievances known in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgment, but they are responsible for learning the academic content of any course for which they are enrolled.
- Students will be given full disclosure and an explanation by the College of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of the services provided by the College.
- Students have the right to quality education. This right includes quality programs; appropriate instructional methodologies and content; instructors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the practice and application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.
- Students have the right and responsibility to develop personally through opportunities such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students have the right to a safe and pleasant atmosphere in the classroom. There is no food or drink allowed in the laboratory areas. Cell phones are not allowed to be used in the classroom. Only for purposes of receiving an emergency call may cell phones be kept on vibrate during class time.

BEHAVIOR AND STUDENT ACCOUNTABILITY

Student Responsibilities and Standards of Professional Conduct

The following are student responsibilities:

- Attend classes regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the College's rules and regulations governing conduct.
- Become informed and express his or her opinion.
- Not to discriminate against any other person because of race, age, sex, sexual orientation national origin, or handicap.
- Discuss grievances informally with the persons involved before invoking formal grievance action. Formal grievance action is outlined in the Catalog.
- Respect persons and the property of others.

At all times, all personal property is the sole responsibility of the student, and the College does not assume liability for any loss or damage. Clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

ACADEMIC INTEGRITY

All incidences of academic dishonesty and violations of academic integrity will be disciplined. Such acts cannot be listed exhaustively but examples include:

- Cheating
- Plagiarism - Submission of the work of another person for credit, or failure to properly cite references for any work which is not original to the student; copying the work of others, allowing another student to copy from the student
- Unauthorized use of notes or materials in exams, including talking to other students
- Forging or altering assignments
- Un-permitted collaboration, giving or receiving aid on a take home exam, or other academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted
- Allowing others to copy or use work that is not his or her own
- Providing answers from graded assignments to others

GENERAL CONDUCT

As students interact with their fellow students, staff and faculty, and the business community, they are expected to act in a professional, respectful manner that is complimentary to the learning process and the academic environment associated with their education and training.

A list of forms of misconduct can only be used as a reference- it is not all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal, include:

- Knowingly furnishing false information to the College
- Theft of the College's property; theft, damage, forgery, alteration, misuse or mutilation of the College documents, records, identification, educational materials, or property
- Interfering with the right of others to an education; violation of safety and security rules, bringing animals or children into class
- Hazing, on or off College property (Also see Anti-Hazing policy)
- Discourteous, disruptive or disrespectful to fellow students, faculty, and staff on or off campus
- Physical or verbal abuse of any person or engaging in conduct, which threatens or endangers the health or safety of others
- Unauthorized entry or use of facilities
- Intentional or unauthorized interference with a right of access to College facilities or freedom of movement or speech of any person on the premises
- Unlawful possession, use, or distribution of illicit drugs and alcohol on campus or during any student activities. If a student appears to be under the influence of drugs or alcohol in a clinical, class, or laboratory experience, that student will be removed from the learning experience. A student thought to be under the influence of drugs or alcohol will be mandated to have a Rapid Drug Screen and/or a Breath Alcohol level performed within 45 minutes of being removed from the learning experience; these tests will be at the College's expense.
- Use or possession of firearms, ammunition, or other dangerous weapons or substances prohibited by law
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Violation of federal, state, or local ordinances including, but not limited to, those covering alcoholic beverages, narcotics, gambling, sex offenses or arson, of which violation occurs on College property or at a College function (Please refer to the Drug Free Policy established by the College for further information.)
- Unauthorized solicitation of students, staff, or faculty on-campus or online for any product or service
- Misuse of electronic equipment, copiers, faxes, e-mail accounts, or internet services, including viewing any material or sending any message that is obscene, harassing, or threatening to any individual
- Aiding, abetting, encouraging, or participating in a riot
- Failure to comply with the verbal or written directions of any College official acting within the scope of his or her authority, or resisting a security officer performing his or her duty
- Aiding and abetting or inciting others to commit any act of misconduct
- Violating the dress code policy. (Please refer to the Dress Code Policy established by the College for further information.)

ANTI-HAZING POLICY

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

Hazing includes, without limitation, the following as determined by the College: any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, or exposure to the elements; forced consumption of any food, liquor, drug, or other substance; forced physical activity which could adversely affect the physical health or safety of a student; any activity which would subject a student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment; or any forced activity which could adversely affect the mental health or dignity of a student.

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

COPYRIGHT PROTECTION POLICY

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

Additional information is included in the College's *Consumer Information Guide*, available online at: http://www.fortisedu.info/

VIDEO-RECORDING OR AUDIO-RECORDING POLICY

In the interests of an appropriate academic atmosphere in the classroom and encouragement of class participation, video- or audio- recording is not permitted without prior approval of the Dean of Education.

INTERNET USAGE

Internet access to global electronic information resources on the World Wide Web is used by the campus to assist students in obtaining education-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage.

All Internet data that is composed, transmitted, or received via the campus computer communications systems is considered to be part of the official records of the school and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, students should always ensure that the information contained in the Internet email messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided via the Internet are the property of the College. As such, the College reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through its online connections and stored in its computer systems. Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if a student did not create the material, does not own the rights to it, or has not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarked information should not be downloaded from the Internet to the school's networks or devices without obtaining prior permission in writing or having possession of a legal bill of sale or license from the owner to use such material.

Abuse of the Internet access provided by the College in violation of law or school policies will result in disciplinary action, up to and including dismissal. Students may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending, printing or posting discriminatory, harassing, or threatening messages or images

- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmission
- Sending or posting messages or material that could damage the organization's image or reputation; including the use of the College name, titles and positions in any publication that may be perceived as offensive
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Posting on behalf of the College, without explicit permission from the Campus President of the College.
- Posting or discussing confidential patient/client information related to externship and clinical experiences, or any information or photographs concerning patients/clients or their families.
- Posting work-related pictures of College employees, students, or anyone associated with the College, without that person's permission.
- Attempting to break into the computer system of another organization or person
- Performing operations against another organization's computers or networks intended to identify security vulnerabilities or disrupt service
- Refusing to cooperate with security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to education purposes or activities
- Using the Internet for political causes or activities, religious activities, or any sort of gambling
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization's products or services or the passing of personal views as representing those of the organization
- Sending anonymous e-mail messages
- Engaging in any other inappropriate or illegal activities

SOCIAL MEDIA

Social media are media designed to be disseminated through social interaction on the Internet, created using highly accessible and scalable publishing techniques, and published in blogs, social networking sites, online chat rooms and forums, video sites, and other platforms and venues. The College values the use of social media, such as Facebook, LinkedIn, Twitter, YouTube, texting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the College also recognizes the potential danger for misuse, inappropriate behavior, and abuse. Therefore, students presently enrolled at the school must know that they are liable and responsible for anything they post to social media sites.

- Students are prohibited from posting confidential or proprietary information about the school, its students, faculty or staff members on a social media site.
- Students are prohibited from sharing, disseminating or transmitting electronic information that reveals any private or confidential information they may have learned about others (including patients) during their tenure at the school or externship sites. Applicable federal and state requirements, such as FERPA and HIPAA, are to be followed at all time.
- When participating in any form of social media, students are encouraged not to misrepresent themselves, and to make postings that are both meaningful and respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the College community.
- The use of any social media sites to harass, intimidate or bully a fellow student, faculty, member of the College and/or affiliate is strictly prohibited and will not be tolerated. (See Policy on Cyberbullying.)
- When posting on social media sites, students must be mindful of all copyright and intellectual property rights, especially those reserved by the school.
- The use of the school logo, image, or iconography on personal social media sites to endorse a particular political party or candidate or to promote a product, cause, or event is strictly prohibited.
- Students are expected to obey the Terms of Service of any social media site.

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

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

DRESS CODE

Each program of study at Fortis College has a dress code. Students must comply with the College's dress code while attending classes, including any externship or clinical course. Compliance with the College's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the College therefore, it is important that each student always present themselves in a professional manner.

On certain designated days or times, the standard dress code may be modified or waived. Notice will be given to the students by either instructors or the Campus President. The following clothing items may never be worn by students on campus or while attending campus-related activities:

- Any clothing showing obscenities
- Clothing in ill repair (e.g. ripped or torn, extremely dirty, etc.)
- Cut off shorts above mid-thigh length
- Facial or tongue jewelry
- Low cut blouses or shirts
- Tank tops or other sleeveless tops
- Visible undergarments

Personal Hygiene
Although individual program dress code standards may vary, the following personal hygiene standards apply for all programs:

- Students must take daily preventive measures to maintain cleanliness.
- Hair must always be clean and conservatively styled. For laboratory and clinical classes, long hair must be pulled off the collar.
- Nails must be manicured to sport length or shorter. For laboratory classes in Dental Hygiene and allied health programs, artificial nails or overlays are not permitted. Nails must be clean and free of polish or other decorations.
- Perfume or cologne should not be worn in a medical environment as they could be offensive to patients with allergies.
- Moustaches and beards must be trimmed to an appropriate length. Only complimentary conservative makeup should be worn. Unacceptable: Heavy makeup, including long false eyelashes or bright eye shadow.

Accessories
The following accessories are not allowed while attending classes or clinical/externship:

- Cell phones, earphones, and headsets may not be visible and must be turned off or silenced during all classes. Students anticipating an emergency call must inform their instructor so arrangements can be made. All phones and electronic equipment will be kept in a purse, bag, or vehicle.
- Excessive jewelry. Jewelry should be limited to wedding rings or one small ring on the left or right hand and one pair of stud type earrings. Hoops larger than a nickel or dangling earrings are a hazard and are not permitted in any lab.
- No facial piercing, tongue rings, or ear stretchers are to be worn while attending classes.
- Scarves, hats, or baggy fitting clothing.
- Tattoos must be covered while attending classes, labs, or the clinical/externship portion of program.
- Religious head covers must be the solid color of the student's particular uniform or white.

Fortis College students are expected to wear their Fortis College picture identification badge while on campus or on externship/clinical sites at all times.

Students are issued a minimum of two uniform scrub sets for allied health and Dental Hygiene programs and two uniform shirts for trade programs.

The following standards apply to allied health programs:

- A clean, wrinkle-free, and well-fitting uniform top and bottom with warm-up jacket. T-shirts, sweat pants, jeans or jean-like materials are unacceptable (please see specific program for further details).
- Tops may be worn tucked inside or outside of the uniform pants.
- Appropriate undergarments must be worn and should not be visible through the uniforms.
- A full-length uniform slip must be worn under a skirted uniform. All dresses and skirts must be hemmed and cover the legs to the knees when in a seated (operator) position.
- Appropriate sweaters or warm-ups may be worn over the uniform if they are flat knit and free of ornamentation. No bulky sweaters or coats will be worn during any class or at the externship or clinic site.
- Appropriate business casual will be worn on days deemed by program curriculum. Example: interview(s), professional development, and select field trips.

Students enrolled in trades programs are expected to adhere to their program dress code.

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

DRUG AND ALCOHOL POLICY

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

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

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

Additional information is included in the College's *Consumer Information Guide*, available online at: http://www.fortisedu.info/

NON-SMOKING/NON-TOBACCO POLICY

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

DISCIPLINARY ACTION

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

Suspension is a period of time to be determined by the Campus President during which the student is removed from classes until the terms of the suspension are met. If the terms of the suspension are not met, the student will be dismissed from the program. A student may be placed on suspension at any time during the program.

Probation is a trial period of attendance during which the student must improve attendance, grades, or conduct. If the student does not improve as required, the student will be dismissed from the program.

Dismissal means that the student has been expelled from the College.

The student will be notified in person and in writing, within three business days of the incident being reported to the Campus President, of the selected sanction, together with his or her right to appeal the decision.

TERMINATION OR EXPULSION POLICY

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement.

Violations that threaten the health and safety of campus employees, other students, or visitors may result in immediate dismissal from the College.

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

- Exhibits conduct found by the administration to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the "Conduct" section of this Catalog
- Fails to maintain satisfactory academic progress
- Fails to meet attendance standards
- Fails to meet financial obligations to the College

Time on suspension will be counted as an absence from the College and cannot exceed the allowable absences stated in the attendance policy.

Students dismissed for conduct violations will not be readmitted.

STUDENT APPEAL PROCESS

Students who are dismissed by the College have the right to appeal that decision. Students must initiate the appeal process by submitting, in writing, the reason why they should be re-admitted to College to the Campus President within 30 days of termination. The Campus President will respond to the appeal, in writing, within two weeks of receipt of the request.

Students will not be entitled to appeal if they are dismissed for exceeding the maximum program completion time.

CRIME AWARENESS AND CAMPUS SECURITY ACT

The College provides the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

- The Campus Security Report is distributed directly in paper format to all enrolled students and employees, and is available upon request to prospective students. It should be noted that this report is updated annually and distributed by October 1 of each year.

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

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

For more up-to-date information, please contact an Admissions Representative.

TITLE IX AND VIOLENCE AGAINST WOMEN ACT (VAWA)

Fortis College is committed to maintaining a healthy and safe learning environment that promotes responsibility and respect in matters of sexual conduct. Since Title IX/VAWA offenses are a violation of trust and respect they are prohibited and will not be tolerated. This policy applies to academic, educational, co-curricular, and off-campus conduct. Title IX/VAWA offenses include: sexual harassment, rape and sexual assault, domestic violence, dating violence and stalking. Fortis College will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis College will investigate student complaints,

and a student who has committed a Title IX offense will be subject to the school's Disciplinary Action Policy which could result in dismissal from school. The Disciplinary Action Policy can be found at page 62 and the Termination or Expulsion Policy can be found at page 57 of this Catalog. Fortis College will provide students with educational materials on Title IX/VAWA to promote prevention and awareness. Ongoing prevention and awareness campaigns will occur during the year.

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

Title IX Coordinator
Attention: Title IX Coordinator

	Suzanne Peters Esq., M.Ed.
	National Dean of Programmatic Accreditation
Address:	5026D Campbell Blvd.
	Baltimore, Maryland 21236
Telephone: Phone:	330-805-2819
E-Mail Address:	speters@edaff.com

PERSONAL PROPERTY

All personal property is the sole responsibility of the student. The College does not assume liability for any loss or damage. It is recommended that clothing and other small items should be marked clearly with the student's name and address. Vehicles should always be locked to avoid theft.

VISITOR POLICY

Visitors, including family members, may be permitted in the classrooms and other teaching areas only with prior authorization by the Dean of Education or designee. Visitors are required to adhere to the same standards of conduct as students.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

An education record is defined as files, materials or documents that contain information directly related to a student. The College maintains education records. Education records are supervised by the Campus President and access is afforded to College officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary College shall have the right to inspect, review and challenge their academic records; including grades, attendance, advising and any additional information contained in their education record. Students may request a review of their records by writing the Campus President at the address in this Catalog. Requests for review will be granted within 45 days. The review will be allowed during regular College hours under appropriate supervision. Students may also obtain copies of their records for a nominal charge.

Students may challenge the record for purposes of correcting or deleting any of the contents. The challenge must be made in writing with the reason for the requested change stated fully. Attendance, grades, and course evaluations can be challenged only on the grounds that they are improperly recorded. If, after the hearing, the College decides not to amend the record, the student has the right to place on file a statement setting forth his or her view of the contested information.

Generally the College must have on file written permission in order to release any information from the student's educational record, other than directory information as defined in the next paragraph. As a post-secondary educational

institution, parental access to students' records will not be allowed without prior consent. The College may disclose educational records without consent to any of the following:

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

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

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

PROFESSIONAL LIABILITY AND STUDENT ACCIDENT INSURANCE

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

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

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

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

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

HIPAA REQUIREMENT

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For

example, if someone must administer a medication, he or she will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes the individual's name, initials, address, phone number, fax number, and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

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

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

STUDENT ACTIVITIES

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

FIELD TRIPS

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

HOUSING ASSISTANCE

Although the College does not maintain dormitory facilities, students who are relocating and must arrange their own housing may contact the appropriate program director to request a list of community resources. .

SIGNIFICANT MEDICAL CONDITIONS

Fortis College encourages students to promptly report significant medical conditions to the respective program director to prevent danger to the student's health. Fortis College encourages students to obtain written clearance from their physician, specifically citing any no restrictions on activity or weight lifting, and to report such restrictions immediately to the student's program director and instructor.

Note: For policy information regarding declared pregnant students in the Radiologic Technology program, please refer to the program handbook.

GRIEVANCE PROCEDURE

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

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

A student has the right to appeal all matters with respect to

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

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

Certain decisions may not be appealed. If a student is terminated for failing to meet standards of Satisfactory Academic Progress (SAP), including exceeding the maximum timeframe to complete the program, he or she is not entitled to appeal unless there is documented proof of mitigating circumstance such as a medical or disability condition that impacted his or her ability to study or participate in the program. The specific requirements for SAP appeals process are contained in the College's SAP policy.

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

1. The first step in the process is to address and resolve the dispute with the person involved through discussion. A student with a grievance or complaint needs to raise their concerns as soon as possible in order to assure that a settlement is made in a timely fashion. If the dispute cannot be resolved at this level, students are encouraged to address the issue verbally with the Dean of Education.

2. If the dispute cannot be resolved through addressing the Dean of Education, or the appropriate program director (for students enrolled in associate degree programs) the second step is to appeal in writing to the Campus President. The written complaint must be submitted within seven calendar days of the incident or notification of termination. The appeal document should include a description of the disputed items, the date or dates when the issue arose, the reason why the student is appealing the decision and the steps the student has taken to resolve to dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuating circumstances.

    The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then Campus President will then convene the Campus Appeals Committee which will consist of the Campus President and the heads of the departments to meet with the student if requested and/or otherwise assess and develop a resolution to the complaint.

    A response from the Appeals Committee must be provided to the student within seven calendar days. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

3. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 2, the student may take a third step and file the appeal to the Regional Vice President of Education Affiliates. This appeal must also be in writing and must be received in the corporate office (5026-D Campbell Boulevard, Baltimore, Maryland 21236) within seven calendar days of being notified of the Campus Appeals Committee's decision. The Regional Vice President will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the

student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

4. If the dispute has not been resolved or if the student is still unsatisfied with the response in Step 3, the student may take a fourth step and file the appeal to the Corporate Vice President (VP) of Education at Education Affiliates. This appeal must also be in writing and must be received in the Corporate Office within seven calendar days of being notified of the Regional Vice President's decision. The Corporate VP of Education will conduct his or her own investigation of the issue and will respond to the student within seven calendar days of receiving the escalated complaint. All decisions will be provided in writing and delivered to the student in person if the student is on campus or to the student's mailing address of record with acknowledgement of receipt required.

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

The title and address of the state licensing authority is:

Maryland Higher Education Commission (MHEC) 6 N. Liberty Street Baltimore, MD 21201 | P. (410) 767-3300 | https://mhec.state.md.us/Pages/default.aspx

The title and address of the institutional accrediting commission is:

Accrediting Bureau for Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 | P. (703) 917-9503 | F. (703) 917-4109 | https://abhes.org

The title and address of the programmatic accreditor for the Dental Hygiene Program is:

The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The commission's web address is http://www.ada.org/en/coda

The title and address of the programmatic accreditor for the Radiologic Technology Program is:

Joint Review Committee on Education in Radiologic Technology JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 | P: 312-704-5300 | email: mail@jrcert.org | www.jrcert.org

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved in the student's favor the student will be reinstated at the next available course start date.

If the student's eligibility for Financial Aid has been suspended, the student may remain in school during the Appeals process.

VIRGINIA RESIDENTS: If a student has exhausted the avenues provided by the institution and the complaint has not been resolved internally, students can submit a "Student Complaint Form" to the State Council of Higher Education for Virginia (SCHEV). The online complaint form can be found on their website along with the complaint procedures at: http://www.schev.edu/index/students-and-parents/resources/student-complaints

DISTRICT OF COLUMBIA RESIDENTS: Consumers who have experienced a violation of the Higher Education Licensure Commission (HELC) statute or regulations should complete the complaint form provided by the Licensure Commission and submit all supporting documents. The form and mailing address can be found on their website at: https://osse.dc.gov/service/higher-education-licensure-commission-helc-publiccomplaints

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis College applicants must agree to submit all claims and disputes with Fortis College to arbitration. Arbitration is a private dispute-resolution process in which disputes are heard and resolved by an arbitrator, rather than by a judge or jury. Applicants also must agree to have any and all claims and disputes against Fortis College resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis College. Individual arbitration of claims and disputes allows for faster resolution of issues at less cost than typically is seen in judicial proceedings and class actions.

Fortis College cannot and does not require any applicant who enrolls and borrows under a federal student loan program to submit to arbitration or any institutional dispute-resolution process prior to filing any borrower defense to repayment that a borrower may claim. Further Fortis College cannot and does not in any way require a student to limit, relinquish, or waive the ability to file a borrower defense claim at any time. Any mandatory arbitration proceeding tolls the limitations period for filing a borrower defense to repayment claim.

EXPLANATION OF COURSE NUMBERING SYSTEM

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

AHP...Allied Health Professions
BIO...Biology
COM ....Communications
DAS..Dental Assisting
DHG ....Dental Hygiene
ENG...English
MAS ....Medical Assisting
MAT ....Mathematics
MBC ....Medical Billing and Coding
MOA ....Medical Office Administration
PDC..Professional Development
PHT..Pharmacy Technician
PSY ....Psychology
RAD...Radiologic Technology
SCI...Science
SOC...Sociology

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

AHP101 INTRODUCTION TO HEALTH PROFESSIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.
Prerequisite(s): None

AHP101 ETHICS AND JURISPRUDENCE (DH PROGRAM)
1.0 Credit
60 Clock Hours (60 Lecture)
This course will prepare the allied health student to manage the moral, legal, and administrative challenge encountered in clinical and non-clinical settings. Principles and standards of practice will be presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for the development of critical thinking skills and foundation for appropriate decision-making models.
Prerequisite(s): None

AHP105 MEDICAL TERMINOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the

course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Prerequisite(s): None

AHP106 MEDICAL ANATOMY & PHYSIOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

Prerequisite(s): None

AHP116 HUMAN ANATOMY & PHYSIOLOGY I

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

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

Prerequisite(s): None

AHP116 HUMAN ANATOMY & PHYSIOLOGY I (RAD PROGRAM)

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

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

Prerequisite(s): None

AHP117 HUMAN ANATOMY & PHYSIOLOGY II

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is a continuation of AHP116 and continues the study of the anatomy and function of the human body. Presented is information on the anatomy and physiology of the components of blood. Also presented, is an introduction to the cardiovascular, lymphatic, and immune systems. An overview of the respiratory, digestive, and reproductive systems is included. Virtual laboratory experiences are included in the course.

Prerequisite(s): AHP116

AHP117 HUMAN ANATOMY & PHYSIOLOGY II (RAD PROGRAM)

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is a continuation of AHP116 and continues the study of the anatomy and function of the human body. Presented is information on the anatomy and physiology of the components of blood. Also presented, is an introduction to the cardiovascular, lymphatic, and immune systems. An overview of the respiratory, digestive, and reproductive systems is included. Virtual laboratory experiences are included in the course.

Prerequisite(s): AHP116

COM101 COMMUNICATION

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course will introduce the students to communication with the goal of helping the student become more effective in verbal and non-verbal communication, and to be able to manage interpersonal as well as group communication. The course focuses on learning and applying practical principles to one's daily life, both in formal and informal settings. The course looks at the psychological, social, cultural, and linguistic factors that influence person-to-person interaction. This course is designed to give students strategies for improving their communication behavior. Some of the topics

addressed include human perceptions, interpersonal dynamics, and patterns of influence, listening and verbal and visual symbols.
Prerequisite: none

DAS110 FUNDAMENTALS OF DENTAL ASSISTING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the foundational principles of the dental assisting profession, the science of dentistry, and an introduction to dental communications. The course includes the roles and functions of the dental team, and laws affecting ethics and the practice of dentistry. Students will gain a working vocabulary that includes terminology related to oral, dental, and head and neck anatomy, and histology. Students will be introduced to dental office communication and business operating systems.
Prerequisite(s): None

DAS112 DENTAL MATERIALS/PROSTHESES FABRICATION
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is an integrated lecture laboratory course that introduces students to the dental laboratory environment. Students will learn to assist the dentist in restorative, fixed, and removable prosthodontics.
Prerequisite(s): None

DAS114 RADIOLOGY I
4.0 Credits
60 Clock Hours (30 Lecture /30 Lab Hours)
This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Students will also learn the basic principles of radiation physics and the concepts of radiation safety in the dental office. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing, and mounting intra and extra oral radiographs on a variety of patient types.
Prerequisite(s): None

DAS116 INFECTION CONTROL
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the background, importance, and practical application of disease transmission prevention and infection control in dentistry. This includes infection prevention and control practices, the chain of infection, standard and transmission-based precautions, barriers and use of personal protective equipment (PPE), and strategies for preventing the spread of infectious disease to healthcare workers and patients. Also presented is an introduction and comprehension of regulatory agency guidelines.
Prerequisite(s): None

DAS120 DENTAL PROCEDURES AND TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the foundation of chair-side dental assisting in the delivery of dental care to include dental instrument identification and use, and moisture and pain control methods. Patient information and assessment skills detailed are patient information and assessment, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient, principles of pharmacology, assisting in a medical emergency, patient assessment and oral pathology.
Prerequisite(s): DAS110

DAS125 DENTAL MATERIALS AND LAB TECHNIQUES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course presents the fundamentals of materials used in restorative dentistry including laboratory techniques and procedures. The properties of dental materials are covered such as restorative and esthetic materials, liners, bases, and bonding materials, cements, and impression materials. Labs will cover applications and uses of dental materials.
Prerequisite(s): DAS110

DAS130 DENTAL RESTORATIVE PROCEDURES
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
The goal of this course is to introduce students to the practices in dentistry, and the foundations of radiography, radiation safety, infection control and quality assurance involving dental radiography. The student should be able to describe dental procedures including: general dentistry, restorative dentistry, fixed prosthodontics, provisional coverage, removable prosthodontics, and implant dentistry.
Prerequisite(s): DAS110

DAS135 DENTAL RADIOLOGY
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides lecture and laboratory-based instruction on the exposure and processing techniques of diagnostic dental films. Radiographic instruction includes intraoral x-ray, panoramic x-rays, and an overview of digital x-ray systems. Using a radiographic simulator, students will develop a portfolio of radiographs they have taken to demonstrate competence in exposing, processing and mounting intra and extra oral radiographs on a variety of patient types.
Prerequisite(s): DAS110

DAS140 DENTAL OFFICE PROCEDURES AND BILLING
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will prepare students for administrative tasks in a dental office. Students are provided with an overview of dental office management systems: the computerized dental practice, information management, patient scheduling, recall systems, inventory management, and dental office business equipment. Managing dental office finances entails financial arrangements and collection procedures, insurance processing, and accounts payable and accounts receivable. Students are introduced to DENTRIX, dental practice management software. Class activities involve working through patient simulation exercises. While progressing through DENTRIX's menus and windows, students learn to input patient information, schedule appointments, and handle billing. The rules and function of the Health Insurance Portability and Accountability Act of 1996, Administrative Simplification, as it applies to the dental healthcare system, are reviewed.
Prerequisite(s): None

DAS145 DENTAL SPECIALTIES AND EXPANDED FUNCTIONS
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
In this course, students will explore expanded dental assistant functions within the dental specialties endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are presented along with advanced instruction on radiography.
Prerequisite(s): DAS135

DAS151 DENTAL CAPSTONE
4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course provides a comprehensive review of program contents to prepare students to enter the externship experience. Students are also given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence, communication, business office procedures, infection and hazard control, instrumentation, illumination, radiology, dental charting and chairside functions are reviewed.
Prerequisite(s): DAS135

DAS190 EXTERNSHIP I

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid. Students will be required to meet at the campus a total of 10 hours, 1-1/2 hours a week to review the extern experience and competency checklist.

Prerequisite(s): All Preceding Program Coursework

DAS195 EXTERNSHIP II

6.0 Credits

160 Clock Hours (10 Lecture /150 Extern Hours)

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid. Students will be required to meet at the campus a total of 10 hours, 1-1/2 hours a week to review the extern experience and competency checklist.

Prerequisite(s): All Preceding Program Coursework

DHG100 NUTRITION

5.0 Credits

60 Clock Hours (60 Lecture)

This course is a basic orientation to the principles of nutrition. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. The role of the dental hygienist in nutritional assessment and counseling are highlighted.

Prerequisite(s): None

DHG104 INTRODUCTION TO DENTAL HYGIENE - LAB I

2.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course presents the didactic and laboratory components of pre- clinical Dental Hygiene theory. A firm foundation in infection control procedures, Dental Hygiene process of care, client assessment, deposit and disease indices, oral infection control, fluoride therapies, and disease prevention is highlighted. In preparation for advancing to patient care, the following topics are presented: CPR and management of medical emergencies, OHSA regulations, Blood Born Pathogen Standard, Hazard Communication Standard, and CDC Guidelines. Students will gain clinical experiences through student partner clinical experiences.

Prerequisite(s): None

DHG105 INTRODUCTION TO DENTAL HYGIENE - LAB II

2.0 Credits

60 Clock Hours (20 Lecture /20 Lab Hours)

This combination lecture-laboratory course is designed to introduce the student to the Dental Hygiene care environment and to present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for the educational and therapeutic patient services are presented in detail. Students will practice on typodonts in the lab then progress to student partner experiences in the clinic.

Prerequisite(s): DHG104

DHG110 ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES I

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

Information presented in this course is designed to develop a firm foundation for the Dental Hygiene student in morphology and function of head, neck, and oral structures. Topics presented in detail include the formation of the

face (nervous system, muscles etc.), development, and growth of the jaws, the origin, and stages of tooth development and root formation.
Prerequisite(s): None

DHG111   ANATOMY, HISTOLOGY, AND EMBRYOLOGY OF FACIAL STRUCTURES II

2.0 Credits
60 Clock Hours (40 Lecture /20 Lab Hours)
Information presented in this course is designed to develop a firm foundation for the Dental Hygiene student in morphology and function of the head, neck, and oral structures. Topics presented include the formation of the face (nervous system, muscles, etc.) development and growth of the jaws and the origin and stages of tooth and root formation and development.
Prerequisite(s): DHG110

DHG112 PROCESS OF CARE I

3.0 Credits
60 Clock Hours (40 Lecture /20 Lab Hours)
This course builds on the foundations of DHG105. The focus is the elements of the Dental Hygiene Process of Care. As part of an introductory approach to implementing more advanced Dental Hygiene services, topics include risk assessments, patients with medical, physical, and psychological conditions as well as the Dental Hygiene treatment modifications for those patient communities. In addition, the theoretical foundation for sealant placement, chemotherapies, ultrasonic and sonic instrumentation, and instrument sharpening is presented.
Prerequisite(s): DHG204

DHG191 DENTAL HYGIENE CLINIC I

2.0 Credits
60 Clock Hours (60 Clinic Hours)
This course is designed to enable beginning Dental Hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical Dental Hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.
Prerequisite(s): DHG104, DHG105

DHG192 DENTAL HYGIENE CLINIC II

2.0 Credits
60 Clock Hours (60 Clinic Hours)
This course is designed to enable beginning Dental Hygiene students to assess the systemic and oral health of the client and allow for the delivery of clinical Dental Hygiene preventive and therapeutic care appropriate at the novice or DHG 100 level.
Prerequisite(s): DHG191

DHG193 DENTAL HYGIENE CLINIC III

2.0 Credits
60 Clock Hours (60 Clinic Hours)
In this course, the Dental Hygiene student continues to acquire basic clinic competencies in patient assessments, radiographic techniques, patient education techniques, and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process services.
Prerequisite(s): DHG191 & DHG192

DHG194 DENTAL HYGIENE CLINIC IV

2.0 Credits
60 Clock Hours (60 Clinic Hours)
This course is intended for the Dental Hygiene student to acquire basic clinic competencies in patient assessments radiographic techniques, patient education techniques and delivery of preventive and therapeutic services. Additional topics include evaluation of the effectiveness of therapy and attainment of patient's goals. The student is expected to provide services in a more autonomous process.
Prerequisite(s): DHG191, DHG192, DHG193

DHG212 PROCESS OF CARE II

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is designed to present to the Dental Hygiene student an overview of more advanced clinical competencies including debridement concepts, instrumentation strategies, and pain control strategies. The techniques of pain control include non-invasive and behavioral strategies, local anesthesia administration, and nitrous oxide sedation. Students will have simulated lab experiences to practice the pain control techniques. Didactic and lab sessions are presented for the clinical skills associated with: Sealants, Chemotherapeutics, Dentinal Hypersensitivity, Ultrasonic Instrumentation, and Instrument Sharpening. These skills will be practiced in the lab and then delivered under supervised sessions in concurrent and future clinic sessions. Competencies for these services are located in the syllabi and course documents for Dental Hygiene Clinics DHG 294 and higher.

Prerequisite(s): DHG110, DHG111, DHG194, DHG250

DHG220 PERIODONTOLOGY I

2.0 Credits

60 Clock Hours (60 Lecture)

The intent of this course is to acquaint the Dental Hygiene student with the fundamentals of Periodontology. Topics include the basics of the epidemiology, anatomy, physiology, neurology, lymphatics and hematology of the periodontium in health and disease. A detailed discussion of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is presented as well as clinical and radiographic assessments and systemic conditions affecting pathology.

Prerequisite(s): None

DHG230 HEALTH EDUCATION AND INSTRUCTIONAL METHODS

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

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

Prerequisite(s): None

DHG240 GENERAL AND ORAL PATHOLOGY

3.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

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

Prerequisite(s): None

DHG250 PHARMACOLOGY AND PAIN CONTROL

3.0 Credits

60 Clock Hours (60 Lecture Hours)

This course is designed to provide the student with a knowledge and understanding of basic pharmacology specific to clinical situations and with emphasis on Dental Hygiene practice. The pharmacology of pain control is presented in detail.

Prerequisite(s): None

DHG291 DENTAL HYGIENE CLINIC V

2.0 Credits

60 Clock Hours (60 Clinic Hours)

This course is designed to refine the psychomotor instrumentation skills of Dental Hygiene students. Students are expected to complete oral assessment and delivery of Dental Hygiene services in an independent manner. The students will have experiences with special care patient populations, pediatric clients, and radiologic interpretations. Treatment plans will be written with more comprehensive components. An emerging portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG194

DHG292 DENTAL HYGIENE CLINIC VI

2.0 Credits

60 Clock Hours (60 Clinic Hours)

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

Prerequisite(s): DHG194

DHG293 ADVANCED DENTAL HYGIENE CLINIC I

2.0 Credits

90 Clock Hours (90 Clinic Hours)

This course is intended for the student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the Dental Hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG292

DHG294 ADVANCED DENTAL HYGIENE CLINIC II

2.0 Credits

90 Clock Hours (90 Clinic Hours)

This course is intended for the Dental Hygiene student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent manner. It is expected that the Dental Hygiene student will begin to incorporate the basics of autonomous decision-making in the process of patient care. A burgeoning portfolio of foundational competencies is expected at the completion of this course.

Prerequisite(s): DHG292

DHG312 PROCESS OF CARE III

2.0 Credits

60 Clock Hours (60 Lecture Hours)

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

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

DHG314 RADIOLOGY II

1.0 Credits

60 Clock Hours (30 Lecture /30 Lab Hours)

Topics include additional experiences in digital radiography, intra oral photography, and extra oral radiography. Advanced topics include: issues. During the clinical portion of this course, students are assigned to the radiology clinic/lab and provided selected imaging services.

Prerequisite(s): DAS114

DHG320 PERIODONTOLOGY II

3.0 Credits

60 Clock Hours (60 Lecture Hours)

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

Prerequisite(s): DHG220

DHG330 COMMUNITY ORAL HEALTH

2.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

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

Prerequisite(s): Satisfactory completion of all 100 and 200 level courses

DHG391 ADVANCED DENTAL HYGIENE CLINIC III

2.0 Credits

90 Clock Hours (90 Clinic Hours)

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

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

DHG392 ADVANCED DENTAL HYGIENE CLINIC IV

0.0 Credits

90 Clock Hours (90 Clinic Hours)

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

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

DHG393 Advanced Dental Hygiene Clinic V

0.0 Credits

90 Clock Hours (90 Clinic Hours)

This course is designed to continue to advance the skills necessary in providing clinical preventive and therapeutic Dental Hygiene services. Experiences in comprehensive Dental Hygiene patient care will include advanced manual instrumentation, ultrasonic instrumentation, and application of chemotherapeutic agents, nutrition counseling, whitening tray fabrication, and sealant placement.

Prerequisite(s): Satisfactory completion of all DHG100 and DHG200 level courses

ENG101 ENGLISH COMPOSITION I

5.0 Credits

60 Clock Hours (50 Lecture /10 Lab Hours)

This course will introduce the students to English Composition and covers all aspects of writing for a College-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic

selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.
Prerequisite(s): None

ENG101 ENGLISH COMPOSITION I (RAD PROGRAM)

5.0 Credits
60 Clock Hours (40 Lecture /20 Lab Hours)
This course will introduce the students to English Composition and covers all aspects of writing for a College-level course, beginning with components of the essay, and ending with modes of writing and argumentation. Students cover all writing stages and strategies and learn to adapt them to their own writing and learning preferences. The student acquires skills for generating ideas and drafting preliminary outlines using brainstorming, drafting, outlining, and topic selection, while learning to revise, rewrite, and polish structure, syntax, argumentation, grammar, punctuation, word choice, and diction.
Prerequisite(s): None

MAS110 CLINICAL PROCEDURES AND TECHNIQUES

4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.
Prerequisite(s): None

MAS115 LABORATORY PROCEDURES AND TECHNIQUES

4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.
Prerequisite(s): MAS110

MAS120 HUMAN DISEASES AND PHARMACOLOGY

4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
This course will introduce the students to the common diseases that affect the body systems. A review of body systems along with the causes, signs, symptoms, and treatments of the diseases will be discussed. Students will learn about the medications used as treatments. An emphasis on drug action, classification, patient education, and common side effects of these medications will be provided.
Prerequisite(s): None

MAS125 INVASIVE CLINICAL PROCEDURES

4.0 Credits
60 Clock Hours (20 Lecture /40 Lab Hours)
Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control, and federal regulations regarding medications and surgical procedures are addressed.
Prerequisite(s): MAS110

MAS135 CERTIFICATION REVIEW AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national Certified Medical Assistant examination. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

Prerequisite(s): MAS110

MAS190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): All Preceding Program Coursework

MAT101 COLLEGE MATHEMATICS I

5.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equations, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.

Prerequisite(s): None

MBC110 PROCEDURAL AND DIAGNOSTIC CODING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course expands the basic diagnostic and procedural coding fundamentals already introduced. Students will use the ICD-9-CM and ICD-10-CM, CPT 4, and HCPCS Level II coding manuals to apply principles of diagnosis and procedural coding. Students learn diagnosis coding systems with detailed instruction on how to code and properly apply the guidelines for ICD-9-CM, Volumes I, II, and III and ICD-10-CM, Volumes I and II. It also provides in-depth coverage of procedural coding systems with detailed instruction on CPT 4 coding for Anesthesia, Evaluation and Management services, surgical procedures, Pathology, Laboratory, Radiology, and Medicine. HCPCS Level II coding for procedures, services, and supplies is also taught.

Prerequisite(s): None

MBC115 HOSPITAL, SURGICAL, AND MEDICAL CODING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with practical applications of Diagnostic and Procedural Coding Systems for facilities. Students will expand their knowledge of coding by abstracting the appropriate information from hospital records, surgical/operative reports, and medical case studies to accurately assign diagnoses and procedure codes to be used on the hospital CMS-1450 insurance claim form and for electronic claims. Students will also acquire a working knowledge of MS-DRGs (Medicare Severity Diagnosis Related Groups) assignment.

Prerequisite(s): None

MBC120 PHYSICIAN CODING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides the student with practical applications of diagnostic and procedural coding systems for physician billing. Students will expand their knowledge of coding by abstracting the appropriate information from provider's progress notes and treatment plans in private clinics and other outpatient entities provided by physician's and mid-level providers to accurately assign diagnoses and procedure codes to be used on the CMS-1500 insurance claim form and for electronic submissions.

Prerequisite(s): MBC110

MBC125 REIMBURSEMENT METHODS AND PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course reviews the different types of insurance programs, payer specific guidelines, and reimbursement issues. This will include review of diagnostic and procedural coding and Medicare Severity Diagnosis Related Groups (DRGs), explanation of the Resource Based Relative Value Scale (RBRVS), Ambulatory Payment Classifications (APCs), and the National Correct Coding Initiative (NCCI). Review of insurance claims processing steps, patient billing, payment determinations, and calculations for insurance and private pay payments, and interpretation of the explanation of benefits (EOB) are integral parts of this course. Through application exercises, the student will evaluate and respond to claims denials and site resubmission requirements and will endorse the ability to process appeals. A review of insurance plans and regulation, insurance math, claims administration organizations, billing concepts, and terminology associated with accounts receivable and accounts payable are integrated into the course.

Prerequisite(s): MOA115

MBC130 CAPSTONE AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides a complete overview of all information and skills acquired during prior Medical Coding and Billing courses. Through a comprehensive review, the student will prepare to sit for one of the National Certified Coding Examinations. Utilizing course exercises, the students will engage all phases of professional development relative to employment.

Prerequisite(s): MBC110

MBC190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): All Preceding Program Coursework

MOA110 MEDICAL OFFICE PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Prerequisite(s): None

MOA115 MEDICAL RECORDS AND INSURANCE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

MOA120 ELECTRONIC HEALTH RECORDS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

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

Prerequisite(s): None

MOA125 MEDICAL INSURANCE AND BILLING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course builds on the foundational insurance and billing information. Students will learn in-depth concepts regarding health insurance, including the types and sources of health insurance, Medicaid, Medicare, and other carriers. To help understand the billing aspects, students will learn more about the CMS-1500, universal claims form. Legal regulations and ethical issues relating to insurance and claims will be examined.

Prerequisite(s): MOA115

MOA130 BOOKKEEPING IN THE MEDICAL OFFICE

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Building on the prior coding, billing, and collection information, this course introduces students to medical practice finance and practice management. Terminology and concepts related to accounting, banking, financial records, and payroll records will be discussed. Diagnostic and procedural coding procedures are reviewed, and customer service concepts are addressed. Related legal and ethics issues will be examined.

Prerequisite(s): MOA115

PDC100 COLLEGE SUCCESS

0.0 Credits

24 Clock Hours (24 Lecture Hours)

This course is designed to introduce students to the realm of a college atmosphere. Students will establish skills that will aid in their success throughout college and their careers.

Prerequisite(s): None

PDC200 CAREER DEVELOPMENT

0.0 Credits

60 Clock Hours (40 Lecture /20 Lab Hours)

This course is designed to provide the graduate with necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment.

Prerequisite(s): None

PHT110 FUNDAMENTALS OF PHARMACY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Beginning with a brief review of the history of medicines and pharmacy practices, students cover the qualifications, operational guidelines, and job duties of a pharmacy technician. An outline of pharmacy practice including office

procedures and effective customer service will prepare the student for the technicians' role. Upon completion of this course, students will be able to discuss the purpose of the pharmacy department; identify the duties and responsibilities of a pharmacy technician; explain the importance of utilizing pharmacy resources and summarize the importance of environmental safety standards, pharmacy safety, and personal safety and hygiene.

Prerequisite(s): None

PHT115 MATHEMATICS FOR PHARMACY TECHNICIANS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students learn and apply mathematical processes commonly encountered in the course of duty as a pharmacy technician, including problems encountered in the preparation and distribution of pharmaceutical products. Topics include mathematical processes specific to prescription preparation and the business of pharmacy practice. Upon completion of the course, students will be able to solve mathematics problems relating specific to pharmacy practice.

Prerequisite(s): None

PHT120 DRUG CLASSIFICATION SYSTEMS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

In this course students study therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy. Drug dosages, therapeutic properties, side effects, interactions, toxicities, incompatibilities, over-the-counter (OTC) medications and dietary supplements will be discussed with their possible interactions with prescription, restricted and investigational drugs. Upon completion of this course, students will be able to review patient prescription and medication orders/profiles for safety and accuracy while assisting the pharmacist.

Prerequisite(s): None

PHT125 PHARMACY PRACTICE AND PRINCIPLES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students continue the study of therapeutic agents, properties, actions, and effects on the human body and their role in the management of disease, specifically in the management of pharmacy medication therapy as practiced in a retail setting. Applying mathematical processes commonly encountered in the course of duty as a pharmacy technician will bridge the concepts between preparation and distribution of pharmaceutical products and prescription preparation. Office equipment, reimbursement methodologies and the business of pharmacy practice is reinforced. Upon completion of the course, students will be able to define various disease processes, patterns, and pathogenic organisms.

Prerequisite(s): PHT110

PHT130 PHARMACOLOGY FOR PHARMACY TECHNICIANS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course provides students with an understanding of the history of medicine and pharmacy and the general aspects of pharmacology with an emphasis on the understanding of drug actions, classifications, and formularies. Commonly prescribed drugs will also be covered. Upon completion of the course students will be able to prepare prescriptions and effectively work as an entry-level member of the pharmacy staff.

Prerequisite(s): PHT110

PHT135 INTRAVENOUS ADMIXTURES AND ASEPTIC COMPOUNDING

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course teaches pharmacy technician students entry-level skills performed in institutional pharmacy settings. The main objective is to provide the students with a practical experience in the duties performed by a pharmacy technician in an institutional pharmacy setting. In this hands-on course, topics include: information sources, reviewing and processing prescriptions, application of rules and regulations, institutional pharmacy equipment, non-sterile compounding, intravenous products and aseptic technique. Chemotherapy and Quality Control and Assurance are additional subject areas that are introduced and reviewed.

Prerequisite(s): PHT110

PHT140 CERTIFICATION PREPARATION AND CAREER DEVELOPMENT

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Students will prepare for the national certification through the Pharmacy Technician Certification Board's Pharmacy Technician Certification Exam. A review of drug names, drug classifications, interactions, side effects, and dosages, pharmaceutical calculations, extemporaneous compounding, prescription/medical order interpretation and preparation; and the application of Federal law concepts to the tasks and duties of pharmacists and technicians in the practice of pharmacy.

Prerequisite(s): PHT110

PHT190 EXTERNSHIP

6.0 Credits

180 Clock Hours (180 Externship Hours)

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

Prerequisite(s): All Preceding Program Coursework

PSY101 PSYCHOLOGY

5.0 Credits

60 Clock Hours (40 Lecture Hours /20 Lab Hours)

This course provides a general overview of the field of psychology. It begins by discussing psychological research methods used to gather psychological data to provide students with a foundation for critically analyzing information. The course then discusses basic psychological concepts from the perspective and with the goal of improving the quality of life for self and others. Topics include the brain and human development, learning and memory, intelligence and creativity, motivation and emotion, personality, and the impact of stress on health. The course then discusses selected psychological disorders and associated common therapies.

Prerequisite(s): None

RAD102 INTRODUCTION TO RADIOGRAPHY

3.0 Credits

40 Clock Hours (20 Lecture /20 Lab Hours)

Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content also presents an overview of the principles of radiation protection and provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts, and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.

Prerequisite(s): None

RAD106 PATIENT CARE AND PHARMACOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisite(s): None

RAD110 RADIATION BIOLOGY AND PROTECTION

3.0 Credits

40 Clock Hours (30 Lecture /10 Lab Hours)

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated.

Prerequisite(s): AHP116, RAD102

RAD116 POSITIONING – CHEST, ABDOMEN AND UPPER EXTREMITIES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the chest, abdomen, and upper extremities. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): AHP116, RAD102

RAD121 RADIOGRAPHIC IMAGE PRODUCTION

5.0 Credits

70 Clock Hours (40 Lecture /30 Lab Hours)

This course is designed to establish a knowledge base in factors that govern the image production process. Guidelines for calculating and selecting exposure factors, proper use of accessory devices, and the factors affecting imaging quality are also presented. Content will also cover the terminology and equipment associated with digital imaging plus image quality in digital radiography.

Prerequisite(s): MAT101

RAD126 POSITIONING – LOWER EXTREMITIES AND PELVIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the lower extremities and pelvis. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD116

RAD136 RADIOLOGIC PHYSICS

5.0 Credits

70 Clock Hours (40 Lecture /30 Lab Hours)

Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The content also establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design and provides a basic knowledge of quality control. This course is designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of a computed tomography (CT) device and other imaging modalities. However, content is not intended to result in clinical competency.

Prerequisite(s): MAT101

RAD141 POSITIONING – SPINE AND BONY THORAX

3.0 Credits

60 Clock Hours (10 Lecture /50 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the spine and bony thorax. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD126

RAD145 RADIOGRAPHY I

4.0 Credits

120 Clock Hours (120 Externship Hours)

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

Prerequisite(s): RAD102, RAD106, RAD116

RAD155 RADIOGRAPHY II

4.0 Credits

120 Clock Hours (120 Externship Hours)

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

Prerequisite(s):RAD145

RAD206 POSITIONING – CONTRAST PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures utilizing contrast media. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD141

RAD211 POSITIONING - SKULL AND FACIAL BONES

3.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures of the cranium and mandible. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD206

RAD225 RADIOGRAPHY III

4.0 Credits

120 Clock Hours (120 Externship Hours)

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

Prerequisite(s): RAD155

RAD230 RADIOGRAPHY IV

7.0 Credits

210 Clock Hours (210 Externship Hours)

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

Prerequisite(s): RAD225

RAD235 RADIOGRAPHY V

7.0 Credits
210 Clock Hours (210 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD230

RAD240 RADIOGRAPHY VI

8.0 Credits
240 Clock Hours (240 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD235

RAD245 RADIOGRAPHIC REGISTRY REVIEW

3.0 Credits
60 Clock Hours (10 Lecture /50 Lab Hours)
This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the American Registry of Radiologic Technologists certification exam.
Prerequisite(s): RAD235

SCI118 CHEMISTRY

5.0 Credits
60 Clock Hours (40 Lecture /20 Lab Hours)
This course provides instruction in the Introduction to atomic structure, chemical bonding, states of matter, organic and inorganic chemical reactions, and acids and bases. Virtual laboratory experiences are included in the course.
Prerequisite(s): None

SCI119 MICROBIOLOGY

5.0 Credits
60 Clock Hours (40 Lecture /20 Lab Hours)
This course acquaints students with microorganisms and their activities. Topics include microbial cell structure and function, metabolism, microbial genetics, and the role of microorganisms in disease, immunity, and other selected applied areas. Virtual laboratory experiences are included in the course.
Prerequisite(s): None

SOC101 SOCIOLOGY

5.0 Credits
60 Clock Hours (40 Lecture /20 Lab Hours)
This course is designed to introduce students to the application of the principles, methods, and major theoretical orientations of sociology in providing basic understanding of social aspects of human life.
Prerequisite(s): None

ADMINISTRATIVE STAFF

Campus President	Cyndie Shadow, PhD
Business Office Manager	Waymon Blanger
Assistant Business Officer	Dayshia Butler
Front Desk Receptionist	Julie Rudder
Registrar	Denise Boon

ADMISSIONS

Director of Admissions	Mark Obermeyer
Assistant Director of Admissions	Daniella Williams
Senior Admissions Representative	Lakisha Moore
Admissions Representative	Brittni Worrell
Admissions Representative	Chris Dina
Admissions Representative	Marc White
Admissions Representative	Robert Grant
Admissions Representative	Wallace Barksdale

CAREER SERVICES

Director of Career & Services	Cornell Xavier Henry
Career Services Advisor	Renata Bass
Career Services Advisor	Chetwick Rice

FINANCIAL AID

Director of Financial Aid	Quandra Hamilton
Financial Aid Officer	Donna Alexander
Financial Aid Officer	Cheniel Ferguson
Financial Aid Officer	Michael Robinson

ACADEMIC LEADERSHIP

DEAN OF EDUCATION

Kerri Holloway, JD, LL.M.

Master of Laws, Real Estate Law, The John Marshall Law School, Chicago, IL
Juris Doctorate, Law, University of Illinois at Urbana-Champaign, Champaign, IL
Bachelor of Arts, English, Bradley University, Peoria, IL

DIRECTOR OF THE DENTAL ASSISTING PROGRAM:

Kimmie Sims

Mast of Public Health, Global Health Leadership, Trinity University
Bachelor of Science, Heath Care Management, University of Maryland
Licensed Dental Assistant and Radiology Technician

DIRECTOR OF THE DENTAL HYGIENE PROGRAM:

Amanda Verissimo

Master of Science in Dental Hygiene, Old Dominion University
Licensed Dental Hygiene Teacher

LEAD FACULTY FOR THE MEDICAL ASSISTING PROGRAM:

Annette Dearing (Full Time Faculty)

Associate of Science in Health Care Management, Ashworth University, Norcross, GA
NHA CCMA certification

LEAD FACULTY FOR THE MEDICAL BILLING & CODING PROGRAM:
Ponsella Woody-Poindexter (Full Time Faculty)
Associate of Applied Science, Ashworth University, Healthcare Management Certificate,
AMT Registered Medical Assistant Certificate

LEAD FACULTY FOR THE PHARMACY TECHNICIAN PROGRAM:
Ashley Robinson (Full Time Faculty)
Associate of Science in Business, College of Southern Maryland
Bachelor of Science in Health Service Management, University of Maryland Global Campus
Licensed Pharmacy Technician, Maryland
National Pharmacy Certification, CPhT

DIRECTOR OF THE RADIOLOGIC TECHNOLOGY PROGRAM:
Olive Peart
Master of Science in Education, University of Bridgeport
Bachelor of Science in Health Science Writing, Empire State College
Certified Radiographer, Maryland Board of Physicians
Radiologic Technologist in Radiography, American Registry of Radiologic Technologists (AART)
Radiologic Technologist in Mammography, American Registry of Radiologic Technologists (AART)

FACULTY
DENTAL ASSISTING
Jaquia Buie (Full Time Faculty)
Certificate, Expanded Functions Dental Assisting, Fortis College
Licensed Dental Radiation Technologist, Maryland

Nakita Howard (Full Time Faculty)
Certificate, Expanded Functions Orthodontics, Maryland State Dental Association
Certificate, Dental Assistant, Medix School
Licensed Dental Radiation Technologist, Maryland

Julia Miller (Full Time Faculty)
Bachelor of Science, Human Resource Management, University of Maryland
Certificate, Expanded Functions Dental Assistant, Fortis College
Licensed Dental Radiation Technologist, Maryland

DENTAL HYGIENE
Veronica Haile (Full Time Faculty)
Doctor of Health Science, Health Science, NOVA Southeastern University
Master of Health Science, Health Science, NOVA Southeastern University
Bachelor of Arts, Biological Sciences, University of Delaware
Associate in Applied Science, Dental Hygiene, Delaware Technical Community College

Chris Harris (Full Time Faculty)
Doctor of Health Science, Health Sciences, Massachusetts College of Pharmacy & Health Sciences University
Master of Science, Dental Hygiene, Massachusetts College of Pharmacy & Health Sciences University
Bachelor of Science, Applied Science, Thomas Edison University
Certificate, Dental Hygiene, Howard University, Licensed, Registered Dental Hygienist

Badal Patel (Full Time Faculty)
Master of Science, Dental Hygiene (Education Track), Massachusetts College of Pharmacy & Health Sciences University
Associate in Applied Science, Dental Hygiene, Rutgers University

Chathurika Sonali Weerasinghe (Full Time Faculty)
Master of Science, Dental Hygiene: Education/Public Health, University of Bridgeport
Bachelor of Science, Dental Hygiene, University of Maryland Baltimore
Certificate, Dental Hygiene, Howard University, Licensed, Registered Dental Hygienist

MEDICAL ASSISTING

Tiana McMichael (Full-Time Faculty)
Certificate, Medical Assisting, Sanford Brown Institute

Lolita Smith (Full Time Faculty)
Diploma, National Education Center, Medical Assistant

MEDICAL BILLING & CODING

Nelda Onwualiaobu (Full-Time Faculty)
Master of Education, Higher Education Administration, Georgia Southern University
Master of Health Information and Information Management, The University of Tennessee Health Science Center
Bachelor of Science, Interdisciplinary Biochemistry and Molecular Biology, University at Albany
AAPC Certified Professional Coder

RADIOLOGIC TECHNOLOGY

Arno Keshishi (Clinical Coordinator)
Bachelor of Science in Medical Imaging, Washington Adventist University
Associates of Applied Science in Radiologic Technology, Washington Adventist University
Certified Radiographer, The American Registry of Radiologic Technologists
Licensed Radiographer, Maryland Board of Physicians

Matthew Oh (Full Time Faculty)
Bachelor of Science in Medical Imaging, Washington Adventist University
Associates of Applied Science in Radiologic Technology, Washington Adventist University
Certified Radiographer, The American Registry of Radiologic Technologists
Licensed Radiographer, Maryland Board of Physicians

STUDENT SERVICES COORDINATOR

Asma Hijazi (Full Time Faculty)
Master of Science, University of Maryland at Baltimore, Laboratory Management
Bachelor of Science, University of Maryland at Baltimore, Medical and Research Technology
Associate of Science, Prince George's Community College, General Studies

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Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/11/2022, Volume 1 Version 1

Effective date: 2/11/2022

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

This is effective July 1, 2021 until further notice.

This addendum replaces all prior published COVID-19 addenda.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in all programs, due to the COVID-19 Pandemic.

1. The applicant must sign a Student Information and Acknowledgement Form.
2. The applicant must pass the school's Online Competency Assessment with a minimum score of 70%. Applicants who do not achieve a minimum passing score are eligible to retake the assessment upon completion of related training provided by the school. In the event that the applicant fails to achieve the required score on the second administration of the school's Online Competency Assessment, the applicant may be eligible to take the assessment a third and final time. Applicants who do not achieve the required score on the third and final administration are not permitted to enroll in the hybrid program.

ADDITIONAL ADMISSION REQUIREMENTS FOR DENTAL HYGIENE & MED TECH PROGRAMS

Applicants are required to provide evidence that they have received at least the first dose of the COVID-19 vaccine prior to starting one of these programs and must be fully vaccinated (both doses if other than the Johnson & Johnson vaccine) prior to entering a clinical/externship site that requires students to be vaccinated.

Although we list the COVID-19 vaccine as an admissions requirement for the above mentioned programs, we cannot deny any student's ability to start school if they do not plan to get vaccinated against COVID-19 but otherwise meet the entrance requirements as stated in the catalog. Thus, going forward every student who enrolls in one of the affected programs must sign the ***COVID-19 Vaccine Acknowledgement.***

ADDITIONAL ADMISSIONS REQUIREMENTS RELATING TO CPR - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

To comply with the CDC precautions during COVID-19, applicants and students in nursing and medical technology programs will be provided with the opportunity to complete an AHA BLS Provider Course within their program prior to the scheduling of clinicals. Students enrolled in the nursing and medical technology programs will be required to comply with all applicable requirements within the timeframes which will be specified by the Program Director or Academic Dean in order to remain in the program.

ADDITIONAL ADMISSION REQUIREMENTS RELATING TO DRUG SCREENS, PHYSICALS, CRIMINAL BACKGROUND CHECKS, AND IMMUNIZATIONS - APPLICANTS IMPACTED BY THE COVID-19 PANDEMIC

Applicants who experience delays in obtaining drug tests, physicals, criminal background checks, and initial immunizations as a result of the COVID-19 Pandemic may start class while completing and submitting satisfactory documentation of the program requirements. All applicants are informed of the requirements during the enrollment process, and must complete the process within the timeframe provided by the Program Director or Academic Dean in order to remain in the program. Failure to complete the requirements may result in dismissal from the program.

EDUCATIONAL DELIVERY SYSTEMS - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Courses and student work impacted by the COVID-19 Pandemic will be temporarily delivered via remote modalities, as appropriate.

INCOMPLETE GRADE POLICY – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

It is the student's responsibility to complete all coursework within the prescribed time frames. Students may request a grade of Incomplete ("I") at the end of a grading period if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control as a result of COVID-19 related reasons, including, but not limited to, the illness of the student or family member, compliance with a quarantine restriction, or the general disruption to the student's educational experience which prevent him/her from completing the required coursework by the last scheduled day of class. Students must request an Incomplete Grade by submitting a completed Incomplete Grade Request Form to the course instructor. The student's instructor will co-sign the form with the student and the instructor is responsible for obtaining approval signature from the Program Director or Academic Dean before submitting the form to the Registrar for recording.

All incomplete work must be completed and submitted for grading no later than 30 calendar days from the last day of the completed academic term. If there are circumstances that delay the student's submission of the required work within the 30 day period a further extension may be permitted based on the student's situation. The student is responsible to notify the Program Director or Academic Dean of specific circumstances and the plan to complete the required coursework by day 25 of the 30 day period. The Program Director or Academic Dean will review requests for extension of an Incomplete and provide a decision within 4 business days.

At the end of the period granted for the Incomplete a grade of 0 (zero) will be entered for all work still missing and the course grade will be determined in accordance with the criteria published in the course syllabus. If a student is unable to complete the term due to COVID-19 related reasons, the student will receive a grade of E for course attempted in the term.

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

ACADEMIC LEAVE OF ABSENCE - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Students enrolled in term-based credit hour programs who need to interrupt their program of study due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not able to resume training at the within the same term in which the training was interrupted and therefore would not qualify for a Traditional Leave of Absence (TLOA), but would qualify for the Academic Leave of Absence (ALOA) provision. To qualify for this provision, the ALOA must meet all eligibility criteria below, and the student may only return at the beginning of a subsequent term or module. Students enrolled in term-based programs that are approved for an ALOA will begin their grace period on any Federal Student Loan(s) as of their last date of attendance. Furthermore, Tuition Refund policy as listed in the catalog will be applied and a waiver will be applied under the CARES Act for any refunds required under the Return to Title IV policy.

The following are the criteria for making application and approving an Academic Leave of Absence:

1) The student's request and reason(s) for the Leave of Absence must be submitted on an Academic Leave of Absence Request Form in advance of the ALOA. Due to COVID-19, it is recognized that unexpected circumstances may occur which prevent a student from making the ALOA request in advance, the College may choose to grant an ALOA on behalf of a student without having received prior written request as long as the College has received appropriate documentation to support the decision and the student provides the required information at a later date. This would apply in such instances where the student became suddenly ill, or had an immediate family member become suddenly ill that was in need of immediate care, or other COVID-19 related reasons.

2) During a documented qualifying emergency, a student who cannot continue attending the course(s), may find it essential to request an ALOA after a term or module has started. The institution is not required to approve this type of ALOA request; however, if the institution grants this type of mid-term ALOA request, the student will receive a grade of E for course attempted in the term.

3) The initial leave period requested should be no more than 90 days; however, in certain semester-based programs, the initial ALOA request may be extended to 120 days. If the student requires an extension of the original leave period, the student must apply for an extension and provide new/updated documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the College. The College cannot extend the period of leave originally requested without a written request from the student (or family member if the student is incapacitated) that includes third-party supporting documentation. All ALOA extension paperwork and documentation must be submitted to the Insert: College, Institute or School prior to the student's initial ALOA return date. In any 12month period, the cumulative leave period(s) may be no longer than 180 calendar days.

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

WITHDRAWAL - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

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

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the institution if the student is only enrolled in one course. However, a student enrolled in multiple courses who

withdraws voluntarily or involuntarily from one or more courses may remain actively enrolled. Students may withdraw from all of their courses, and therefore from the College, by notifying the College in writing.

Should students be considering withdrawing from a course or from the College, they should meet with the Dean of Education or the Campus President in order to gain an appreciation for what the College can do to help them address their problems and to gain a complete understanding of the decision they are about to make. If a student decides to proceed with withdrawal, the student must provide notification to the Campus President and the Registrar in writing and meet with the Director of Financial Aid to understand the Student Responsibility (see below).

Students who withdraw from a course or from the College due to COVID-19 related reasons will receive a grade of "E". The grade will be recorded on their transcript.

ACADEMIC ACHIEVEMENT/GRADING - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Other letter grades used by the College include:

Grade	Description	Affects Credits Attempted	Affects GPA
AU	Audit	No	No
I	Incomplete	No	No
L	Leave of Absence	No	No
W	Withdrawn	Yes	No
WF	Withdrawn Failing	Yes	Yes
TR	Transfer Credit	Yes	No
CR	Block Credit award to LPN students entering ADN program (where applicable)	Yes	No
E	Excused/Emergency Withdrawal related to the COVID-19 Pandemic	No	No

TUITION AND FEES – STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

Optional Tablet - In response to the COVID-19 pandemic, and to assist students to avoid interruption to their education, Fortis College temporarily moved all educational instruction to online delivery. A tablet was made available to order through Fortis College in the amount of $200.00. This purchase was optional and made available to help accommodate access to online course content.

FEDERAL WORK STUDY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

FWS employees working in facilities, either on campus or off campus, that have closed as a result of COVID-19 can continue to be paid during the facilities closure if the closure occurred after the beginning of the students term, the institution is continuing to pay its other employees (including faculty and staff), and the institution continues to pay the required non-federal share.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022 – 2023 Catalog, Feb. 11, 2022, Volume 1 Version 1

Effective date: 2/11/2022

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

QUARTERLY PART-TIME FACULTY ROSTER

Part Time Faculty Members Teaching January 1, 2022-March 31, 2022

Faculty Name	Program	Credentials
Lindey Allen	Allied Health	Bachelor of Arts in Dance, University of Maryland Baltimore County; Associate of Arts in Dance Performance, Howard Community College; Associate of Arts in General Studies, Howard Community College
Michelle Brown	Dental Assisting	Certificate in Dental Hygiene, Howard University; Licensed Dental Hygienist, Maryland Board of Physicians; Licensed Dental Hygienist, The Government of the District of Columbia;
Tiffany Jones	Dental Assisting	Master of Science in Management/Interdisciplinary Studies in Management, University of Maryland University College; Bachelor of Science in Liberal Arts, Towson University; Licensed Dental Radiation Technologist, Maryland Department of Health
Joseph Chen	Dental Hygiene	Bachelor of Arts in Biology, Johns Hopkins University; Doctor of Dental Surgery, University of Maryland; Licensed Dentist, Maryland Department of Health
Kimberly Farley	Dental Hygiene	Master of Health Science in Healthcare Leadership, Nova Southeastern University; Bachelor of Science in Health Education, University of the District of Columbia; Associate of Science in Dental Hygiene, Onondaga Community College; Licensed Dental Hygienist, Maryland Board of Physicians
Madonna Gambrell	Dental Hygiene	Associate of Science in Dental Hygiene, West Liberty University; Bachelor of Science in Dental Hygiene, West Liberty University; Licensed Dental Hygienist, Maryland Board of Physicians
Ermias Kassaye	General Education	Bachelor of Education in Physics, Debub University (Ethopia); Bachelor of Science in Teaching Physics, Addis Ababa University (Ethiopia); Master of Science in Physics, University of Cape Town (South Africa); Master of Science in Applied Mathematics, University of Cape Town (South Africa)
Rachael Whatley	Medical Assisting	Certificate In Medical Assisting, Sanz School - Washington;

		National Certified Medical Assistant, National Center for Competency Testing (NCCT)
Leslie Landrum	Medical Assisting	Bachelor of Science in Sport Science and Fitness Management;
		Diploma in Medical Assisting, Everest Institute; Certified and Registered Medical Assistant, American Medical Technologists
Keesha Sims	Pharmacy Technician	Bachelor of Science in Biology, Florida A&M University;
		Certified Pharmacy Technician, Pharmacy Technician Certification Board; Registered and Licensed Pharmacy Technician, Maryland State Board of Pharmacy
Shavon Bailey	Radiologic Technology	AAS in Radiography from New York City College of Technology; certified Radiographer, Maryland Board of Physicians;
		Certified and Registered Radiographer, The American Registry of Radiologic Technologists
Lorna Davis	Radiologic Technology	Associate of Arts in Radiologic Technology, Montgomery College;
		Certified and Registered Radiographer, The American Registry of Radiologic Technologists
Evans Nkowa	Radiologic Technology	Master of Science in Radiologist Assistant, Bloomsburg University
		Bachelor of Science in Marketing, Saint Mary's University of Minnesota
		Associate of Applied Science in Radiography, St. Catherine University
		Certified Radiographer, The American Registry of Radiologic Technologists (ARRT)

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/11/2022, Volume 1, Version 2

Effective date: March 8, 2022

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

ACCREDITATION, LICENSES, AND APPROVALS, PAGE 4

Institutional and program assessments are conducted periodically by qualified examiners and members of the Fortis College's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the Fortis College's programs, staff, and faculty with accrediting standards and state and federal regulations.

Licensure indicates only that minimum standards have been met; it is not an endorsement or guarantee of quality. Licensure is not equivalent to or synonymous with an accreditation by an accrediting agency recognized by the U. S. Department of Education.

- Fortis College has institutional accreditation from the Accrediting Bureau for Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043 | P. (703) 917-9503 | F. (703) 917-4109 | https://abhes.org
- Fortis College is registered at the Maryland Higher Education Commission (MHEC) 6 N. Liberty Street Baltimore, MD 21201 | P. (410) 767-3300 | https://mhec.state.md.us/Pages/default.aspx
- Fortis College is exempt from State Council for Higher Education in Virginia approval per 8 VAC 40-31-120(B)(2).

- Fortis College is exempt from District of Columbia Education Licensure Commission approval per D.C. Code § 38-1302(11).
- Fortis College's Dental Hygiene program is accredited by the Commission on Dental (CODA) and has been granted the approval status of "accreditation without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The commission's web address is http://www.ada.org/en/coda

- Fortis College's Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology JRCERT, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182 | P: 312-704-5300 | email: mail@jrcert.org | www.jrcert.org

ADMISSIONS REQUIREMENTS AND PROCEDURES, PAGE 7

Each applicant for admission is assigned an admissions representative who directs the applicant through the steps of the admissions process, provides information on curriculum, policies, procedures, and services, and assists the applicant in setting necessary appointments and interviews.

Admission decisions are based on the applicant's fulfillment of these requirements, a review of the applicant's previous educational records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that Fortis College receives all required documentation. All records received become the property of Fortis College.

GENERAL ADMISSION REQUIREMENTS, PAGE 7

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the College.

2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.

3. The applicant for a Dental Hygiene or Medical Technology program must be eighteen years of age or older to be accepted into the program.

4. The applicant must complete an applicant information form.

5. The applicant must interview with an admissions representative and/or other administrative staff.

6. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE-Q). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE-Q. (See below for the SLE-Q minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE-Q, the applicant is eligible to take the SLE-Q a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE-Q may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE-Q is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.

7. Once a passing score is earned, the SLE-Q score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE-Q required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE-Q, that score may be used for readmission, provided the SLE-Q test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE-Q score for the applicable program.

8. Applicants must meet all financial obligations.

The SLE-Q minimum entrance requirements by program are as follows:

Diploma Programs

Dental Assisting	13
Medical Assisting	13
Medical Billing and Coding	13
Pharmacy Technician	13

Associate Degree Programs

Dental Hygiene	17
Radiologic Technology	17

Note: In the event an applicant desires special accommodations for the SLE-Q, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

9. Applicants must pay the enrollment fee and complete all tuition payment requirements.

10. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR RADIOLOGY TECHNOLOGY PROGRAM, PAGE 13

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

1. The applicant must schedule and complete an interview with the program director of his/her selected program and/or his or her designee. The interview will assess a variety of the applicant's characteristics and attributes. A questionnaire interview rubric will result in the assignment of a score ranging from 1 to 5. An applicant must score a minimum of a 3 to be eligible for enrollment. The top applicants will be accepted into the program based on available openings.
2. After achieving a score on the SLE, of 17 or higher, the applicant will be given the opportunity to take the Wonderlic Basic Skills Test, Basic (WBST) Verbal and Quantitative. The proctored examination must be monitored by a trained staff person who does not report within the admissions department. An applicant must achieve a Verbal Skills score of 268 and a quantitative skills score of 241 to be eligible for enrollment in the Radiologic Technology program. Applicants who do not achieve a passing score on either the WBST Verbal or Quantitative Test, or both sections are eligible to retake the low scoring section. However, a minimum of seven days must elapse after the first test before the 2nd attempt may be administered.
3. The applicant must submit a valid form of identification with a picture, name, and address. A valid and current driver's license, United States Passport, or Permanent Resident Card are acceptable forms of identification.
4. The applicant must submit to and pass a 10-panel drug screening. Inconclusive testing such as a diluted or insufficient sample will require the test to be repeated. The applicant is responsible for the cost of the additional testing. The retest must be completed within 24 hours of receiving the notification on the first test. A second inconclusive test result (such as a dilute sample and insufficient sample) will be considered a positive drug test.
5. Applicants must submit to and pass a healthcare student criminal background check prior to starting the program. Results must be in the applicant's admissions file before starting the program. The applicant should note that a history of criminal convictions may prevent the student from attending or completing the clinical/externship requirements of the program or may prevent his or her credentialing in the profession. If there are any questions regarding the results of the criminal background check, the applicant must make an appointment with the program director to discuss the consequences of the results.
6. Applicants must read and sign the technical functions statement of understanding.
7. Since some externship sites may be farther than 50 miles from the campus; applicants must sign a statement of understanding of the travel requirements.
8. The applicant must be 18 years of age at the time he or she starts the clinical/externship portion of the program.
9. Once the above admissions requirements have been completed, letters of acceptance or denial are mailed to the applicants. An applicant who is not accepted for the start of a class may re-apply for a future class.

ADDITIONAL REQUIREMENTS FOR RADIOLOGIC TECHNOLOGY PROGRAM, AFTER PROGRAM ACCEPTANCE, PAGE 13

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

- The student must submit a copy of his or her current (American Heart Association BLS Healthcare Provider Course) CPR card or take a short course to obtain the certification. The CPR certification must remain current throughout the program.
- Since some externship sites may require that students have health insurance, the student must submit either a valid medical insurance card or a signed medical waiver form stating he or she is responsible for the costs of all medical services he or she requires.
- TB test results must be submitted prior to completing the first term. If the results are positive, the student must provide serologic evidence of no active disease or submit a negative chest X-ray results.

ASSOCIATE DEGREE PROGRAMS, PAGE 28

RADIOLOGIC TECHNOLOGY

The following plan of study applies only to Radiologic Technology students who started the program on January 11, 2022 or later. All other Radiologic Technology students at Fortis college, who started the program in 2021 and earlier, have the plan of study that is in the main catalog, not the one in this addendum.

Length: 1950 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 105
Total Clock Hours: 1950	
Credential Awarded: Associate of Science	Mode of Delivery: Residential

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

Program Description

The Radiologic Technology (RT) program prepares competent, entry-level radiographers to serve the public healthcare needs. The radiologic technology field is fascinating because it is part science and part art. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking, and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses, and experienced radiologic technologists. Licensing is required to work as a Radiologic Technologist.

Upon graduating from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R).

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP215	Anatomy & Physiology	80	6.0
COM205	Effective Communications*	40	4.0
ENG101	English Composition I*	40	4.0
MAT101	College Mathematics*	40	4.0
PSY101	Psychology*	40	4.0
SOC101	Sociology*	40	4.0
RAD103	Introduction to Radiography	60	4.0
RAD106	Patient Care and Pharmacology	60	4.0
RAD112	Radiation Biology and Protection	50	4.0
RAD116	Positioning – Chest, Abdomen and Upper Extremities	60	4.0
RAD122	Radiographic Image Production	50	4.0
RAD126	Positioning – Lower Extremities and Pelvis	60	4.0
RAD131	Digital Radiographic Image Production	30	2.0
RAD135	Radiologic Physics	40	3.0
RAD142	Positioning – Spine and Bony Thorax	60	4.0
RAD146	Radiography I	180	6.0
RAD156	Radiography II	180	6.0
RAD206	Positioning – Contrast Procedures	60	4.0
RAD211	Positioning – Skull and Face Bones	60	4.0
RAD226	Radiography III	180	6.0

RAD231	Radiography IV	180	6.0
RAD236	Radiography V	180	6.0
RAD241	Radiography VI	120	4.0
RAD246	Radiographic Registry Review	60	4.0

* General education/other related courses

COURSE DESCRIPTIONS, PAGE 66

AHP215 ANATOMY AND PHYSIOLOGY (FOR RAD PROGRAM)
6.0 credits
80 Clock Hours (40 Lecture /40 Lab Hours)
In this course, students will learn about the structure and function of the human body. Students will develop knowledge about the levels of organization, cells, and tissues. This course also includes an introduction to the following systems: digestive, musculoskeletal, respiratory, cardiovascular, reproductive, urinary, endocrine, gastrointestinal, integumentary, lymphatic, sensory, reproductive, and nervous. The association of each body system to diseases and disorders is discussed.
Prerequisite(s): None

COM205 EFFECTIVE COMMUNICATION (FOR RAD PROGRAM)
4.0 Credits
40 Clock Hours (40 Lecture/0 Lab Hours)
This course introduces the students to communication with the goal of helping them become more effective in verbal and nonverbal communication and managing interpersonal and group communication. The course focuses on applying practical principles to one's daily life, in both formal and informal settings. Through the analysis of psychological, social, cultural and linguistic factors that influence person-to-person interactions, students receive feedback and learn strategies for improving their own communication.
Pre-requisite(s): None

ENG101 ENGLISH COMPOSITION I (FOR RAD PROGRAM)
4.0 Credits
40 Clock Hours (40 Lecture /0 Lab Hours)
Writing skills are essential to professional success. In this course students learn the major aspects of writing, beginning with components of the essay, and ending with full essays of different modes of composition. Students go through the various writing stages and strategies and learn to adapt them to their own writing and learning preferences. They also acquire skills for generating ideas, preliminary outlining, topic selection, and drafting while learning to revise, rewrite, and polish structure and style for effective communication.
Prerequisite(s): None

MAT101 COLLEGE MATHEMATICS I (FOR RAD PROGRAM)
4.0 Credits
40 Clock Hours (40 Lecture /0 Lab Hours)
This course provides an introduction to college level math with the goal of teaching students to read, write, and think mathematically in support of real world applications. Topics include solving problems using equations, developing graphs for linear equations and functions, solving polynomial equations, factoring and solving problems using quadratic equations, solving problems using rational expressions, solving systems of equations, and solving problems using roots and radicals. The focus of this course is to apply mathematics to solve problems mathematically.
Prerequisite(s): None

PSY101 PSYCHOLOGY (FOR RAD PROGRAM)

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

This course provides a general overview of human psychology with special emphasis given to emotion. It begins by laying a foundation of psychology intertwined with critical thinking. Areas of study include the brain and human development, learning and memory, motivation and emotion, personality, psychological disorders and associated common therapies. This course discusses basic psychological concepts focusing on improving the quality of life thereby strengthening the ability to perceive, control and evaluate emotions of self and others.

Prerequisite(s): None

RAD103 INTRODUCTION TO RADIOGRAPHY

4.0 Credits

60 Clock Hours (20 Lecture/40 Lab Hours)

Content provides an overview of the foundations of radiography and the practitioner's role in the health care delivery system. Principles, practices, and policies of health care organizations are examined and discussed in addition to the professional responsibilities of the radiographer. Content also presents an overview of the principles of radiation protection and provides a foundation in ethics and law related to the practice of medical imaging. An introduction to terminology, concepts, and principles will be presented. Students will examine a variety of ethical and legal issues found in clinical practice.

Prerequisite(s): None

RAD106 PATIENT CARE AND PHARMACOLOGY

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the concepts of optimal patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described, as well as infection control procedures using standard precautions. The role of the radiographer in patient education is identified. Content provides basic concepts of pharmacology, venipuncture and administration of diagnostic contrast agents and intravenous medications. The appropriate delivery of patient care during these procedures is emphasized.

Prerequisite(s): None

RAD112 RADIATION BIOLOGY AND PROTECTION

4.0 Credits

50 Clock Hours (30 Lecture/20 Lab Hours)

Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.

Prerequisite(s): AHP215, RAD103

RAD116 POSITIONING – CHEST, ABDOMEN AND UPPER EXTREMITIES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform standard imaging procedures of the chest, abdomen, and upper extremities. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.

Prerequisite(s): RAD103

RAD122 RADIOGRAPHIC IMAGE PRODUCTION

4.0 Credits

50 Clock Hours (30 Lecture /20 Lab Hours)

This course is designed to establish a knowledge base in factors that govern the image production process. Guidelines for calculating and selecting exposure factors, proper use of accessory devices, and the factors affecting imaging quality are also presented. Content imparts an understanding of the components, principles and operation

of digital imaging systems found in diagnostic radiology. Factors that impact image quality, acquisition, display, archiving and retrieval are discussed.
Prerequisite(s): MAT101

RAD126 POSITIONING - LOWER EXTREMITIES AND PELVIS

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform standard imaging procedures of the lower extremities and pelvis. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.
Prerequisite(s): RAD116

RAD131 DIGITAL RADIOGRAPHIC IMAGE PRODUCTION

2.0 Credits

30 Clock Hours (10 Lecture/20 Lab Hours)
This course is designed impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image quality, acquisition, display, archiving and retrieval are discussed.
Prerequisite(s): RAD121

RAD135 RADIOLOGIC PHYSICS

3.0 Credits

40 Clock Hours (20 Lecture /20 Lab Hours)
Content establishes a basic knowledge of atomic structure and terminology. Also presented are the nature and characteristics of radiation, x-ray production and the fundamentals of photon interactions with matter. The content also establishes a knowledge base in radiographic, fluoroscopic and mobile equipment requirements and design and provides a basic knowledge of quality control. This course is designed to provide entry-level radiography students with an introduction to and basic understanding of the operation of a computed tomography (CT) device and other imaging modalities. However, content is not intended to result in clinical competency.
Prerequisite(s): MAT101

RAD142 POSITIONING - SPINE AND BONY THORAX

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)
Content provides the knowledge base necessary to perform standard imaging procedures of the spine and bony thorax. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.
Prerequisite(s): RAD126

RAD146 RADIOGRAPHY I

6.0 Credits

180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and regularly reflect on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD106

RAD156 RADIOGRAPHY II

6.0 Credits

180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a

professional setting. Students are expected to adapt to the work environment and regularly reflect on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD126, RAD146

RAD206 POSITIONING – CONTRAST PROCEDURES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures utilizing contrast media. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.
Prerequisite(s): RAD142

RAD211 POSITIONING - SKULL AND FACIAL BONES

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

Content provides the knowledge base necessary to perform imaging procedures of the cranium and mandible. Consideration is given to the evaluation of optimal diagnostic images and introduces radiographic appearances of diseases and the impact on exposure selection.
Prerequisite(s): RAD206

RAD226 RADIOGRAPHY III

6.0 Credits
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and regularly reflect on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD142, RAD156

RAD231 RADIOGRAPHY IV

6.0 Credits
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and regularly reflect on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD206, RAD226

RAD236 RADIOGRAPHY V

6.0 Credits
180 Clock Hours (180 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and regularly reflect on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD211, RAD231

RAD241 RADIOGRAPHY VI

4.0 Credits
120 Clock Hours (120 Externship Hours)
This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the supervision of a preceptor on the site. Through the externship experience, the student gains first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a

professional setting. Students are expected to adapt to the work environment and regularly reflect on their learning and observations. The externship work performed, is not to be paid.
Prerequisite(s): RAD211, RAD236

RAD246 RADIOGRAPHIC REGISTRY REVIEW

4.0 Credits

60 Clock Hours (20 Lecture /40 Lab Hours)

This course is designed to provide a comprehensive review of the program learning objectives and to prepare students to take and pass the American Registry of Radiologic Technologists certification exam.

Prerequisite(s): RAD236

SOC101 SOCIOLOGY (FOR RAD PROGRAM)

4.0 Credits

40 Clock Hours (40 Lecture /0 Lab Hours)

Sociology is the systematic study of the relationship between human beings and society. In this course, students examine basic sociological principles, concepts, and theories in the context of human culture, societies, the socialization process, and various types of stratification. Students also explore and compare the various historic, cultural, and social frameworks of the world and learn to appreciate unique cultural identities. In addition, this course helps students learn to analyze and interpret historic as well as contemporary social issues in the U.S. and around the world.

Prerequisite(s): None

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 02/11/2022, Volume 1 Version 3

Effective date: 04/01/2022

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

TUITION AND FEES, PAGE 46

The following information applies to all students who enroll for start dates April 1, 2022 and later.

Program	Tuition	Clinical Tuition	Admin & Tech Fee	Scrubs / Uniforms	Instructional Materials / Kit	Certification / Licensure Exam	Background Check	Drug Screen	Laptop Computer*	E-Books	Textbooks	Total Cost
CERTIFICATE PROGRAMS												
DENTAL ASSISTING	18,968	0	203	72	410	375	0	0	320	101	397	20,846
MEDICAL ASSISTING	15,564	0	178	54	34	132	0	0	320	101	442	16,825
MEDICAL BILLING AND CODING	18,350	0	203	72	0	114	0	0	320	101	854	20,014
PHARMACY TECHNICIAN	15,957	0	178	54	0	114	43	38	320	101	888	17,693
DENTAL HYGIENE	35,700	14,830	325	198	3402	2100	43	38	320	0	3114	60,070
RADIOLOGIC TECHNOLOGY	45,500	0	303	144	129	278	43	38	320	0	1775	48,530

*Laptop purchase is optional

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

BOOKS AND EQUIPMENT RETURN POLICY-PAGE 48-49

The College does not participate in a buy-back program for textbooks, laptops, or other required course materials. Books and Equipment being returned must be returned in the original packaging, in original condition, within 14 days of receipt. E-Books will be considered in original condition if the content has not been accessed or printed. Books and Equipment missing original packaging or having signs of use would prevent the sale of the item to other students and therefore will not be acceptable to be returned.

ASSOCIATE DEGREE PROGRAMS

DENTAL HYGIENE

Length: 2514 Contact Hours / 108 Instructional Weeks	Program Quarter Credits: 105
Credential Awarded: Associate of Science	Mode of Delivery: Residential

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

Program Description

This program prepares the individual to pursue a career as a dental hygienist. A dental hygienist is a licensed oral health professional who provides educational, preventive, and clinical therapeutic services to the public. A thorough educational background in general education course, basic science courses, dental and Dental Hygiene sciences prepares the student for supervised pre-clinical and clinical practice and entry into the field. According to the US Bureau of Labor Statistics, Dental Hygiene is ranked among the fastest growing professions and is expected to grow 30 percent through 2016. Employment in the field is expected to remain excellent, a result of the increasing demand for dental care. Possible entry-level employment opportunities include a variety of clinical settings, educational institutions, and public health settings. Graduates of this CODA accredited program are eligible to take the National Board Dental Hygiene Examination by the Joint Commission on National Dental Examinations, which allows the graduate to take regional and state licensing exams to become a Registered Dental Hygienist (R.D.H.). Licensing is required to work as a Dental Hygienist.

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP101^	Ethics and Jurisprudence	60	1.0
AHP116^	Human Anatomy & Physiology I	60	3.0
AHP117^	Human Anatomy & Physiology II	60	3.0
COM101	Communications	60	5.0
DAS112	Dental Materials/Prostheses Fabrication	60	4.0
DAS114	Radiology I	60	4.0
DHG100	Nutrition	60	5.0
DHG104	Introduction to Dental Hygiene Lab I	60	2.0
DHG105	Introduction to Dental Hygiene Lab II	60	2.0
DHG110	Anatomy, Histology, Embryology of Facial Structures I	60	2.0
DHG111	Anatomy, Histology, Embryology of Facial Structures II	60	2.0
DHG112	Process of Care I	60	3.0
DHG191	Dental Hygiene Clinic I	60	2.0

DHG192	Dental Hygiene Clinic II	60	2.0
DHG193	Dental Hygiene Clinic III	60	2.0
DHG194	Dental Hygiene Clinic IV	60	2.0
DHG212	Process of Care II	60	3.0
DHG220	Periodontology I	60	2.0
DHG230	Health Education and Instruction Methods	60	2.0
DHG240	General Oral Pathology	60	3.0
DHG250	Pharmacology and Pain Control	60	3.0
DHG291	Dental Hygiene Clinic V	60	2.0
DHG292	Dental Hygiene Clinic VI	60	2.0
DHG293	Advanced Dental Hygiene Clinic I	90	2.0
DHG294	Advanced Dental Hygiene Clinic II	60	2.0
DHG312	Process of Care III	60	2.0
DHG314	Radiology II	60	1.0
DHG320	Periodontology II	60	3.0
DHG330	Community Oral Health	60	2.0
DHG391	Advanced Dental Hygiene Clinic III	90	2.0
DHG392	Advanced Dental Hygiene Clinic IV	90	0.0
DHG393	Advanced Dental Hygiene Clinic V	90	0.0
ENG101	English Composition I*	60	5.0
MAT101	College Mathematics*	60	5.0
PDC100	College Success*	60	0.0
PDC200^	Career Development*	60	0.0
PSY101	Psychology*	60	5.0
SCI118^	Chemistry*	60	5.0
SCI119^	Microbiology*	60	5.0
SOC101	Sociology*	60	5.0

* General education/other related courses
^ Related courses

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 02/11/2022, Volume 1 Version 4

Effective date: 5/5/2022

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

TUITION AND FEES, PAGE 46

The following information applies to all students who enroll for start dates April 1, 2022 and later.

PROGRAM	TUITION	CLINICAL TUITION	ADMIN & TECH FEE	SCRUBS / UNIFORMS	INSTRUCTIONAL MATERIALS / KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER*	E-BOOKS	TEXTBOOKS	TOTAL COST
CERTIFICATE PROGRAMS												
DENTAL ASSISTING	18,968	0	203	72	410	375	0	0	320	101	397	20,846
MEDICAL ASSISTING	15,564	0	178	54	34	132	0	0	320	101	442	16,825
MEDICAL BILLING AND CODING	18,350	0	203	72	0	114	0	0	320	101	854	20,014
PHARMACY TECHNICIAN	15,957	0	178	54	0	114	43	38	320	101	888	17,693
DENTAL HYGIENE	35,700	14,830	325	198	3402	2100	43	38	320	0	2841	59,797
RADIOLOGIC TECHNOLOGY	45,500	0	345	196	403/142	260	43	38	320	0	1392	48,639

*Laptop purchase is optional

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 02/11/2022, Volume 1 Version 5

Effective date: 6/29/2022

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

GENERAL ADMISSION REQUIREMENTS, PAGE 7

1. The student must be a high school graduate or possess the recognized equivalent of a high school certificate. The student must provide documentation of graduation from high school or college in the form of a valid high school certificate or an earned college degree higher than a diploma that is completed. Acceptable documentation includes a transcript or other documentation which confirms that the student meets or exceeds the academic achievement equivalent to a high school diploma in the USA. All documents from foreign countries must also be translated into English and evaluated to be equivalent or higher than a USA high school certificate by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the College.

2. The applicant must be seventeen years of age or older at the time he or she starts his or her program of study.

3. The applicant for a Dental Hygiene or Medical Technology program must be eighteen years of age or older to be accepted into the program.

4. The applicant must complete an applicant information form.

5. The applicant must interview with an admissions representative and/or other administrative staff.

6. Applicants, who otherwise meet the requirements to pursue a selected program of study, will be given the opportunity to take the Wonderlic Scholastic Level Exam (SLE-Q). Applicants to the College who do not achieve a passing score are eligible to immediately retake another version of the SLE-Q. (See below for the SLE-Q minimum score requirement for each program of study.) In the event that the applicant fails to achieve a passing score on the second administration of the SLE-Q, the applicant is eligible to take the SLE-Q a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE-Q may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A fourth and final administration of another version of the SLE-Q is permitted only after a minimum of 180 days have elapsed since the date of the third test administration. Applicants who choose to take the entrance test for the fourth and final time are strongly encouraged to pursue remediation in reading and math prior to testing for the fourth and final time to assist in strengthening their critical thinking skills.

7. Once a passing score is earned, the SLE-Q score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE-Q required of current applicants for admission to the selected program of study. If the applicant for readmission had previously achieved a passing score on the SLE-Q, that score may be used for readmission, provided the SLE-Q test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE-Q score for the applicable program.

8. Applicants must meet all financial obligations.

9. Applicants must complete all tuition payment requirements.

10. Accepted applicants must agree to and sign the Fortis College Enrollment Agreement.

The SLE-Q minimum entrance requirements by program are as follows:

Diploma Programs
Dental Assisting 13
Medical Assisting 13
Medical Billing and Coding 13
 Pharmacy Technician 13

Associate Degree Programs
Dental Hygiene 17
Radiologic Technology 17

Note: In the event an applicant desires special accommodations for the SLE-Q, the applicant must follow the policies in this catalog to request those accommodations. Campus staff members are not authorized to approve accommodations for admissions testing.

TUITION AND FEES, PAGE 48

The following information applies to all students who enroll for start dates April 1, 2022 and later.

PROGRAM	TUITION	CLINICAL TUITION	ADMIN & TECH FEE	SCRUBS / UNIFORMS	INSTRUCTIONAL MATERIALS / KIT	CERTIFICATION / LICENSURE EXAM	BACKGROUND CHECK	DRUG SCREEN	LAPTOP COMPUTER*	E-BOOKS	TEXTBOOKS	TOTAL COST
CERTIFICATE PROGRAMS												
DENTAL ASSISTING	19,444	0	203	84	455	540	0	0	385	82	395	21,588
MEDICAL ASSISTING	15,954	0	178	63	38	132	0	0	385	82	391	17,223
MEDICAL BILLING AND CODING	18,808	0	203	84	0	114	0	0	385	82	786	20,462
PHARMACY TECHNICIAN	16,356	0	178	63	0	114	43	38	385	82	849	18,108
DENTAL HYGIENE	36,390	15,150	325	198	3402	2100	43	38	385	0	2841	60,872
RADIOLOGIC TECHNOLOGY	46,605	0	345	196	403/175	260	43	38	385	0	1392	49,842

*Laptop purchase is optional

The Enrollment Agreement obligates the student and the College by the Academic Quarter for the program of instruction selected by the student. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this college catalog. The content and schedule for the programs and academic terms are described in this catalog. All tuition and fees are charged each quarter. A returned payment fee of $25.00 may be charged for each returned check or rejected payment.

OTHER CHARGES

Students may be required by an externship site to have an additional background check and/or drug test. If additional background checks and/or drug screening is required, this amount WILL NOT be charged to the student. A student must see the Registrar's Office and Financial Aid to discuss any program changes. There is no graduation fee.

RIGHT TO CANCEL

An applicant to the College may cancel his or her enrollment to the College and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis College, postmarked no later than midnight on the fifth (5th) calendar day after the date the applicant's Enrollment Agreement with the College was signed by the student and a representative of the College. The applicant may use a copy of his or his Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, adding his or her name, address, and signature, and delivering or mailing it to Fortis College 4351 Garden City Drive Landover, MD 20785, Attention Campus President. If the applicant for admission cancels his or her enrollment as noted above more than five days after signing the Enrollment Agreement, and making an initial payment, but prior to the start of classes, the applicant is entitled to a refund of all payments for tuition and fees be paid within 30 days.

FORTIS COLLEGE

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/11/2022, Volume 1, Version 6

Effective date: July 1, 2022

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

ASSOCIATE DEGREE PROGRAMS, PAGE 30

RADIOLOGIC TECHNOLOGY

The following plan of study applies only to Radiologic Technology students who started the program on January 11, 2022 or later. All other Radiologic Technology students at Fortis college, who started the program in 2021 and earlier, have the plan of study that is in the main catalog, not the one in this addendum.

Length: 1950 Contact Hours / 96 Instructional Weeks	Program Quarter Credits: 105
Total Clock Hours, *not* including Recognized Homework Hours: 1950	
Credential Awarded: Associate of Science	Mode of Delivery: Blended

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

Program Description
The Radiologic Technology (RT) program prepares competent, entry-level radiographers to serve the public healthcare needs. The radiologic technology field is fascinating because it is part science and part art. This program prepares students to work in this technological field successfully by developing skills in communication, diversity, scientific inquiry, critical thinking, and judgment. Students learn to communicate with patients, to solve problems and to work with other members of the health care team, including doctors, nurses, and experienced radiologic technologists. Licensing is required to work as a Radiologic Technologist. Some of the general education courses in this program will be offered via online delivery through an agreement with Fortis College Centerville. Those courses are marked below with (H).

Upon graduating from the RT program, the graduate is eligible to take the certification exam through the American Registry of Radiologic Technologists (ARRT) to become a Registered Technologist (Radiographer) using the credentials RT(R).

PLAN OF STUDY

Course Code	Course Title	Clock Hours	Credit Hours
AHP214	Anatomy & Physiology	80	6.0

COM205*	Effective Communications**	40	4.0
ENG101*	English Composition I**	40	4.0
MAT101*	College Mathematics	40	4.0
PSY101*	Psychology**	40	4.0
SOC101*	Sociology**	40	4.0
RAD103	Introduction to Radiography	60	4.0
RAD106	Patient Care and Pharmacology	60	4.0
RAD112	Radiation Biology and Protection	50	4.0
RAD116	Positioning – Chest, Abdomen and Upper Extremities	60	4.0
RAD122	Radiographic Image Production	50	4.0
RAD126	Positioning – Lower Extremities and Pelvis	60	4.0
RAD131	Digital Radiographic Image Production	30	2.0
RAD135	Radiologic Physics	40	3.0
RAD142	Positioning – Spine and Bony Thorax	60	4.0
RAD146	Radiography I	180	6.0
RAD156	Radiography II	180	6.0
RAD206	Positioning – Contrast Procedures	60	4.0
RAD211	Positioning – Skull and Face Bones	60	4.0
RAD226	Radiography III	180	6.0
RAD231	Radiography IV	180	6.0
RAD236	Radiography V	180	6.0
RAD241	Radiography VI	120	4.0
RAD246	Radiographic Registry Review	60	4.0

* General education courses
**Course offered via online delivery through Fortis College, Centerville, Ohio.

COURSE DESCRIPTIONS, PAGE 70

AHP214 ANATOMY AND PHYSIOLOGY (FOR RAD PROGRAM)
6.0 credits
80 Clock Hours (40 Lecture /40 Lab Hours)
In this course, students will learn about the structure and function of the human body. Students will develop knowledge about the levels of organization, cells, and tissues. This course also includes an introduction to the

following systems: digestive, musculoskeletal, respiratory, cardiovascular, reproductive, urinary, endocrine, gastrointestinal, integumentary, lymphatic, sensory, reproductive, and nervous. The association of each body system to diseases and disorders is discussed.
Prerequisite(s): None

RAD112 RADIATION BIOLOGY AND PROTECTION
4.0 Credits
50 Clock Hours (30 Lecture/20 Lab Hours)
Content provides an overview of the principles of the interaction of radiation with living systems. Radiation effects on molecules, cells, tissues and the body as a whole are presented. Factors affecting biological response are presented, including acute and chronic effects of radiation. Content also presents an overview of the principles of radiation protection, including the responsibilities of the radiographer for patients, personnel and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies and health care organizations are incorporated.
Prerequisite(s): AHP214, RAD103

RAD131 DIGITAL RADIOGRAPHIC IMAGE PRODUCTION
2.0 Credits
30 Clock Hours (10 Lecture/20 Lab Hours)
This course is designed impart an understanding of the components, principles and operation of digital imaging systems found in diagnostic radiology. Factors that impact image quality, acquisition, display, archiving and retrieval are discussed.
Prerequisite(s): RAD122

FORTIS COLLEGE

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/11/2022, Volume 1, Version 7

Effective date: August 3, 2022

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

ASSOCIATE DEGREE PROGRAMS, PAGE 30

DENTAL HYGIENE

Length: 2514 Contact Hours / 108 Instructional Weeks	Program Quarter Credits: 105
Credential Awarded: Associate of Science	Mode of Delivery: Residential

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

PROGRAM DESCRIPTION

This program prepares the individual to pursue a career as a dental hygienist. A dental hygienist is a licensed oral health professional who provides educational, preventive, and clinical therapeutic services to the public. A thorough educational background in general education course, basic science courses, dental and Dental Hygiene sciences prepares the student for supervised pre-clinical and clinical practice and entry into the field. According to the US Bureau of Labor Statistics, Dental Hygiene is ranked among the fastest growing professions and is expected to grow 30 percent through 2016. Employment in the field is expected to remain excellent, a result of the increasing demand for dental care. Possible entry-level employment opportunities include a variety of clinical settings, educational institutions, and public health settings. Graduates of this CODA accredited program are eligible to take the National Board Dental Hygiene Examination by the Joint Commission on National Dental Examinations, which allows the graduate to take regional and state licensing exams to become a Registered Dental Hygienist (R.D.H.). Licensing is required to work as a Dental Hygienist.

OBJECTIVE STURCTURED CLINICAL EXAMINATION:

All Dental Hygiene students are required to pass an Objective Structured Clinical Examination (OSCE) at the completion of DHG194 Dental Hygiene Clinic IV; the completion of the 100 level clinical courses. The OSCE has two purposes. First, it is designed to assess a student's mastery of the clinical competencies required in the first tier of clinical courses. Second, it is designed to assess a student's readiness to advance to the DHG 291 Dental Hygiene Clinic V; the first of the 200 level clinical courses. The OSCE is a comprehensive clinical assessment of critical and foundational knowledge consisting of a predetermined number of clinical "stations" where a student is tasked to answer a question(s) relevant to the display at each station in a set amount of time.

As such, the OSCE is an assessment to ensure that a student has achieved the appropriate learning outcomes prior to advancing to the next phase of his or her clinical education. The score on the OSCE is not part of the grade calculation for DHG194. The OSCE is Pass or Fail and a minimum score of 78% is required to pass the Examination. A student must pass the OSCE to advance in the Dental Hygiene program. A student who fails the OSCE may request one retest. A student who is unable to pass the OSCE on the second attempt, will be dismissed from the Dental Hygiene program.

Fortis College

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog, 2/11/2022, Volume 1, Version 8

Effective date: September 16, 2022

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

INTRODUCTION AND OVERVIEW, PAGE 3

ACCREDITATION, LICENSES, AND APPROVALS

- Fortis College has institutional accreditation from the Accrediting Bureau for Health Education Schools (ABHES) 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, 301- 291-7550 https://abhes.org

- Fortis College is registered at the Maryland Higher Education Commission (MHEC) 6 N. Liberty Street Baltimore, MD 21201, 410-767-3300 | https://mhec.state.md.us/Pages/default.aspx

- Fortis College is exempt from State Council for Higher Education in Virginia approval per 8 VAC 40-31-60 (A) (4) (ii)

- Fortis College is exempt from District of Columbia Education Licensure Commission approval per D.C. Code § 38- 1310 (a) (6).

- Fortis College's Dental Hygiene program is accredited by the Commission on Dental (CODA) and has been granted the approval status of "accreditation without reporting requirements". The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The commission's web address is http://www.ada.org/en/coda

State Authorization Disclosure for Students in Programs with Distance Education

The following information is applicable to any prospective or current student enrolled in a program with distance education. Fortis College reviews admissions applications and may enroll students in programs with distance education delivery who are residents of Maryland, Virginia, and the District of Columbia only. The student's address of residency as reflected on government issued identification, mail reflecting the student's address, or student attestation will be utilized to determine state of residency. Should the student change their address while enrolled at Fortis College, the student is required to notify the School's Registrar of their new address. Should the student move out of one of the above listed states while enrolled in a program with distance education at Fortis College, the School may be required to withdraw the student from the program prior to completion.

Fortis College's accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the Fortis College's accreditation, licensure, or other approvals by submitting a written request to the Campus President. Any questions regarding accreditation, licensure, or approvals should be directed to the Campus President. Students may also contact the agencies listed above for information regarding the school's accreditation, licensure, and approvals.

GRIEVANCE PROCEDURE, PAGE 68

The title and address of the institutional accrediting commission is:
Accrediting Bureau for Health Education Schools (ABHES) 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, 301-291-7550
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