YOUR LIFE

POWERED BY LEARNING

2022-2023 Catalog
Volume 1 - Version 4 - Effective Date 3/22/2022

FORTIS Institute

201 Willowbrooke Blvd., 2nd Floor
Wayne, NJ 07470
Phone: 973-837-1818 / Fax: 973-837-1840
For consumer info visit www.fortis.edu

FORTIS
Your Life. Powered By Learning

2022-2023 INSTITUTE CATALOG

TABLE OF CONTENTS

HOLIDAY/BREAK CALENDAR

01-03-22	**New Year's Day**
01-17-22	**MLK Day**
02-21-22	**President's Day**
04-15-22	**Good Friday**
05-30-22	**Memorial Day**
07-04-22	**Independence Day (in Summer Break)**
07-04-22 to 07-10-22	**Summer Break**
09-05-22	**Labor Day**
11-11-22	**Veteran's Day**
11-24-22 to 11-25-22	**Thanksgiving Day Break**
12-25-22 to 01-02-23	**Winter Break**
01-02-23	**New Year's Day (in Winter Break)**
01-16-23	**MLK Day**
02-20-23	**President's Day**
04-07-23	**Good Friday**
05-29-23	**Memorial Day**
07-04-23	**Independence Day (in Summer Break)**
07-23 to 07-09-23	**Summer Break**
09-04-23	**Labor Day**
11-10-23	**Veteran's Day**
11-23-23 to 11-24-23	**Thanksgiving Day Break**
12-25-23 to 01-01-24	**Winter Break**
01-01-24	**New Year's Day (in Winter Break)**

START DATES

DAY PROGRAMS

Lab Technician (LT)
Forty-five (45) instructional week certificate program with a completion date, which includes an approximate five-week Externship class.

Start Date	Start Date	Start Date
11.17.21	01.05.22	02.11.22
03.22.22	04.28.22	06.06.22
07.19.22	08.24.22	09.30.22
11.07.22	12.15.22	01.31.23
03.09.23	04.17.23	05.23.23
06.28.23	08.10.23	09.18.23
10.24.23	12.04.23	

Dental Assisting I (DA)
Thirty eight (38) instructional week certificate program with a completion date, which includes an approximate five-week Externship class.

Start Date	Start Date	Start Date
	01.18.22	03.03.22
04.18.22	05.24.22	07.14.22
08.26.22	10.11.22	11.28.22
01.19.23	03.06.23	04.19.23
06.02.23	07.24.23	09.06.23
10.19.23	12.06.23	

Medical Assisting (MA)
Thirty-six (36) instructional week diploma program with a completion date which includes an approximatesix-week Externship class.

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

Medical Billing and Coding (MBC)
Forty-eight (48) instructional week diploma program with a completion date, which includes an approximate six-week Externship class.

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

Electrical Systems Technician (EST)
Forty-eight (48) instructional week diploma program

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)
Sixty (60) instructional week diploma program

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

EVENING PROGRAMS
Dental Assisting I (DA)
Fifty-three (53) instructional week certificate program with a completion date which includes an approximate six-week Externship class.

Start Date	Start Date	Start Date
		01.11.22
03.16.22	05.17.22	07.26.22
09.27.22	11.29.22	02.08.23
04.12.23	06.14.23	08.22.23
10.24.23		

Medical Assisting (MA)
Thirty-six (36) instructional week diploma program with a completion date which includes an approximate six-week Externship class.

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

Medical Billing and Coding (MBC)
Forty-eight (48) instructional week diploma program with a completion date which includes an approximate six-week Externship class.

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

Electrical Systems Technician (EST)
Forty-eight (48) instructional week diploma program

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)
Sixty (60) instructional week diploma program

Start Date	Start Date	Start Date
	02.07.22	03.21.22
05.02.22	06.13.22	08.01.22
09.12.22	10.24.22	12.05.22
01.23.23	03.06.23	04.17.23
05.30.23	07.10.23	08.21.23
10.02.23	11.13.23	

INTRODUCTION & OVERVIEW

HISTORY AND OWNERSHIP

Fortis Institute is owned and operated by Education Affiliates, Inc. Education Affiliates 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 diploma, degree, and certificate programs. Duncan Anderson is the President and Chief Executive Officer, Stephen Budosh is the Chief Financial Officer of Education Affiliates, Inc.

Fortis Institute was originally founded in 1970 as Berdan Institute in Pompton Lakes, New Jersey. The school moved to Totowa, New Jersey in 1976. Fortis (then Berdan Institute) accepted its first class of Medical Assistants in 1977, in 2010; the school changed its name to Fortis Institute. Today, the school offers programs in Medical Billing and Coding, Dental Assisting I, Medical Assisting, Lab Technician, Electrical Systems Technician, and Heating Ventilation, Air Conditioning, and Refrigeration (HVACR).

The Fortis Institute in Wayne, NJ, is a Main campus of the following ABHES institutionally accredited non-main campuses:
- Fortis Institute – 2572 Brunswick Pike, Suite 100, Lawrenceville, NJ 08648
- Fortis College – 4351 Garden City Drive, Landover, MD 20785

CONSUMER INFORMATION

This Catalog is published in order to inform students and others of Fortis Institute'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 Institute and any individuals. The information provided is current and accurate as of the date of publication.

Fortis Institute 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 Institute 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 responsibility of each student to remain apprised of current graduation requirements of his or her program.

Fortis Institute affirms a policy of equal employment opportunity, equal education 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 Institute 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 Education 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, 201Willowbrook Blvd., Wayne, NJ 07470.

Please see the Consumer Disclosures tab found on the Institute'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 School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School'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 Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314, North Falls Church, VA 22043. (703) 917-9503

- Fortis Institute is licensed by the New Jersey Department of Labor and Workforce Development. One John Fitch Plaza, P.O. Box 110, Trenton, NJ 08625-0110. (609) 659-9045. www.lwd.dol.state.nj.us.

- The dental radiography component of the Dental Assisting I program is approved by the New Jersey Department of Environmental Protection, Radiologic Technology Board of Examiners, Bureau of X-Ray Compliance, P.O. Box 420, Trenton, NJ 08625-0420. (609) 984-5890. www.nj.gov/dep/rpp.

- US Department of Veterans Affairs, Newark Regional Office, 20 Washington Place, Newark, NJ 07102. (800- 827-1000). https://www.benefits.va.gov/newark. Fortis Institute in Wayne, NJ is authorized to offer its programs for the training of veterans and their dependents through this New Jersey State Approving Agency.

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, including hybrid programs:

Fortis Institute reviews admissions applications and may enroll students in programs with distance education delivery who are residents of New Jersey 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 Institute, 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 Institute, the School may be required to withdraw the student from the program prior to completion.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School'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 Institute provides postsecondary career education to both traditional and nontraditional students through a variety of certificate and diploma programs that assist adult students in enhancing their career opportunities and improving problem-solving abilities. Fortis Institute strives to develop within its students the desire for lifelong and continued education. The staff of Fortis Institute believes that they make an important contribution to the economic growth and social well-being of

the area. Fortis Institute 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 Institute:

- 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 diploma 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 INSTITUTE

Career-oriented programs: The Institute'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 Institute.

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 Office 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 Fortis Institute's 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 Services: 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.

<u>Director of Career Services:</u> Information pertaining to placement rates and employment opportunities for graduates.

PROGRAM AND POLICY CHANGES

Fortis Institute reserves the right to make changes in organizational structure, policies and procedures, equipment and materials 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 Institute occupies approximately 34,000 square feet within a building located at 201 Willowbrook Boulevard, Wayne, NJ 07470 well suited to its students' needs and its educational mission. In compliance with the American Disabilities Act, our campus offers facilities that are accessible to students with disabilities including, handicapped parking spaces, wheelchair ramps, elevators wide hallways, and wheelchair accessible lavatories. A student resource center is equipped with high-speed internet access, computer stations, web-based resources, programmatic text books and periodicals. This school has vending machines and microwave ovens provided on-site for student needs.

Medical Labs are equipped with the necessary equipment for training medical personnel including microscopes, stethoscopes, blood pressure cuffs, ECG machines, surgical instruments, examination tables, and injection arms and skins.

The Dental Assisting I program is designed to ensure updated technologies, which are provided by offering practical laboratory materials and equipment, central sterilization, digital radiology materials and equipment and simulated clinical operatories and equipment in preparation for patient care.

The trade programs, Electrical Systems Technician (EST) and Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) laboratories are complete with equipment found within these two fields. EST has alarm systems, voice, data, home entertainment, computer and various power tools. HVACR has residential and commercial boilers, air conditioning and refrigeration equipment, along with assorted types of equipment found within the field.

The Lab Technician program has standard equipment found in most laboratories to provide foundation and advanced lab competencies to students including Laminar Flow hoods, microscopes, centrifuges/microcentrifuges, hot plates, shaking hot water baths, UV/Vis Spectrophotometers, UV Transilluminators w/printer, Electrophoresis gel boxes w/power supply, PCR thermocycler, burettes, and incubator.

The Medical Billing and Coding program is designed to provide both didactic and computer lab experience. Students aretrained using the current coding books (ICD-10, CPT-4) as well as on current computerized medical billing software.

The facility is accessible.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Fortis Institute 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 text and/or their program of study, should contact the Campus President. The Campus President, in consultation with the Vice President to Education at Education Affiliates, Inc., will work with the applicant and/or prospective student to identify reasonable accommodations/ adjustments necessary to enable him/her to fully participate in the admissions and educational processes.Questions about this process may be directed to Dr. Eric Goodman, Vice President of Education at <u>Egoodman@edaff.com</u>or (443) 633-

2929 (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 Institute 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 Institute, 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 Programmatic Accreditor
Address:	5026D Campbell Blvd.
	Baltimore, Maryland 21236
Telephone:	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 INFORMATION

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 education records, and a review of the applicant's career interests. It is the responsibility of the applicant to ensure that the Institute receives all required documentation. All records received become the property of the Institute.

GENERAL ADMISSIONS REQUIREMENTS

1. The applicant must be a high school graduate or possess the recognized equivalent of a high school certificate. The applicant 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 applicant meets or exceeds the academic achievement equivalent to a standard high school diploma earned in the USA as defined by the State where the diploma was earned. 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 Institute

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 must complete an applicant information form.

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

5. 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). Applicants to the Institute who do not achieve a passing score are eligible to immediately retake another version of the SLE (See below for the SLE 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, the applicant is eligible to take the SLE a third time using another version; however, a minimum of seven days must elapse after the second testing date before the third SLE may be administered. In addition, this administration and subsequent administrations requires approval by the Campus President. A further and final administration of another version of the SLE 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.

6. Once a passing score is earned, the SLE score is valid for three years from the date of administration. Applicants for readmission must achieve the passing score on the SLE 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, that score may be used for readmission, provided the SLE test was administered and passed within three years (36 months) of the date of readmission and still meets the current minimum acceptable SLE score for the applicable program.

The SLE minimum entrance requirements by program as are follows:

       Dental Assisting I   11

Electrical Systems Technician	11
Heating, Ventilation, Air Conditioning, and Refrigeration	11
Lab Technician	11
Medical Assisting	11
Medical Billing and Coding	13

Note: In the event an applicant desires special accommodations for the SLE, 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.

7. Applicants must meet all financial obligations.

8. Applicants must pay the enrollment fee and complete all tuition payment requirements.

9. Accepted applicants must agree to and sign the Fortis Institute Enrollment Agreement.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR THE DENTAL ASSISTING I PROGRAM

In addition to the General Admissions Requirements, the following are additional admissions requirements for the Dental Assisting I program. As a condition of enrollment, applicants to the Dental Assisting I program are required to attest that they are of – good moral character as required by the New Jersey Bureau of Radiological Health and will therefore undergo a criminal background check as an admission requirement of Fortis Institute. Applicants will be asked if they have ever been convicted of any Federal or state crime(s). If so, additional documentation may be required, and admission may be denied if the documentation warrants. A prospective or enrolled student with a felony conviction (in New Jersey or nationwide) may not be admitted, or allowed to continue enrollment in the Dental Assisting I program if the documentation reveals that he or she is not of –good moral character as required by the State of New Jersey Bureau of Radiological Health.

ADDITIONAL ADMISSIONS REQUIREMENTS FOR HYBRID PROGRAMS

In addition to the General Admissions Requirements, the following are additional admissions requirements for applicants enrolling in a hybrid program.

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% or higher. Applicants who do not achieve a 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 is eligible to take the assessment a third and final time. Applicants who do not achieve a passing score on the third and final administration are not permitted to enroll in the hybrid program.

HYBRID TECHNOLOGY REQUIREMENTS

Minimum Technology Requirements Hardware:
- 2.2 GHz CPU or greater with minimum of 4 GB RAM
- Broadband Connection: Cable or DSL
- Web Cam
- Speakers may be required (see course requirements)

Software:
- Windows – Operating System: Windows® 8.1, or higher

- Apple Mac – Operating System: Mac OS X
- Office Productivity Suite – Microsoft Office 365

Browser:
- Mozilla Firefox Web Browser or Google Chrome Web Browser (most recent version)

Plugins (most recent versions):
- Java™ Runtime Environment 7
- Flash Player (until EOL on 12/31/20)
- Adobe Reader

Please review your course syllabus for any additional plugins required for your class. Popup blockers can cause access issues if not correctly configured. It is important to allow popups from fortis.instructure.com.

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 test 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 Institute'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 in the same program must apply for readmission by submitting a Readmission Applications 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 Director of Financial Services (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 Institute's Campus President, Dean of Education, and Director of Financial Services or their designees. Approval of an applicant for readmission is a 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 readmission 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 Institute's SAP policy. If approved for readmission, the student will re-enter the Institute in a status of Academic Probation. A student may remain in a status of Academic Probation for only one semester. A student who fails to meet SAP after the first quarter/semester 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 Fortis Institute Catalog, any relevant student handbooks, and course syllabi for program-specific changes and requirements.

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 Institute provides an orientation program to help students adjust to the Institute environment.

The Institute holds orientation prior to the start of each program start. Fortis Institute policies, student responsibilities, and any questions are addressed at the orientation.

HEALTH AND IMMUNIZAITON REQUIREMENTS FOR THE DENTAL ASSISTING I, MEDICAL ASSISTING, and MEDICAL BILLING AND CODING PROGRAMS

Students in the Dental Assisting I and Medical Assisting 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 Medical Billing and Coding program are required to present immunization documentation if this is a requirement of the 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.

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 Institute 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 of the student's program.

To apply for consideration of credits previously earned, students must request official transcripts be sent directly to the Institute to the attention of the Registrar. Students may be required to provide a relevant catalog and/or other relevant documents regarding the courses(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 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 education 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 institute 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.
- 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 Institute 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 Institute 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 Institute 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 Institute 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

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 or "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 Institute'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 Institute will evaluate and grant credit, if appropriate. Training time will be adjusted appropriately and tuition reduced proportionately if credit is granted for pervious training. The VA and the student will be notified.

Fortis Institute 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).

ACADEMIC PROGRAMS

CERTIFICATE PROGRAMS

DENTAL ASSISTING I

Length: 1015 Contact Hours - 38 Instructional Weeks (Day), 53 Instructional Weeks (Eve)
Program Semester Credits: 43
Total Clock Hours, including Recognized Homework Hours: 1349
Credential Awarded: Certificate
Mode of Delivery: Residential

Required externship hours may be scheduled outside of typical class sessions. Externship hours will be available during typical dental office hours.

PROGRAM DESCRIPTION

The objective of the Dental Assisting I program is to train students to acquire satisfactory skills and demonstrate competence in a variety of dental office procedures and laboratory techniques. The procedures and lab techniques include preliminary examination procedure, assisting at chair side using four-handed dentistry, charting, appointment scheduling, keeping patient records and sterilizing instruments. The assistant qualified in radiology may also take and expose radiographs. Students are evaluated in all areas of professional development including applicable spelling, terminology, theory and performance skills, as well as front office skills.

Upon satisfactory completion of the program, students will be qualified to assume entry-level positions as a Dental Assistant in dental office and clinics performing the lab techniques and office procedures described above.

Students enrolled in the Dental Assisting I program are required to participate in off-site Patient Dental Screening/Radiography Clinics. These clinics are conducted under the direct supervision of a Board Licensed Dentist. Scheduled Clinic dates will be announced in advance and students scheduled to participate are expected to attend. Grading will be based on attendance and performance and will be averaged with the skills review grade.

The Dental Assisting I Program Radiological component is approved by the New Jersey Radiological Technology Board of Examiners.

To successfully pass the M-102 (Pre-Clinical Radiology) and the W-101 (Radiology) courses, a minimum numeric grade of 75% or higher is required and 100% attendance in the course.

Graduates of the program may be eligible to sit for the Radiation Health and Safety Examination (RHS), the Infection Control Examination (ICE), and the General Chairside Exam (GCE).

Plan of Study

Course Code	Course Title	Credit Hours	Clock Hours
1-101	Emergencies in the Dental Office	1.0	20
1-102	Introduction to Dental Assisting	1.0	25
1-103	Introduction to Dental Materials	2.0	40
1-104	Instruments	1.0	25
1-105	Four-Handed Dentistry	1.0	20
1-106	Dental Assisting Skills	1.0	20

C-101	Emergencies & Pharmacology	1.5	28
C-102	Infection Control/Disease Transmission	2.5	42
C-103	Morphology	1.0	20
C-104	Chairside Materials	1.0	24
C-105	Anatomy & Physiology	2.0	36
B-101	Dental Specialties	2.0	40
B-102	Oral & Written Communication	1.5	30
B-103	Prevention and Nutrition	1.5	25
B-104	Business Administration/Professional Law & Ethics	2.0	35
B-105	Psychology	1.0	20
M-101	Head & Neck Anatomy	1.5	25
M-102	Pre-Clinical Radiology	2.0	47
M-103	Oral Pathology	1.0	15
M-104	Clinical Internship	1.5	63
W-101	Radiology	2.0	39
W-102	Human Relations	1.0	15
W-103	Lab Materials	1.0	33
W-104	Clinical	1.5	63
CAP200	DA Capstone and Career Development	4.5	85
EX-501	Externship	4.0	180

LAB TECHNICIAN

Length: 980 Contact Hours - 45 Instructional Weeks (Day)
Program Semester Credits: 41.5
Total Clock Hours, including Recognized Homework Hours: 1306.25
Credential Awarded: Certificate
Mode of Delivery: Residential

PROGRAM DESCRIPTION

The Lab Technician Program prepares students for entry-level research, manufacturing, and quality control positions in academic and industrial biotechnology facilities. Students begin their academic path by entering into Standard Laboratory Operating Procedures in which they learn how to efficiently function in a laboratory setting, practicing safe laboratory techniques and applying scientific methodologies. Students then progress to perform advanced molecular studies including protein production techniques, DNA studies, and bio-manufacturing procedures, using the most up-to-date equipment including spectrophotometers, electrophoretic gel boxes, and thermocyclers. Throughout the Lab Technician Program, students develop laboratory as well as critical thinking and communication skills currently used in the biotechnology industry. Laboratory and critical thinking skills are honed by the continued practice of proper technique when performing tasks including volume and mass measurements, solution preparation, dilutions preparation, sterilization of cell cultures, etc. English communication and speech classes provide students with those important communication proficiencies, which will assist them with job interview readiness, and interaction with other employees. Through extensive reading, laboratory work, and workplace experiences, students prepare for science and administrative career opportunities in the Lab Technician field.

Upon successful completion of the training, students will be qualified to assume entry-level positions as Lab Technicians in the pharmaceutical, manufacturing, or research lab fields performing the duties stated above.

The Lab Technician is one of the most valuable individuals of the biotechnology science team. Lab Technicians can be found working in pharmaceutical, biomanufacturing, medical laboratories and research facilities. Lab Technicians are professionals who demonstrate versatility in their duties when acting as laboratory technicians, diagnostic technicians, laboratory assistants, specimen processors, and quality control laboratory operators, etc.

Plan of Study

Course Code	Course Title	Credit Hours	Clock Hours
BT101	Standard Lab Operating Procedures I	3.0	80
BT102	Standard Lab Operating Procedures II	2.0	40
BT103	Recombinant Protein Production I	3.5	80
BT104	Recombinant Protein Production II	1.5	40
BT105	Biomanufacturing I	3.5	80
BT106	Biomanufacturing II	1.5	40
BT107	Advanced Lab Techniques I	3.5	80
BT108	Advanced Lab Techniques II	4.5	100
SC010	Chemistry Basics I	1.0	20
SC020	Chemistry Basics II	1.0	20
SC030	Microbiology	2.5	40
SC040	Biomedical Ethics	2.5	40
SC050	Introduction to Pharmacology	1.0	20
CM010	English Composition I	2.5	40
CM020	English Composition II	1.0	20
CM030	English Composition III	1.0	20
CM040	Speech I	1.0	20
CM050	Speech II	1.0	20
EX100	Laboratory Technician Externship	4.0	180

DIPLOMA PROGRAMS

ELECTRICAL SYSTEMS TECHNICIAN

Length: 960 Contact Hours - 48 Instructional Weeks (Day/Eve)
Program Semester Credits: 48
Total Clock Hours, including Recognized Homework Hours: 1320
Credential Awarded: Diploma
Mode of Delivery: Residential

PROGRAM DESCRIPTION

The Electrical Systems Technician program prepares students for entry-level positions in the field of low-voltage electronic systems. The program encompasses many facets of working with low voltage electronic systems, both with installations, troubleshooting and repair. Students will be introduced to national, state and local regulations and building codes, safety practices, and various career paths available in the field.

Through the introduction of the basic concepts of electrical theory, student will explore electrical quantities, Ohm's Law, resistors, circuits, and measuring instruments. This program will also examine alternating current and how it produces electric power. The focus in on AC circuits containing inductance and AC circuits containing capacitors, with students applying electrical laws, theorems, and formulas in practical applications.

Through classroom presentation and lab exercises, students focus on low voltage wiring applications such as audio, video, security, telephone, computer networking, and wireless systems, in accordance with requirements set forth by the National Electrical Code. Students develop skills in cable preparation, handling, installation, and testing, upon program completion, graduates will possess the skills to gain entry-level employment in the Electrical Electronic and Communications Technology Field.

Plan of Study

Course Code	Course Title	Credit Hours	Clock Hours
ICS-100	Introduction to Craft Skills	3.0	60
ICS-110	Mathematics for the Trades	3.0	60
EL-110	Electrical Theory	3.0	60
EL-119	Home Integration	3.0	60
EL-111	Electricity Essentials: AC	3.0	60
EL-113	Electronics for Electricians	3.0	60
EL-120	Residential Wiring I	3.0	60
EL-118	Low Voltage Wiring	3.0	60
EL-121	Residential Wiring II	3.0	60
EL-128	Data, Voice, Video Cabling	3.0	60
EL-130	Alarm Systems	3.0	60
PDC-200	Career Development	3.0	60
BA-004	Customer Relationship Management	3.0	60
EL-125	National Electric Code	3.0	60
EL-240	Electrical Schematics and Blueprint Reading	3.0	60
BUS-130	Small Business Management	3.0	60

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

Length: 1200 clock hours - 60 Instructional Weeks (Day/Eve)
Program Semester Credits: 62.5
Total Clock Hours, including Recognized Homework Hours: 1668.75
Credential Awarded: Diploma
Mode of Delivery: Residential

PROGRAM DESCRIPTION

The Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) program provides students with skills with which to obtain entry-level employment in the climate control industry. Through classroom and lab exercises, students focus on a full range of topics in the HVACR field. The program includes training on AC circuits containing inductance and capacitors, and students apply electrical laws, theorems, and formulas to practical applications. This program emphasizes the principles and theory of thermodynamics and how they apply to the HVACR industry, as well as the methods and principles associated with evacuation, recovery and charging of HVACR equipment. Students also become familiar with direct digital controls, motors, and motor controls, including the operation and troubleshooting of air-conditioning equipment. Students are also introduced to heating systems, where the focus is on maintenance and troubleshooting of electric and oil heating equipment, as well as geothermal heat pumps. Students are also trained in maintenance and troubleshooting techniques for gas heating equipment and controls.

This program prepares the student for the following EPA Certification-Type I Small Appliance, Type II Recovery, Recycling and Reclaim, and Type III Chiller. Upon graduation from the HVACR program, students will be qualified for entry-level work as Heating, Air Conditioning and/or Refrigeration technicians in both residential and commercial sites.

Plan of Study

Course Code	Course Title	Credit Hours	Clock Hours
ICS-100	Introduction to Craft Skills	3.0	60
ICS-110	Mathematics for the Trades	3.0	60
EL-110	Electrical Theory	3.0	60
EL-111	Electrical Essentials: AC	3.0	60
HV-102	Intro to Thermodynamics	3.5	60
HV-105	Intro to HVACR Controls	3.0	60
HV-108	Advanced Controls, Motors & Motor Controls	3.0	60
HV-110	Refrigerants	3.0	60
HV-120	Introduction to Air Conditioning	3.0	60
HV-121	Advanced Air Conditioning	3.0	60
HV-125	Introduction to Commercial Refrigeration	3.0	60
HV-126	Advanced Commercial Refrigeration	3.0	60
HV-131	Electric and Gas Heating Systems	3.5	60
HV-132	Oil Heating Systems	3.0	60
HV-133	Heat Pumps	3.0	60
HV-134	Water Based Heating Systems	3.0	60
HV-140	HVAC System Design	3.5	60
HV-145	HVAC troubleshooting & Service Calls	3.0	60
HV-150	EPA Certification Preparation	3.5	60
PDC-200	Career Development	3.0	60

HYBRID - CERTIFICATE PROGRAMS

MEDICAL ASSISTING

Length: 780 Contact Hours; 36 Instructional Weeks (Day/Eve)	Program Quarter Credits: 46
Total Clock Hours, including Recognized Homework Hours: 1010	
Credential Awarded: Certificate	Mode of Delivery: Blended. Courses delivered on-line 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 Any online courses are marked with an asterisk (**) in the program plan of study.

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 National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) 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
MAS190	Externship	180	6.0
MOA110	Medical Office Procedures**	60	4.0
MOA115	Medical Records and Insurance**	60	4.0
MOA120	Electronic Health Records**	60	4.0

**Online Delivery

Schedule

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday

Evening: 5:30 p.m. – 10:30 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 (Day/Eve)	Program Quarter Credits: 62
Total Clock Hours, including Recognized Homework Hours:1330	
Credential Awarded: Certificate	Mode of Delivery: Blended. Courses delivered on-line 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 Any online courses are marked with an asterisk (**) in the program plan of study.

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 diploma 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 diploma 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 CMS 1500 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 required to take the Certified Billing and Coding Specialist (CBCS) exam through the National Healthcareer Association's (NHA)

Career Opportunities

Upon successful completion of the program, graduates are prepared to seek entry-level employment in health care facilities, such as physician's offices, hospitals, clinics, rehabilitation centers, nursing 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
MBC130	Capstone 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
MOA125	Medical Insurance and Billing	60	4.0
MOA130	Bookkeeping in the Medical Office	60	4.0
MBC190	Externship	180	6.0

* Online Delivery

Schedule

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday   Evening: 5:30 p.m. – 10:30 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.

ACADEMIC POLICIES & SERVICES

ACADEMIC ACHIEVEMENT/GRADING

The progress and quality of students' work is measure 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 or below	0.0
P	Proficient in the course	N/A

*To successfully pass the M-102 (Pre-Clinical Radiology) and the W-101 (Radiology) courses, a grade of 75% or higher is required.

** To successfully pass the PDC-200 course, a grade of 80% or higher is required.

Other letter grades used by the Institute 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

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, the designated minimum passing grade may be higher. Students 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.

The Institute maintains records of a student's progress. 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 a "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 Institute 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 have a GPA of 3.70 or higher, the group who have earned High or Highest Honors. The Institute's Campus President 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 graduation class at the graduation ceremony.

INCOMPLETE GRADE POLICY

It is the student's responsibility to complete all coursework within the prescribed timeframes. Students may request a grade of "I" or "Incomplete" at the end of a grading period and if the circumstances which are causing the student to request the Incomplete grade are beyond the student's control and prevent him or 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. A student will be charged appropriate tuition and fees for any course that must be repeated.

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 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 audition 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. Because of 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 clinical or externship requires an evaluation and improvement of skills. 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; 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 on term (6 weeks). Auditing a class may lengthen the time it takes a student to complete the program.

COURSE REFRESHER

To refresh their knowledge and skills, graduates of Fortis Institute may re-enroll in up to two classes that were a part of their curriculum at the time of graduation with no tuition charge. Gradates 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 regulation, particularly in attendance and punctuality. Graduates will need to purchases 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 Institute 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 diploma that they have earned.

To be eligible for graduation, students must have
- 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
- Achieved a Cumulative Grade Point Average (CGPA) of at least 2.0
- Completed the program within 1.5 times the program's length as published in the Standards of Academic Progress policy in this catalog
- Verified satisfactory completion of all program criteria for graduation with the Dean of Education, Registrar, Financial Aid, and Career Services
- Returned any school property, including books and equipment
- Made satisfactory arrangements with the Business Office to meet all financial obligations to the Institute.

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 that 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 incomplete by the Institute until documentation of restoration of civil rights is received.

Students should consult with the credentialing agency for more specific information.

COUNSELING/ADVISEMENT

Academic advising is available throughout the student's enrollment at the Institute 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 Institute 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 Institute's 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 Institute 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 Institute team members, that student is referred to WellConnect. WellConnect is a professional, confidential service provided by Fortis Institute to give students immediate access to a comprehensive network of experts and information that can help you to handle life's challenges while you 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 instructors 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. 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. 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 Appeals Review Board consisting of the Program Director (for student's grade-related program), Dean of Education, Director of Financial 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 email of the Academic Appeals Review Board's decision. The notification will be sent no later than the end of the next business day after the Academic Appeals 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. See *SAP Appeals & Financial Aid Probation* of the *Satisfactory Academic Progress* section of this catalog for more information if the student is appealing termination due to failure to maintain satisfactory academic progress.

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, which are a part of the student's permanent academic record, are maintained by the Registrar.

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 Institute 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) with a 14 calendar day period (excluding school holiday 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 Institute's actions related to the attendance policy if the absence was due to extenuating or mitigating circumstances, for example, illness, military duty, and 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.

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 of 20% of the scheduled hours for a course may receive a failing or reduced grade for the course.

A student attending the Institute 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 Institute'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.

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 reasonability 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.

LEAVE OF ABSENCE

Academic Leave Of Absence

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 Institute may grant an ALOA on behalf of a student without prior written request as long as the Institute 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. In certain documented, unforeseen and extenuating circumstances, 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 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.
2) 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.
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 documentation. The request for extension will follow the same approval process as the original request, which requires the written approval from the Lawrenceville Campus. The Institute 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 Institute 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.

Traditional Leave Of Absence

Students enrolled in a clock hour or non-term program 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), may make an application for a Traditional Leave of Absence. Students experiencing these types of unforeseen circumstances should meet with the Registrar or the Campus President to discuss the need to temporarily interrupt their education and take a Traditional Leave of Absence (TLOA).

The following are the criteria for making application and approving a 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 TLOA. If unforeseen circumstances inhibit a student from making the TLOA request in advance, the Institute may grant a TLOA on behalf of a student without prior written request as long as the school 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 TLOA 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 "L" for each course attempted in the term. The "L" grade will not have any effect on the completion rate or CGPA calculation related to SAP or the student's progression through the program. 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 TLOA 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 TLOA 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 Lawrenceville Campus. The Institute 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 TLOA extension paperwork and documentation must be turned into the Institute prior to the student's initial TLOA return date. In any 12 month period, the cumulative leave period(s) may be no longer than 180 calendar days.

5) The applicant for a TLOA must be able to resume his or her training at the same point where the training was interrupted.

6) The applicant for a leave must confirm that he or she understands and agrees that if he or she fails to return to active class attendance at the approved end date of his or her Leave of Absence, that his or her enrollment may be terminated. Furthermore, his or her federal student loan(s) will have entered the federal loan grace period and repayment of these loans will begin six months after his or her actual last day of class attendance.

7) The applicant for a TLOA will be notified by the Registrar or the Campus President if his or her application for a 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 TLOA 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 Institute'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 Select: College, Institute or School 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 Institute 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 Institute, 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 Institute in accordance with the Attendance Policy.

A student who withdraws voluntarily or involuntarily from enrollment in a course is also withdrawn from the Institute 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 Institute by notifying the Institute in writing.

Should students be considering withdrawing from a course or from the Institute, they should meet with the Dean of Education or the Campus President in order to gain an appreciation for what the Institute 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 preferably in writing and meet with the Director of Financial Services understand the Student Responsibility (see below).

Students who withdraw from a course or from the Institute 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% or the scheduled days of the course, they will receive a "WF" grade. 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.

Withdrawals as a Result of Failure to Attend

A student attending the Institute 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 assigned grading period.

Effective Date of Withdrawal

If students provide notification of withdrawal, the effective date of the withdrawal will be the date on the written notification or the date it was received if there is no date on the notification.

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 Institute

Students who have been dismissed from the Institute may not be eligible for re-instatement, unless the dismissal was due to failure to meet the Institute's 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 residential classroom setting or in an approved online delivery format (refer to Blended format description) with appropriate learning resources such as textbooks and/or multimedia materials through internet access and computer projection devices.

Lab classes typically require students' participation of hands-on learning activities either led, guided, or supervised by an instructor, and performed by students in groups or individually. Such lab activities may take place in a specific 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.

Select programs are delivered in a blended format, which is the incorporation of both traditional on-campus (residential) and distance learning (online) within a program of study. The mode of delivery for each program is identified on the program page. Students enrolled in blended programs will take some of their courses via distance learning (online). Students enrolled in blended programs require access to a computer, webcam, internet connectivity, and software that meets the specifications described in the Student Information and Acknowledgement Form provided during enrollment.

CLOCK HOURS 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 Institute uses the following clock hour to semester and quarter credit hour conversions:

One semester credit hour is defined as:

- 15 Hours of classroom or direct faculty instruction, plus out-of-class student work
- 30 Clock hours of laboratory activities
- 45 Clock hour of clinical/externship

For all courses except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

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

For all courses, except clinical/externship, one clock hour is defined as 50 minutes of class and 10 minutes of break time.

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 7.5 hours of outside preparation for each semester hour of lecture/laboratory.

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.

Assessment 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

Allied Health Programs	Trades Programs
Lecture: 35:1 - Residential 20:1 - Online	Lecture: 30:1 - Residential
Lab: 20:1 - Residential 20:1 - Online	Lab: 20:1 - Residential

COURSE PROGRAMMING

Fortis Institute 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.

INSTITUTE CLOSURES

The Institute reserves the right to close the Institute during inclement weather or other emergencies. Notice of closures may be broadcast on the radio or TV station, posted 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 Institute's telephone number.

In the event that the Institute must cancel classes due to emergencies, the Institute will determine the date and time of any required make-up for courses and inform 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, INTERNSHIPS, 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 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 Institute 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 of 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 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 Institute maintains current agreements will 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 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 Coordinator 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 site; rather they will be assigned to a site with which the Institute has an existing relationship. Should the student want to introduce a new site to the Institute, the Institute 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. The Externship Coordinator will inform students 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 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 holiday 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 a.m. to 6:00 p.m. Monday 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 student 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.

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 Coordinator weekly. Each Program's Clinic/Externship Coordinator 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 circumstances 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.. 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 Institute to discuss the progress, the experience, the program and the extern site. Attendance will be taken at these meetings but it will not count toward 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 Coordinator. 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 Institute'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. If the student's supervisor is a member of the site's staff, a member of the Institute's staff will visit that site at least twice during the time the student is assigned there to observe the student first hand and to obtain feedback from boththe 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 Institute. 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 re expected to demonstrate professionalism in their interaction will 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 Institute'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 Institute'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 Institute's Externship Coordinator will assign the grade based on firsthand 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 eligibleto attend education at an externship site and during the education experience itself. These conditions are often mandated by state regulators or accreditors. The Institute 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 present when requested. The program director and externship coordinator will meet with student to remind them of suchrequirements.

b. In some states and for some programs, the Institute is required to conduct a federal and/or state background check on the student. As part of that background check, the Institute 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 is 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 a 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 Coordinator.

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 Institute'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 Institute in making changes and modifications to improve the quality of programs, instruction and student services.

LIBRARY RESOURCE ROOM

The Learning Resource Room (LRR) is an area serving a number of academic programs. The Room is located in a defined learning space within the Institute. The Learning Resource Room 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 LRR or at any location in the Institute. The LRR provides a quiet environment for study or research.

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 Institute 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 Institute's completion 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 from 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 employment in the field of their program should notify the Institute'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 Institute reserves the right to contact a graduate's employer using various methods to verify information regarding the graduate's employment. In some instances, the Institute may disclose personal information to the employer for the sole purpose of employment verification.

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

TUITION & FEES

PROGRAM	TUITION	ENROLLMENT /APP. FEE	BOOK CHARGES	E-BOOKS	UNIFORMS	LAB AND INSTRUCTIONAL MATERIAL FEE	STUDENT \TOOL KIT	LAPTOP	CREDENTIAL EXAM	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS										
LAB TECHNICIAN	20,408.00	150	700	0	100	1600	0	0	0	22,958.00
DENTAL ASSISTING I	19,235.00	150	550	0	100	675	0	0	540	21,250.00
ELECTRICAL SYSTEMS TECHNICIAN	16,756.00	150	1,176	0	100	250	600	0	0	19,032.00
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	20,816.00	150	900	0	100	0	800	0	0	22,766.00
MEDICAL ASSISTING – BL	15,564.00	100	442	101	55	0	34	320	135	16,751.00
MEDICAL BILLING and CODING – BL	18,350.00	100	854	101	73	0	0	320	117	19,915.00

The Enrollment Agreement obligates the student and the Institute by the academic term 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 the Institute's 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 semester.

There is a minimal charge for participation in the Commencement Ceremony, which is conducted semi-annually. The Career Services Center can inform students of the current charges and details related to the ceremony. Participation in the ceremony is not mandatory.

REFUND AND CANCELLATION POLICIES

If an applicant/student cancels, withdraws or is terminated by Fortis Institute for any reason, refunds will be made according to Fortis Institute Refund Policy (see below). If a refund is due the student, it will be paid within 30 days of the date that the student either officially withdraws or Fortis Institute determines that the student has withdrawn. All refunds will be based on the scheduled clock hours of class attendance through the student's last date of attendance. Upon receipt of the refund, the student agrees that its receipt constitutes a full and complete release of Fortis Institute 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 Institute 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 Institute after withdrawing must sign a new Enrollment Agreement and will be subject to the then-current rate for tuition and fees. A student's last date of attendance as documented by Fortis Institute will be used to calculate any money the student owes and to calculate any refund the student is due. Student refunds are based on the formula below.

<u>**Proportion of Term or Module Taught Refund Percentages**</u>

10% of Less	90%
10.01% up to and including 20%	80%
20.01% up to and including 30%	70%
30.01% up to and including 40%	60%
40.01% up to and including 50%	50%
More than 50.1%	No Tuition Refund

STUDENT'S RIGHT TO CANCEL

An applicant to the Institute may cancel his or her enrollment to the Institute and receive a full refund of monies paid. Written notice of cancellation is encouraged, and should be mailed to Fortis Institute, postmarked no later than midnight on the fifth (5th) business day after the date the applicant's Enrollment Agreement with the Institute was signed by the student and a representative of the Institute. The applicant may use a copy of his or her Enrollment Agreement as a cancellation notice by writing "I hereby cancel" at the bottom of the Enrollment Agreement, and adding his or her name, address and signature, and delivering, or mailing it to Fortis Institute, 201 Willowbrook Boulevard, Wayne, NJ 07470. If the applicant for admission cancels his or her enrollment as noted above more than five calendar 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 a $100 Enrollment Fee.

CANCELLATION/REJECTION POLICY

Fortis Institute will refund all monies paid by an applicant who is rejected for enrollment by the Institute, or who enrolls in a program that the Institute cancels, or who cancels within five calendar days of signing the enrollment agreement, or verbally within the five calendar days followed by written confirmation within ten calendar days.

OTHER CHARGES

Changing Programs: A $100.00 fee may 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.

Externships: Students may be required by an externship site to have an additional background check and/or drug test.

FINANCIAL ASSISTANCE PROGRAMS

Fortis Institute 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 federal grand and state aid programs, student loans from federal and private senders, 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 Institute'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 Institute'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 Institute'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 Institute's Financial Aid Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

Each year Fortis Institute makes a limited number of awards to students through the Federal Supplemental Educational Opportunity Guide (FSEOG) program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive FSEOG and the amount awarded, based on need, not to exceed the maximum. Consult the Institute's Financial Aid Officer for the Institute-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 Institute'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 U.S. Department of Education. For additional information, students should contact the Institute'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 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. The Institute's Financial Aid Office, based on the student's financial need and academic progress, determines eligibility for participation in the FSWP. Questions regarding the FWSP should be directed to the Institute'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, he or she is notified by letter.

VETERANS' BENEFITS

Fortis Institute 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.

- Vocational Rehabilitation
  Vocational Rehabilitation, is a one-stop career development program that offers individuals with disabilities a wide range of services designed to provide them with the skills, resources, attitudes, and expectations needed to compete in the interview process, get the job, keep the job, and develop a lifetime career. Funding is determined based on financial need, physical need, and the availability of funds.
- Workforce Investment Act
  Workforce Investment Act is designed to assist students who have been affected by the downturn in the economy to reenter 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 at the One-Stop Career Center 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 contracted 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 Institute 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 Institute's *Consumer Information Guide* or contact the Financial Aid Office.

RIGHT TO TITLE IV FUNDS POLICY

If a student withdraws from the Institute and the student received Title IV Federal Student Aid (FSA) assistance during the period (the specific term, semester, or payment period for which the return to Title IV refund must be calculated), the Institute 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 of one of the following formulas. Students should consult their Financial Aid officer regarding their program's specific measurement.

Credit Hour Programs:

No. of Days Completed in the Payment Period through Withdraw Date

Total Number of Days in the Payment Period

Clock Hour Programs

No. of Scheduled Hours in the Payment Period through Withdraw Date

Total Schedule Hours in the Payment Period

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 required 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 Institute must return the lesser of the following:
- The amount of FSA Program funs 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 Institute currently refunds the Student Grant Overpayment on behalf of the student.)

If a student earned more aid than was disbursed, the Institute 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 Institute 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 Institute of all Direct Loan refunds made on their behalf, including the amount, date, and loan type.

The Institute 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.

SCHOLARSHIP PROGRAM, FORTIS INSTITUTE

Cooperative Education Scholarship Program 2021-2022

Twenty scholarships in the amount of $1,000 per scholarship are available annually by Fortis Institute to Cooperative Education students. All scholarships designated to the Cooperative Education Program are subject to the requirements of Fortis Institute Criteria listed below and all such criteria as are determined to be appropriate by the judges of NJCECA. Any unfilled Cooperative Education Program Scholarship will be transferred to the Merit Based Scholarship category.

Fortis Institute criteria: A student must achieve at least 3 of the 5 criteria that will be used in determining scholarship awards:

1. Students will prepare and submit an essay and be chosen as one of the top 30 essay submissions. Essays will be graded on content and expression (maximum 20 points).

2. Students will attend all high school on-campus activities (Stitch in Events) from the point of enrollment to the start of academic classes (maximum 20 points).

3. Will present letters of recommendation (maximum 20 points) academic or professional; to be valued base on:
   - Familiarity of the writer with the applicant
   - The qualities described
   - The recommendation of the writer

4. Student must demonstrate financial hardship meriting a scholarship (maximum 20 points).

5. Student must show a commitment to learning and responsibility as demonstrated by outstanding record of attendance at school and/or work.

Academic Merit Fortis Institutes Scholarship Program 2021-2022

The highest 50 scores on the Wonderlic Exam will qualify students to apply for a scholarship. Students from Cooperative Education programs are required to achieve scores in the top 50 to qualify.

NOTE: If there are not sufficient students from the Cooperative Education Programs whose Wonderlic scores place applicants within the top 50 applicants, then those scholarships are open to general admissions.

A student must achieve at least 3 of the 5 criteria that will be used in determining scholarship awards:

1. Students will prepare and submit an essay and be chosen as one of the top 30 essay submissions. Essays will be graded on content and expression (maximum 20 points).
2. Students will attend all high school on-campus activities (Stitch in Events) from the point of enrollment to the start of academic classes (maximum 20 points).

3. Will present letters of recommendation (maximum 20 points), academic or professional; to be valued based on:
   - Familiarity of the writer with the applicant
   - The qualities described
   - The recommendation of the writer

4. Student must demonstrate financial hardship meriting a scholarship (maximum 20 points).

5. Student must show a commitment to learning and responsibility as demonstrated by outstanding record of attendance at school and/or work.

The students with the highest cumulative scores will be awarded one of the scholarships.

The point of contact for this is the Director of Admissions, Fortis Institute, 973-837-1818, x2621.

ADDITIONAL INFORMATION REGARDING FINANCIAL ASSISTANCE PROGRAMS

For additional information on the following topics, students should consult the Institute's *Consumer Information Guide,* which is available online at: https://www.fortis.edu/consumer-information.html?campus=/campuses/new-jersey/wayne

- 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

Credit Hour Programs

The Institute'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 Institute for continued enrollment.

SAP Evaluation Periods

The Institute's SAP standards measure a student's satisfactory academic progress at the end of each semester. The Institute will provide an academic grade report to each student at the end of each semester, 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 withdrawal ("W"), a withdrawn failing ("WF"), or a repeated course are counted in determining credits attempted. Transfer credits accepted for the student's program 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.)

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 registrar 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 semester to correct the deficiency and meet the minimum requirements at the end of his or her next semester. The Academic/Financial Aid Warning period shall be one semester. 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/Institute unless the student submits an appeal (see description below) and is granted probationary period by the Financial Aid 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 More than One Academic Year

Dental Assisting I, Heating, Ventilation, Air Conditioning and Refrigeration and Lab Technician, Electrical Systems Technician

Evaluation Levels	Cumulative Credits Attempted (including transfer credits	Minimum Percentage of Cumulative Credits Completed (including transfer credits)	Minimum CGPA
1	1 to 18	50%	1.50
2	18.1 to 30	60%	1.75
3	30.1 & Higher	67%	2.0

Satisfactory Academic Progress (SAP) – Clock Hour Programs

The Institute's Satisfactory Academic Progress (SAP) standards measure each student's quantitative (clock hour completion) and qualitative (cumulative grade point average) progress toward the completion of the student's program of study. The SAP standards are primarily used 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 Institute for continued enrollment.

SAP Evaluation Periods

The Institute's SAP standards measure a student's satisfactory academic progress at the end of the student's prior payment period. The Institute will provide at a minimum, a cumulative academic grade point to each student at the end of each payment period, which will include the student's grades earned in each course attempted. The grade report will also provide cumulative information for all courses and credits attempted and completed and a cumulative grade point average. Second and subsequent evaluation and payment periods do not begin until the student has completed all of the clock hours required in the prior payment period. Excused hours of absence are permitted up to a maximum of 10% of the scheduled clock hours unless the excused clock hours need to be completed to meet graduation or licensure requirements.

Maximum Time Frame

"Normal completion time," for purposes of this SAP policy for clock hour programs, is the period of time, measured in weeks, that it should take a student to complete his or her program of study. The number of weeks for normal completion time is computed by dividing the number of scheduled clock hours in each full week of instruction according to the student's enrollment agreement by the total number of clock hours in the program of student (rounded up). The maximum time frame in which a student may complete his or her program of study is 150% of the weeks for normal completion time for the program of study.

Quantitative Requirement Credit Completion

Each student must successfully complete a minimum number of clock hours in the weeks scheduled for each payment period. At a minimum, students must complete 67% of the scheduled clock hours for the weeks in a payment period. (See the clock hour completion requirements at each payment period in the charts below.) Scheduled breaks and holidays and weather-related or similar Institute closures are excluded in determining the weeks in any payment period for purposes of determining SAP. All transfer clock hours accepted toward the student's program will count as clock hours attempted and clock hours completed.

Qualitative Requirement – Cumulative Grade Point Average (GPA)

The Institute measures qualitative progress on the basis on a 4.0 grading 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 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 clock hours completed or cumulative grade point average in

accordance with the requirements at the appropriate "Evaluation Level" will receive a written notification from the Director of Education or his/her designate stating that he or she is being placed on an Academic/Financial Aid Warning. A student in the Academic/Financial Aid Warning status will have one additional payment period to correct the deficiency and meet the minimum requirements at the end of his/her next payment period. 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 unless the student submits an appeal (see description below) and is granted "Probationary" period by the Financial Aid Committee ("Committee"). A student whose enrollment is terminated because he or she failed to achieve SAP may make application for re-admission.

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.

The following charts provide the minimum quantitative and qualitative requirements for each evaluation level for the Medical Assisting and Medical Billing and Coding Quarter Credit Hour programs.

Programs of Study of One Academic Year

Evaluation Levels	Cumulative Quarter Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Quarter 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 Quarter Credits Attempted (including transfer credits)	Minimum Percentage of Cumulative Quarter 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

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 Institute if the student an 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 circumstances(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 Director of Financial Services, or their designees.

The Financial Aid Committee may grant one additional semester 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 semester, a Financial Aid Probation Period, the Committee deterred that the student should be able to meet the Institute's satisfactory academic progress standards by the end of the semester. 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 Institute. 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 semester or the period of the Academic Improvement Plan. If a student submits a timely and completes a written appeal to the Director of Financial Services, the Institute 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 willbe reestablished. 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 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 Institute as well as the requirements for the submission of an appeal and the requirements for re-admission to the Institute.

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

Students who have been terminated from the Institute for failure to achieve satisfactory academic progress may qualify for readmission to the Institute for the purpose of reestablishing their satisfactory academic progress. However, during this period, student 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 courses(s) at the Institute at the student's own expense or through transferring credits into the Institute.

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 Director of Financial Services 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 Institute from another postsecondary institution, the transfer credits that were accepted by the Institute 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 Institute 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' 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 Institute's academic policy. Credits form both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at the Institute, 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.

Incomplete Grades, Remedial, and Non-Credit Courses

Credits associated with courses in which an incomplete ("I") grade is received will not count as either credits attempted or Minimum Cumulative Credits Completed at the Institute. However, the "I" grade is a temporary grade and will be changed to a letter grade which will then be calculated in the cumulative GPA for SAP.

Termination

The Institute reserves the right to terminate a student's enrollment if, during the student's program of study, the Institute determines that the student has failed to maintain satisfactory academic progress, comply with the Institute's rules and regulations as published in the Institute'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 Institute 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 Institute 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 the 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 from 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 Institute 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 Institute.
- 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 class regularly.
- Make the most out of his or her educational experience.
- Maintain satisfactory grades.
- Know and observe the Institute'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 outline 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 Institute 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.

Standards of Student Professional Conduct-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 coy 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.

Standards of Student Professional Conduct – 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 no all-inclusive. Examples of conduct that may lead to disciplinary action up to and including dismissal include:

* Knowingly furnishing false information to the Institute.
* Theft of the Institute's property: theft, damage, forgery, alteration, misuse or mutilation of the Institute's 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 Institute 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 Institute 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 Institute'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 beverage, narcotics, gambling, sex offenses or arson, of which violation occurs on Institute property or at a Institute function (Please refer to the Drug Free Policy established by the Institute 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 Institute official acting .within the scope of his or her authority, or resisting a security office performing his or her duty.
- Aiding and abetting or inciting other to commit any act of misconduct.

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 Institute, for the purpose of initiation or admission into an affiliation with any organization recognized by the Institute.

Hazing includes, without limitation, the following as determined by the Institute: 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 Institute's Code of Conduct. Failure to comply with this policy will result in disciplinary action including, potentially, dismissal from the Institute.

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 Institute's *Consumer Information Guide,* available online
https://www.fortis.edu/consumer-information.html?campus=/campuses/new-jersey/wayne

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 Institute. As such, the Institute 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 include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonable 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 right to it, orhas not secured authorization for its use, it should not be put on the Internet. Likewise, copyrighted and/or trademarkedinformation 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 Institute 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 Institute 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 Institute, without explicit permission from the Campus President of the Institute.
- 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 Institute employees, students, or anyone associated with the Institute, 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 educational 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 organizations' 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 Institute values the use of social media, such as Facebook, LinkedIn, twitter, YouTube, exiting, blogs, and online discussion groups (among many other forms), to promote positive social interaction. However, the Institute 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, and 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 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 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 are respectful without any kind of slanderous or offensive language that may be aimed at any member or group of the college/institute's community.
- The use of any social media sites to harass, intimidate or bully a fellow student faculty, member of the college/institute 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.

CYBERBULLYING

The Institute is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Institute 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 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 Institute has a dress code. Students must comply with the Institute's dress code while attending classes, including any externship or clinical course. Compliance with the Institute's dress code is an essential part of preparing students for employment in their professions. In addition, potential employers are frequently at the Institute 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 about 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 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 medial environment as they could be offensive to patients with allergies.
- Mustaches and beads 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.

Students dressed inappropriately or who do not follow the dress code may be prohibited from attending classes. Those who disregard the dress code will be warned. If the problem persists, the student may be dismissed form Fortis Institute Questions should be addressed to the specific program director.

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, bad, 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.

Allied Health Programs

Students are issued a minimum of two uniform scrub sets for allied health and nursing 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. 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.
- Scrubs of appropriate color deemed by campus. Lab coats in all lab classes.
- 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 labs 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.

Trades Programs

Heating, Ventilation, Air Conditioning and Refrigeration

Jeans, polo shirt (supplied by campus), and work boots.

Electrical Systems Technician

Jeans, polo shirt (supplied by campus), and work boots.

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

Students who violate the dress code policy may be prohibited from attending school or campus-related activities. Those who disregard the dress code will be warned. If the problem persists, students may be dismissed from Fortis Institute.

DRUG AND ALCOHOL POLICY

The Institute 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 Institute's Drug Free Program

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

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

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

NON-SMOKING/NON-TOBACCO POLICY

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

DISCIPLINARY ACTION

Any student who observes a violation of Institute 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 Institute.

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 Institute.

The Institute reserves the right to suspend or dismiss any student who:

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

Time on suspension will be counted as an absence from the Institute 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 Institute have the right to appeal that decision. Students must imitate the appeal process by submitting, in writing, the reason why they should be re-admitted to the Institute 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 Institute 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 Celery 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 student. 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 (CDES) 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 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 Institute 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 Institute will support and assist victims of sexual violence by directing them to community resources for medical care, counseling and to local law enforcement. Fortis Institute 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 XX and the Termination or Expulsion Policy can be found at Page XX of this Catalog. Fortis Institute 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 Institute or an employee is urged to make a complaint to the Title IX Coordinator. 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 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 Institute. Should a victim of sexual violence request confidentiality, Fortis Institute will honor the request to the extent possible and allowed by law. Fortis Institute 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

PERSONALY PROPERTY

All personal property is the sole responsibility of the student. The Institute 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 Institute maintains education records. Education records are supervised by the Campus President and access is afforded to Institute officials for purposes of recording grades, attendance, and advising as well as determining financial aid eligibility.

All students attending this post-secondary institute 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 Institute 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 Institute 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 Institute 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 Institute 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 Select: College, Institute or School'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 Select: College, Institute or School 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 LIABILTITY & STUDENT ACCIDENT INSURANCE

The Institute 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, 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 Institute 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 Institute 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 Institute sponsored activities.

In many instances, externship and clinical sites required that students maintain personal health care insurance. Failure to provide proof of personal health care insurance at the time of externship or clinical site assignment may prohibit a student from certain sties, and this may delay the completion of the program. The Institute 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 Dean of Education faculty about any accident or injury to themselves, to another student or to a patient under the care that might cause liability to the student, externship or clinical site, or the Institute. 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 student. 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. Confidentially 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 Institute believes that participation in these activities is an important part of the educational process and student involvement is encouraged.

FIELD TRIPS

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

HOUSING ASSISTANCE

Although the Institute does not maintain dormitory facilities, students who are relocating must arrange their own housing, may contact the Dean of Education to request a list of community resources.

SIGNIFICANT MEDICAL CONDITIONS

Fortis Institute encourages students to promptly report significant medical conditions to the respective Program Director to prevent danger to the student's health. Fortis Institute 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.

GRIEVANCE PROCEDURES

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 fee 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 nonacademic 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 Institute'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, the second step is to appeal in writing to the Campus President. The written complain 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 the dispute to date. When submitting an appeal, the student should include as much factual evidence as possible, such as evidence of extenuation circumstances.

   The Campus President will oversee the gathering of additional data about the issue or incident as necessary. Then the 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 request and/or otherwise asses 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. The 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 their 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 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 or the Institute's accrediting body. 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:
New Jersey Department of Labor and Workforce Development
John Fitch Plaza
Labor Building, 10th Floor
Trenton, NJ 08626
(609) 659-9045

The title and address of the institutional accrediting commission is:
Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
(703) 917-9503 www.abhes.org

The title and address of the state approving agency for the dental radiography component of the Dental Assisting Iprogram is:
New Jersey Department of Environmental Protection, Radiologic Technology
Board of Examiners
Bureau of X-Ray Compliance
P.O. Box 420
Trenton, NJ 08625-0420
www.nj.gov/rpp

The title and address of the state approving agency for the US Department of Veterans Affairs is:US Department of Veterans Affairs
Newark Regional Office
20 Washington Place
Newark, NJ 07102
https://www.benefits.va.gov/newark

If the student has been dismissed, the student will remain dismissed until the matter is resolved. If the matter is resolved inthe 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.

MANDATORY ARBITRATION AND CLASS ACTION WAIVER

As a condition of enrolling at Fortis Institute, applicants must agree to submit all claims and disputes with Fortis Institute 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 Institute resolved on an individual basis and to waive any right to initiate or participate in a collective or class action against Fortis Institute. 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 Institute 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 Institute 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.

COURSE DESCRIPTIONS

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

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 and 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 and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions.
Prerequisite(s): None

B-101   Dental Specialties
2.0 Credits
40 Clock Hours (29 Lecture Hours/11 Lab Hours)
This is a lecture and laboratory course designed to prepare the student to assist the dentist in dental specialty and expanded functions areas. Students will demonstrate competency in chairside laboratory skills, patient education, instrument identification and usage and tray set-ups. Manipulation and fabrication of materials will also be completed. This course is designed to prepare the dental assistant student to assist the dental practitioner in endodontics, orthodontics, oral surgery, periodontics, implants, fixed and removable prosthodontics and pedodontics. Students will also demonstrate understanding of performing sealants and coronal polishing.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

B-102 Oral & Written Communications
1.5 Credits
30 Clock Hours (17 Lecture Hours/13 Lab Hours)
This course will provide the Dental Assisting student with effective methods of written and oral communication within the dental profession.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

B-103 Prevention and Nutrition
1.5 Credits
25 Clock Hours (22 Lecture Hours/3 Lab Hours)
This course will provide the Dental Assisting student with an understanding of the etiology and prevention of dental disease and the role of the dental assistant in patient education and maintenance of optimum oral health through application of proper oral hygiene and general health and nutrition.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

B-104 Business Administration/Professional Law & Ethics
2.0 Credits
35 Clock Hours (30 Lecture Hours/5 Lab Hours)
The goal of this course is to provide the Dental Assisting student with information required to manage the business office and understand ethics, malpractice and other legal aspects of a dental practice.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

B-105 Psychology
1.0 Credit
20 Clock Hours (20 Lecture Hours)
This course is designed to allow the Dental Assisting student to gain greater understanding of human behavior as it relates to the function and process of the mind and to recognize the importance of psychology in healthcare in general and dentistry in particular.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

BA-004 Customer Relationship Management
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course presents the foundations students need for developing skills and knowledge to help them work effectively with both internal and external customers. Students will study customer behavior, use of technology, diversity in customers, how to manage stress and time, how to encourage customer loyalty and how to communicate effectively in writing.
Prerequisites: None

BT101 Standard Lab Operating Procedures I
3.0 Credits
80 Clock Hours (20 Lecture Hours/60 Lab Hours)
The focus of this course is on mastery of basic standard laboratory operating procedures. Record-keeping, safe and proper use of equipment, scientific methodologies, and employee etiquette are stressed. Students learn sterile technique, volume and mass measurement, solution and dilution preparation. Continued emphasis is placed on students utilizing their developed skills to learn advanced lab operating procedures including sterile techniques, solution preparation, dilutions, mass calculations, etc.
Prerequisites: None

BT102 Standard Lab Operating Procedures II
2.0 Credits
40 Clock Hours (20 Lecture Hours/20 Lab Hours)
Emphasis is placed on students comprehending and utilizing standard lab procedures in the microbiology, immunology, and histology fields. Students will be introduced to media prep, staining techniques, staining reagent prep, and how external factors affect microbial growth.
Prerequisites: BT101, SC010

BT103 Recombinant Protein Production I
3.5 Credits
80 Clock Hours (40 Lecture Hours/40 Lab Hours)
This course emphasizes the techniques used to culture, isolate, and identify DNA. Beginning with the understanding of how media is prepared and then used to grow bacteria, students then learn the topics and procedures to understand how to isolate DNA from a bacterial culture, understand its molecular structure, identify DNA bands from agarose gels, and use transilluminator equipment to visualize DNA.
Prerequisites: BT101, SC010

BT104 Recombinant Protein Production II
1.5 Credits
40 Clock Hours (20 Lecture Hours/20 Lab Hours)
Students will learn how to apply developed recombinant protein proficiency to perform advanced techniques including recombinant DNA technology, bacterial transformation, and scale-up procedures with respect to genetically engineered proteins. In addition, protein isolation, purification and testing are applied to small-scale protein fermentation.
Prerequisites: BT101, SC010

BT105 Biomanufacturing I
3.5 Credits
80 Clock Hours (40 Lecture Hours/40 Lab Hours)
Students learn the role of regulatory agencies in maintaining current Good Manufacturing Practices (cGMP) and current Good Laboratory Procedures (cGLP). The focus of this course is to strengthen techniques necessary to work in large-volume biomanufacturing environments. Students learn how to properly set up and run assays. Also, students are introduced to the FDA guidelines regarding product development.
Prerequisites: BT101, SC010

BT106 Biomanufacturing II
1.5 Credits
40 Clock Hours (20 Lecture Hours/20 Lab Hours)
Students are also introduced to basic UV/Vis spectroscopy procedures, including how to properly use, how to clean, how to troubleshoot and how to graph spectroscopy results.
Prerequisites: BT101, SC010

BT-107 Advanced Lab Techniques I
3.5 Credits
80 Clock Hours (40 Lecture Hours/40 Lab Hours)
Emphasized here are the techniques used to perform advanced molecular studies and manipulations such as those used in diagnostic testing, research, and manufacturing. Students conduct advanced protein and DNA studies, separation, isolation, and extraction of molecules.
Prerequisites: BT-101, SC010

BT108 Advanced Lab Techniques II
4.5 Credits
100 Clock Hours (50 Lecture Hours/50 Lab Hours)
This course is designed to provide students with advanced molecular studies and manipulations experience. The techniques performed here include southern blots, protein column chromatography, ELISAs, PCR, chemical synthesis and purity testing.
Prerequisites: BT101, SC010

BUS-130 Small Business Management
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course examines both the risks and benefits of owning a small business. Areas of concentration will be on identifying opportunity, essential small business management, marketing growth, funding, and developing a preliminary business plan. Coursework includes both theoretical and practical applications of the entrepreneurial principles necessary for the operation of a successful small business.
Prerequisites: None

CAP-200 DA Capstone and Career Development
4.5 Credits
85 Clock Hours (60 Lecture Hours/25 Lab Hours)
This course is designed to provide the student with the necessary marketable job search techniques and skills. It will encompass all phases of professional development relative to employment. In addition, this course provides a comprehensive review of program contents to prepare for applicable certification examinations. Students are given an opportunity to review clinical skills acquired throughout the program. Professional ethics and local jurisprudence issues and regulations associated with dental assisting are presented.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106, C-101, C-102, C-103, C-104, C-105, B-101, B-102, B-103, B-104, B-105, M-101, M-102, M-103, M-104, W-101, W-102, W-103, W-104

C-101 Emergencies & Pharmacology
1.5 Credits
28 Clock Hours (19 Lecture Hours/9 Lab Hours)
This course is designed to cover the fundamentals of pharmacology and medical emergencies to prepare the Dental Assisting student to assess the patient medical history, develop a working knowledge of prescription writing, respond appropriately to medical emergencies in the clinical setting and effectively monitor vital signs.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

C-102 Infection Control/Disease Transmission
2.5 Credits
42 Clock Hours (36 Lecture Hours/6 Lab Hours)
Students will study microbiology, disease transmission, instrument processing and sterilization of contaminated instruments. This course discusses the requirement of Regulatory and Advisory Agencies as they pertain to infect control in dentistry. Students will learn Chemical and Waste Management protocols. Student will learn operatory infection control with the goal of protecting dental health team members and their patients.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

C-103 Morphology
1.0 Credit
20 Clock Hours (17 Lecture Hours/3 Lab Hours)
This course will provide the Dental Assisting student with a basic understanding of oral embryology and the histology of the human dentition with a focus on the form structure and function of the individual teeth.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

C-104 Chairside Materials
1.0 Credit
24 Clock Hours (13 Lecture Hours/11 Lab Hours)
This course will provide the Dental Assisting student with the techniques and theory of handling common chairside materials.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

C-105 Anatomy & Physiology
2.0 Credits
36 Clock Hours (30 Lecture Hours/6 Lab Hours)
This course will provide the Dental Assisting student with an understanding of the study of the structure and function of the human body as it relates to the dental sciences.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

CM010 English Composition I
2.5 Credits
40 Clock Hours (40 Lecture Hours)
This course is designed to help students sharpen their writing skills through detailed writing exercises and vocabulary studies. Through creative writing exercises, students will become familiar with the writing process and various types of writing styles. The concepts learned in this course will help students improve their written communication skills, which serve as a foundation for all other courses. The course has basic grammar principles infused throughout.
Prerequisites: BT101, SC010

CM020 English Composition II
1.0 Credit
20 Clock Hours (20 Lecture Hours)
This course will reinforce English composition skills. Through continued writing practice, students will hone their writing techniques. Emphasis will be placed on basic grammar principles and proofreading.
Prerequisites: BT101, SC010

CM030 English Composition III
1.0 Credit
20 Clock Hours (20 Lecture Hours)
Students will reinforce their written communication techniques by practicing the writing of laboratory reports, standard lab operating procedures, and experimental data reporting. Students will also learn how to properly construct a cover letter, resume, and thank you letter.
Prerequisites: BT101, SC010

CM040 Speech I
1.0 Credit
20 Clock Hours (20 Lecture Hours)
This course provides student with a general overview of the oral communication process in a variety of situations and applications. Public speaking and debating are the heart of this course. Students are introduced to topics including conquering the fear of speaking, overcoming communication pitfalls, and using speech communication in everyday life.
Prerequisites: BT101, SC010

CM050 Speech II
1.0 Credit
20 Clock Hours (20 Lecture Hours)
Through public speaking practice, students apply developed oral communication techniques to build their conversation skills, identify their listeners, develop delivery style and provide visuals for audiences.
Prerequisites: BT101, SC010

EL-110 Electrical Theory
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course introduces students to basic concepts of electrical theory. It focuses on electrical quantities, Ohm's Law, resistance, circuits and measuring instruments. In addition, students learn how to use wire tables and determine conductor sizes.
Prerequisites: None

EL-111 Electricity Essentials: AC
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course examines alternating current (AC) and how it produces most of the electric power used in the world. The focus is on AC circuits containing inductance and AC circuits containing capacitors. Students apply electrical laws, theorems, and formulas to practical applications.
Prerequisites: EL-110

EL-113 Electronics for Electricians
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
In this course students explore how electronics theory is applied in the electrical field. They learn about electronic devices commonly found in industry, how components and circuits work, what they do, and how they are tested.
Prerequisites: EL-110

EL-118 Low Voltage Wiring
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
Students learn about the wiring of low voltage electrical systems in this course. Covered are audio video, security, telephone, computer networking and wireless systems. Fiber Optics is also explored.
Prerequisites: EL -110

EL-119 Home Integration
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course explores the latest high-tech home network systems. Students focus on the components that culminate into an integrated, whole-home unified system. They become familiar with the installation, programming, and troubleshooting techniques used to put together wired and wireless home systems.
Prerequisites: El-110

EL-120 Residential Wiring I
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
The focus on this course is on the wiring of a typical residence in accordance with the requirements set forth by the National Electrical Code. Some of the topics covered are safety while working with electricity, wiring methods, and conductor sizing. Students wire a residence, room by room, circuit by circuit.
Prerequisites: EL-110

EL-121 Residential Wiring II
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This is a continuation of Residential Wiring I. It focuses on circuit layout and wiring diagrams. Students wire a residence, room by room, circuit by circuit.
Prerequisites: EL-120

EL-125 National Electric Code
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
In this course, students become familiar with the terminology, presentation, and formal of the National Electrical Code and the Articles therein. Students learn about NEC provisions dealing with one-family and multi-family dwellings
Prerequisites: None

EL-128 Data, Voice, Video Cabling
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
Students develop skills in cable preparation, handling, installation, termination, and testing.
Prerequisites: EL-118

EL-130 Alarm Systems
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
Students identify the various types of fire alarms and their components in this course. They investigate the UL standards covering fire-warning equipment. Also covered are the location requirements of smoke, heat, and carbon monoxide alarms. Students will learn installations and UL requirements for Burglary, CCTV, Access control and Telephone systems.
Prerequisites: EL-118

EL-240 Electrical Schematics and Blueprint Reading
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
Electrical Schematics and Blueprint Reading is a course designed to provide fundamental skills critical for the success for a modern electrician. The course defines sketching and drawing techniques, scaling applications, and symbology. Electrical Schematics and Blueprint Reading will teach the current standardized symbols used by the American National Standards Institute (ANSI). The course will cover residential, commercial, and industrial prints and specifications a student may encounter on the job. This course will allow the student to understand other craft requirements, making it possible for the student to work alongside other crafts people
Prerequisites: None

EX100 Laboratory Technician Externship
4.0 Credits
180 Clock Hours (180 Externship Hours)
This course is a culmination of the students' training and provides the opportunity to apply classroom knowledge to the real-world laboratory setting. It is designed to give the student the opportunity to observe and actively participate in the day-to-day operation of a Laboratory Technician setting. The philosophy of the externship centers on its value as a learning experience thus providing students with sufficient time to become oriented and feel comfortable in the career they have selected. This course is a 180-hour commitment from students and consists of placement into a research, manufacturing or quality control facility working under the guidance of a mentor. Students' progress is monitored regularly and evaluated through presentations they are expected to share with other students, regarding the benefits of their externship experience.
Prerequisites: Successful completion of all academic courses in the student's program.

EX-501 Externship
4.0 Credits
180 Clock Hours (180 Externship Hours)
The course provides 180 hours of clinical experience in a general dental practice.
Prerequisites: Successful completion of all academic courses in the student's program.

HV-102 Intro to Thermodynamics
3.5 Credits
60 Clock Hours (45 Lecture Hours/15 Lab Hours)
In this course students become familiar with the principles and theory of thermodynamics and how they apply to the HVACR industry. The components and features of the HVACR system are also introduced.
Prerequisites: EL-110

HV-105 Intro to HVACR Controls
3 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
In this course students gain a basic understanding of the principles and theory of HVACR controls.
Prerequisites: EL-110

HV-108 Advanced Controls, Motors & Motor Controls
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
In this course students become familiar with direct digital controls, motors and motor controls.
Prerequisites: HV-102, HV-105

HV-110 Refrigerants
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course introduces refrigerants to the student. The methods and principles associated with evacuation, recovery and charging HVACR equipment are explored.
Prerequisites: HV-102

HV-120 Introduction to Air Conditioning
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
In this course students become familiar with indoor air quality and refrigeration as it applies to air conditioning. They are introduced to major air conditioning components including condensers, compressors, accumulators, suction lines, evaporators, Metering devices, receivers, and condensate and liquid lines. Methods associated with the installation of air conditioning equipment are covered.
Prerequisites: HV-102, HV-110

HV-121 Advanced Air Conditioning
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course is a continuation of the study of air conditioning. Covered are the controls, operation, and troubleshooting of air conditioning equipment.
Prerequisites: HV-102, HV-110, HV-120

HV-125 Introduction to Commercial Refrigeration
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course provides the student with a basic understanding of the components, methods, and principles associated with HVAC-R equipment used in commercial HVAC-R systems.
Prerequisites: HV-102, HV-110

HV-126 Advanced Commercial Refrigeration
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course provides the student with a basic understanding of the components, methods, and principles associated with refrigeration equipment used in commercial HVACR systems.
Prerequisites: HV-102, HV-110

HV-131 Electric and Gas Heating Systems
3.5 Credits
60 Clock Hours (45 Lecture Hours/15 Lab Hours)
Students are introduced to the principles and theory of electric and gas heating systems. Focus is on the equipment and controls of electric heating equipment and how to maintain and troubleshoot it. Students are also exposed to the theory of gas combustion and gas heating equipment and controls. They learn techniques for maintaining and troubleshooting gas heating equipment.
Prerequisites: HV-102

HV-132 Oil Heating Systems
3.5 Credits
60 Clock Hours (45 Lecture Hours/15 Lab Hours)
Oil-based heating systems are covered in this course. Students are exposed to the equipment and controls of oil heating equipment. In addition, they learn about its maintenance and how to troubleshoot oil-heating equipment.
Prerequisites: HV-102

HV-133 Heat Pumps
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course provides students with a basic understanding of the principles and theory of heat pumps .The equipment and controls of air-source and geothermal heat pumps are covered. In addition, students learn about maintaining and troubleshooting heat pump equipment.
Prerequisites: HV-102

HV-134 Water Based Heating Systems
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
Students become familiar with the principles and theory of water-based heating systems. They are introduced to the equipment and controls associated with hot water and steam-based heating equipment and the maintenance and troubleshooting of that equipment.
Prerequisites: HV-102

HV-140 HVAC System Design
3.5 Credits
60 Clock Hours (45 Lecture Hours/15 Lab Hours)
The principles and theory of airflow requirements, indoor air quality, duct design, load calculation, and sheet metal fabrication are covered in this course.
Prerequisites: HV-102

77

HV-145 HVAC Troubleshooting & Service Calls
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course provides the student with the basic principles and methods for troubleshooting and repairing HVACR equipment. Focus is on HVACR service calls for residential and commercial equipment.
Prerequisites: ICS-100, ICS-110, EL-110, EL-111, PDC-200, HV-102, HV-105, HV-108, HV-110, HV-120, HV-121, HV-125, HV-126, HV-131, HV-132, HV-133, HV-134, HV-140

HV-150 EPA Certification Preparation
3.5 Credits
60 Clock Hours (45 Lecture Hours/15 Lab Hours)
Student will study a complete overview of all courses previously taken. They are to do a comprehensive study of the EPA certification tests so that they have full knowledge of the content of the tests. They can take optional EPA offered tests.
Prerequisites: ICS-100, ICS-110, EL-110, EL-111, PDC-200, HV-102, HV-105, HV-108, HV-110, HV-120, HV-121, HV-125, HV-126, HV-131, HV-132, HV-133, HV-134, HV-140

I-101 Emergencies in the Dental Office
1.0 Credit
20 Clock Hours (14 Lecture Hours/6 Lab Hours)
This course will introduce the student to importance of obtaining and recording vital signs including, pulse, temperature, respirations and blood pressure. The student will become familiar with emergency prevention and assistance. Patient response, CPR, and obstructed airway techniques are addressed as well as provided in the form of a certificate of completion in Basic Life Support (BLS) for the Health Care Provider from the American Heart Association upon successful completion of the course. (CPR certification is provided and is incorporated into this class).
Prerequisites: None

I-102 Introduction to Dental Assisting
1.0 Credit
25 Clock Hours (14 Lecture Hours/11 Lab Hours)
This course will introduce the student to the History of dentistry, infection control procedures: such as sterilization of instruments, and disinfection of treatment areas, basic tooth anatomy and charting and to introduce the different roles of the dental assistant.
Prerequisites: None

I-103 Introduction to Dental Materials
2.0 Credit Hours
40 Clock Hours (22 Lecture Hours/18 Lab Hours)
The course prepares the Dental Assisting student for identifying, handling, preparing and understanding the composition of dental materials. Students will learn to recognize the various types and differences of restorative and laboratory dental materials. This course also provides lecturer instruction on the properties and uses of the most common dental restorative materials and procedures used in restorative dentistry. Students will recognize, utilize and describe preparation and application of dental materials as related to general and specialized areas of dentistry.
Prerequisites: None

I-104 Instruments
1.0 Credit
25 Clock Hours (14 Lecture Hours/11 Lab Hours)
This course is designed to introduce the student to the proper identification, usage, handling and transfer of dental instruments in various procedures.
Prerequisites: None

I-105 Four-Handed Dentistry
1.0 Credit
20 Clock Hours (11 Lecture Hours/9 Lab Hours)
This course is designed to acquaint the student with the theory of practical chairside and will explain the use of operating zones, instrument transfer, oral evacuation and amalgam and composite restoration procedures while utilizing four handed dentistry.
Prerequisites: None

I-106 Dental Assisting Skills
1.0 Credit
20 Clock Hours (11 Lecture Hours/9 Lab Hours)
This course is designed to acquaint the student with the theory of practical chairside assisting ad will explain how to perform procedures using; anesthesia, rubber dam and the tofflemire/matrix band.
Prerequisites: None

ICS-100 Introduction to Craft Skills
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
Student will be introduced to basic workplace safety, OSHA safety regulations, construction math, hand tools, power tools and construction drawings. The basic rigging techniques used to move material and equipment form one location to another on job sites is introduced. An introduction and review of the American National Standards Institute (ANSI) hand signals will be given. Proper materials handling techniques and procedures will be explained. Basic communication and employability skills will be reviewed.
Prerequisites: None

ICS-110 Mathematics for the Trades
3.0 Credits
60 Clock Hours (30 Lecture Hours/30 Lab Hours)
This course provides trades students with an introduction and review of basic mathematical concepts by associating math with events that occur in their lives and on the job site. The course is designed to develop and reinforce students' mathematical reasoning abilities. It also builds a knowledge basis for trades students which they can apply in the classroom and workplace. Whole numbers, fractions, decimals and percentages are introduced, reviewed and applied to life and job site events. Measurement in English and metrics are introduced and calculated. Pre-algebra and algebra concepts are explained, reviewed and used to solve problems and equations. Practical plan geometry, solid figures, triangle trigonometry, and trigonometric ratios are introduced, discussed and computed. Statistical analysis is introduced and calculated.
Prerequisites: None

M-101 Head & Neck Anatomy
1.5 Credits
25 Clock Hours (23 Lecture Hours/2 Lab Hours)
This course will provide the Dental Assisting student with the fundamental anatomical understanding of the head, neck and oral cavity.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

M-102 Pre-Clinical Radiology
2.0 Credits
47 Clock Hours (27 Lecture Hours/20 Lab Hours)
This course is the first of two courses designed to provide the student with the fundamental theory of oral radiology to include radiation biology, radiation protection and current radiographic exposure techniques, emphasizing an introduction to intraoral and extraoral techniques. Student will learn to interpret normal anatomy, caries, and bone loss associated with periodontal and systemic diseases, periapical pathology and dental materials. This pre-clinical course will teach the student foundational theory in preparation for clinical application. Student will practice techniques on laboratory manikins. This course must be completed with a numeric grade of 75% or better to pass.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

M-103 Oral Pathology
1.0 Credit
15 Clock Hours (15 Lecture Hours)
This course provides the Dental Assisting student with a basic knowledge of oral pathology and its associated terminology in order to be able to recognize abnormal conditions when providing patient care.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

M-104 Clinical Internship
1.5 Credits
63 Clock Hours (3 Lecture Hours/60 Externship Hours)
This is one of a two part course providing 60 hours of clinical experience in a dental practice (120 hours in total are required for Clinical Internship) 3 Hours of Clinic Seminar are incorporated to discuss pertinent clinical issues. This course will enable the Dental Assisting student to utilize, reinforce and perfect the duties of a chairside dental assistant in an actual clinical setting.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

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 a national certification 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 course work

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-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-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 documentation from a variety of outpatient healthcare settings 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): None

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): None

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): All course work

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 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 course work

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. Basic psychological concepts that relate to patient care are discussed. 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)
Students will obtain working knowledge of the fundamentals of an electronic health records (EHR) and practice management system, which can be applied to the different systems utilized in health care. Students will perform administrative and clinical tasks using the EHR, including communication, managing schedules, health history and medication documentation, and order entry. By performing these tasks, students will gain an understanding of functionality of the EHR and the practice management system and their use by health care professionals. In addition, federal legislation, basic billing and coding principles along with encoder activities will be discussed.
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): None

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): None

PDC-200 Career Development
3.0 Credits
60 Clock Hours (30 Lecture hours/30 Lab Hours)
This course is designed to provide the student with the necessary marketable job search techniques and skills. It will encompass the phases of professional development relative to employment. This course must be completed with a numeric grade of 80% or better to pass.
Prerequisites: None

SC010 Chemistry Basics I
1.0 Credit
20 Clock Hours (20 Lecture Hours)
This course is designed to provide students with an overall understanding of basic chemistry. Topics covered include chemical math, metric system, and metric system conversions via B-S rule. Students are also introduced to concentration calculations including mass/volume, % mass/volume, molarity, and dilutions.
Prerequisites: None

SC020 Chemistry Basics II
1.0 Credit
20 Clock Hours (20 Lecture Hours)
Here, students are introduced to advanced chemistry topics including temperature conversions, Stoichiometry principles, Molality, Normality, and Viscosity.
Prerequisites: SC010

SC030 Microbiology
2.5 Credits
40 Clock Hours (40 Lecture Hours)
This course is designed to provide an overview of the elements of microbiology. Students will learn the historical development of microbiology. Various microbiotic life forms will be introduced to the student such as bacteria, viruses, and eukaryotic cells. Students will study the elements of microbial nutrition, ecology and growth. Lastly, the use of microbiology and genetics will be introduced to the student.
Prerequisites: BT101,SC010

SC040 Biomedical Ethics
2.5 Credits
40 Clock Hours (40 Lecture Hours)
This course explores biomedical issues and exposes students to the challenges and ethical dilemmas facing today's employees in the biotechnology industry. Topics covered include euthanasia, animal research, genetic engineering and cloning, bio-engineered food products, and stem-cell research.
Prerequisites: BT101, SC010

SC050 Introduction to Pharmacology
1.0 Credit
20 Clock Hours (20 Lecture Hours)
This course is designed to provide the student with an introduction to Pharmacology. The course reviews the principles of drug action including introduction to pharmacokinetics and pharmacodynamics. Also covered in this unit are basic biopharmaceutics, action and uses of drugs, factors affecting response, placebos, compliance, tolerance, and resistance.
Prerequisites: BT101, SC010

W-101 Radiology
2.0 Credits
39 Clock Hours (26 Lecture Hours/13 Lab Hours)
After a student successfully completes M-102 Pre-Radiology, this course is designed to present the Dental Assisting student the practical application of Radiology in order to prepare the student for clinical competence in this area. Students will practice techniques on laboratory manikins. This course must be completed with a numeric grade of 75% or better to pass.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106, M-102

W-102 Human Relations
1.0 Credit
15 Clock Hours (15 Lecture Hours)
To help the Dental Assisting student recognize the importance of good working relationships for career success and illustrate how attitude affects human relations.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

W-103 Lab Materials
33 Clock Hours (13 Lecture Hours/20 Lab Hours)
1.0 Credit
This course will provide the Dental Assisting student with training in proper manipulation and fabrication of dentalmaterials that utilize a dental laboratory.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

W-104 Clinical
1.5 Credits
63 Clock Hours (3 Lecture Hours/60 Externship Hours)
This is the second of a two-part course providing 60 hours of clinical experience in a dental practice. (120 hours in total are required for Clinical Internship) 3 Hours of Clinic Seminar are incorporated to discuss pertinent clinical issues. This course will enable the Dental Assisting student to utilize, reinforce and perfect the duties of a chairside dental assistant in an actual clinical setting.
Prerequisites: I-101, I-102, I-103, I-104, I-105, I-106

STAFF & FACULTY

Wes Leibig	Campus President
Traci Nanni-Dimmey	Dean of Education
Nancy McClelland	Career Services Director
Latacha Towns	Director of Financial Services
Detriah Tyler	Director of Admissions
Brian O'Hare	Business Office Manager
Dawn Russo	Registrar
Nereida Rosado	Admissions Representative
Allison Demaio-Tucker	Admissions Representative
Amanda Brandt	Admissions Representative
Jenna Stisi	Admissions Representative
Jasmine Santos	Financial Aid Officer
Nadine Ho-Sang	Financial Aid Officer
Allan Cordoba	Financial Aid Officer
Leslie Germer	Assistant Director, Career Services
Beba Colon	Career Services Advisor
Monika Chodosh	Student Success Coordinator
Jasmine Santos	Administrative Assistant
Ann Marie Amari	Hybrid Coordinator

ACADEMIC LEADERSHIP

DENTAL ASSISTING I PROGRAM DIRECTOR/CHAIR
Marieta Valbuena
> *BS- Dentistry, Centro Escolar University, Manila, Philippines*
> *CDA Dental Assisting National Board, Chicago, IL*
> *RDH NJ State Board of Dentistry, Newark, NJ*
> *LRT Department of Environmental Protection, Trenton, NJ*

HVACR PROGRAM DIRECTOR/CHAIR
Rich Knubel
> *Diploma-HVAC, RCA Technical Institute, New York, NY*

ELECTRICAL SYSTEMS TECHNICIAN (EST) PROGRAM DIRECTOR/CHAIR
Jacqueline Long
> *Certificate-HVACR, National Career Institute, East Orange, NJ*
> *EPA Certification*

LAB TECHNICIAN PROGRAM DIRECTOR/CHAIR
Jay Dimmey
> *BS-Biology, Bloomfield College, Bloomfield, NJ*

MEDICAL ASSISTING PROGRAM DIRECTOR/CHAIR
Lisa Maldonado
> *Associate of Applied Science, Berkeley College, West Paterson, NJ*
> *RMA-AMT Rosemont, IL*
> *Medical Assistant & Office Sonography Certificate, The HoHoKus School of Science, Ramsey, NJ*

MEDICAL BILLING AND CODING PROGRAM DIRECTOR/CHAIR (HYBRID COORDINATOR)

AnnMarie Amari
>   *CBCS, NHA Leawood, KS*

FACULTY

DENTAL ASSISTING I

Olga Vitkovskiy (Full time)
>   *BA-Hunter College, NY, NY*
>   *CDA Dental Assisting National Board, Chicago, IL*
>   *LRT Department of Environmental Protections, Trenton, NJ*

Amy Bodrato (Full time)
>   *BS-Psychology, East Stroudsburg University, East Stroudsburg, PA*
>   *CDA Dental Assisting National Board, Chicago, IL*
>   *LRT Department of Environmental Protections, Trenton, NJ*
>   *RDA Division of Consumer Affairs*

Norberto Navarro (Full time)
>   *BS-Dentistry De Ocampo Memorial College, Manila, Philippines*
>   *CDA Dental Assisting National Board, Chicago, IL*
>   *LRt Department of Environmental Protections, Trenton, NJ*

Ala Karpiza (Full time)
>   *Certificate in Dental Assisting, Fortis Institute, Wayne, NJ*
>   *CDA, Dental Assisting National Board, Chicago, IL*

Jennifer Gordon-Williams (Full time)
>   *Certificate in Dental Assisting, Fortis Institute, Wayne, NJ*
>   *CDA, Dental Assisting National Board, Chicago, IL*

Christine Torres (part-time)
>   *Certificate in Dental Assisting, Fortis Institute, Wayne, NJ*
>   *CDA, Dental Assisting National Board, Chicago, IL*

ELECTRICAL SYSTEMS TECHNICIAN

Omar Holland (Full time)
>   *Diploma in HVACR, Fortis Institute, Wayne, NJ*
>   *EPA Certification*

Keith Mott (Full time)
>   *Diploma in EST, Fortis Institute, Wayne, NJ*

Anthony Tapia (Full time)
>   *Diploma in EST, Fortis Institute, Wayne, NJ*

HVACR
Timothy Norman (Full time)
>*Diploma in HVACR, Fortis Institute, Wayne, NJ*
>*EPA Certification*

Stephen Graham (part-time)
>*Diploma in HVACR, Fortis Institute, Wayne, NJ*
>*EPA Certification*

Ardit Ala (Full time)
>*Diploma in HVACR, Fortis Institute, Wayne, NJ*
>*EPA Certification*

Khalid Haniff (Full time)
>*Diploma in HVACR, Fortis Institute, Wayne, NJ*
>*EPA Certification*

LAB TECHNICIAN
Monika Chodosh (Portal Administrator, Student Success Coordinator) (Full time)
>*PhD- Biochemistry-Eriangen-Nurernbrrg, Germany*

MEDICAL ASSISTING
Gina Filgueiras (Full time)
>*Medical Assisting Certificate, Fortis Institute, Wayne, NJ*
>*CPT-NHA, Leawood, KS*

Frank Gloor (part-time)
>*Medical Assisting Certificate, Fortis Institute, Wayne, NJ*
>*CCMA, NHA, Leawood KS*

Lorella Gloor (Full time)
>*Medical Assisting Certificate, Berdan Institute, Totowa, NJ*
>*CMA, AAMA, Chicago, IL*
>*BLS Instructor Certification, AHA-St. Joseph Regional Medical Center, Paterson, NJ*

Stacey Jablin (Full time)
>*PN, Hackensack School of Practical Nursing, Hackensack, NJ*
>*CCMA, NHA, Leawood KS*

MEDICAL BILLING AND CODING

Christopher Soto (part-time)

Lisa Palazzo; Lead Instructor (part-time)
>*Medical Billing & Coding Certificate, Fortis Institute, Wayne, NJ*

INDEX

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog 2022-2023 Catalog 3/22/2022, Volume 1 Version 1

Effective date: 3/22/2022

Fortis Institute 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 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.

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 Institute. 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 for due to COVID-19 related issues affecting the student or a member of the student's immediate family (spouse and/or children) are not be 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 Institute may choose to grant an ALOA on behalf of a student without having received prior written request as long as the Institute 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 Institute. The Institute 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 Institute 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 Institute, 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 Institute 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 Institute, by notifying the Institute in writing.

Should students be considering withdrawing from a course or from the Institute, they should meet with the Dean of Education or the Campus President in order to gain an appreciation for what the Institute 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 Institute 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 Institute 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

COURSE REPEAT TUITION ADJUSTMENT APPEAL POLICY - STUDENTS IMPACTED BY THE COVID-19 PANDEMIC

This applies to all academic terms ending March 29, 2020 or after.

During the stated timeframe, courses in which a student fails to earn a passing grade as defined in the course syllabus and/or program requirements must be repeated and successfully completed in compliance with course prerequisite and/or program requirements and in order to graduate. A student who fails a course must repeat that course at the

next available opportunity, subject to class availability and space limitations. Active students who failed to earn a passing grade in a course during the COVID-19 pandemic may be eligible to receive a COVID Institutional Adjustment to offset the cost of up to two failed courses. Courses must be repeated, subject to availability, in a term that begins between April 1, 2020 to July 20, 2021, the student must have remained enrolled throughout the pandemic emergency, and eligibility is subject to all applicable program provisions. If special consideration is required due to course availability, students must contact their Program Director or Dean of Nursing. Students who need to repeat a course as a result of COVID-19 circumstances must complete the Tuition Adjustment Appeal Form and provide information which describes how the COVID-19 pandemic impacted the student's ability to successfully earn a passing grade. *During the timeframe stated above, students who were on a Leave of Absence, approved under the Incomplete Grade Policy to receive an I grade and subsequently failed to earn a passing grade, and students who received an E grade for withdrawn courses but remained enrolled and active in at least one course are considered to have remained enrolled in school for the purposes of determining their eligibility for a tuition adjustment.* **Students in which the modality of their program changed within the term the failure occurred will automatically qualify for the Tuition Adjustment for two failed courses.**

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 Institute temporarily moved all educational instruction to online delivery. A tablet was made available to order through Fortis Institute 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 INSTITUTE
CATALOG ADDENDUM

Addendum to 2022-2023 Catalog 3/22/22, Volume 1, Version 2

Effective date: 04/01/2022

Fortis Institute 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 42

PROGRAM	TUITION	ADMIN & TECH FEE	BOOK CHARGES	E-BOOKS	UNIFORMS	LAB AND INSTRUCTIONAL MATERIAL FEE	STUDENT \TOOL KIT	LAPTOP	CREDENTIAL EXAM	MASSAGE TABLE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS											
LAB TECHNICIAN	20,408.00	200	699	0	100	1600	0	0	0	0	23,007.00
DENTAL ASSISTING	19,235.00	201	550	0	100	675	0	0	540	0	21,301.00
ELECTRICAL SYSTEMS TECHNICIAN	16,756.00	125	1,176	0	100	250	600	0	0	0	19,007.00
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	20,816.00	125	900	0	100	0	800	0	0	0	22,741.00
MEDICAL ASSISTING – HY	15,564.00	178	442	101	54	0	34	320	132	0	16,825.00
MEDICAL BILLING AND CODING - HY	18,350.00	203	854	101	72	0	0	320	114	0	20,014.00

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 42

BOOKS AND EQUIPMENT RETURN POLICY: The Institute 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.

Fortis Institute
CATALOG ADDENDUM

Addendum to 2022-2023 Catalog 3/22/22, Volume 1, Version 3

Effective date: 6/27/2022

Fortis Institute 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 42

Effective as of July 1, 2022 and after.

PROGRAM	TUITION	ADMIN & TECH FEE	BOOK CHARGES	E-BOOKS	UNIFORMS	LAB AND INSTRUCTIONAL MATERIAL FEE	STUDENT \TOOL KIT	LAPTOP	CREDENTIAL EXAM	MASSAGE TABLE	TOTAL COST
DIPLOMA/ CERTIFICATE PROGRAMS											
LAB TECHNICIAN	20,919.00	200	699	0	100	1600	0	0	0	0	23,518.00
DENTAL ASSISTING	19,235.00	201	496	0	105	675	0	0	540	0	21,252.00
ELECTRICAL SYSTEMS TECHNICIAN	18,012.00	125	1,692	0	105	250	600	0	0	0	20,784.00
HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION	22,375.00	125	432	0	105	0	800	0	0	0	23,837.00
MEDICAL ASSISTING – HY	15,954.00	178	391	82	63	0	38	385	132	0	17,223.00
MEDICAL BILLING AND CODING - HY	18,808.00	203	786	82	84	0	0	385	114	0	20,462.00

Fortis Institute

CATALOG ADDENDUM

Addendum to catalog: 2022-2023 Catalog 3/22/2022, Volume 1, Version 4

Effective date: 9/21/2022

Fortis Institute 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 5

ACCREDITATION, LICENSES, AND APPROVALS

Institutional and program assessments are conducted periodically by qualified examiners and members of the School's accrediting body and/or by accrediting teams. The purpose of these assessments is to examine and evaluate compliance of the School'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 Institute is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852. 301.291.7550, www.ABHES.org

- Fortis Institute is licensed by the New Jersey Department of Labor and Workforce Development. One John Fitch Plaza, P.O. Box 110, Trenton, NJ 08625-0110. (609) 659-9045. www.lwd.dol.state.nj.us.

- The dental radiography component of the Dental Assisting I program is approved by the New Jersey Department of Environmental Protection, Radiologic Technology Board of Examiners, Bureau of X-Ray Compliance, P.O. Box 420, Trenton, NJ 08625-0420. (609) 984-5890. www.nj.gov/dep/rpp.

- US Department of Veterans Affairs, Newark Regional Office, 20 Washington Place, Newark, NJ 07102. (800- 827-1000). https://www.benefits.va.gov/newark. Fortis Institute in Wayne, NJ is authorized to offer its programs for the training of veterans and their dependents through this New Jersey State Approving Agency.

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, including blended programs. Fortis Institute reviews admissions applications and may enroll students in programs with distance education delivery who are residents of New Jersey 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 Institute, 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 Institute, the School may be required to withdraw the student from the program prior to completion.

School accreditation, approvals, and membership certificates are displayed in the lobby. Students may receive a copy of the School'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.

The title and address of the institutional accrediting commission is:
Accrediting Bureau of Health Education Schools (ABHES)
6116 Executive Blvd., Suite 730
North Bethesda, MD 20852
 301-291-7550
www.abhes.org

YOUR LIFE
POWERED BY LEARNING

FORTIS
Your Life. Powered By Learning