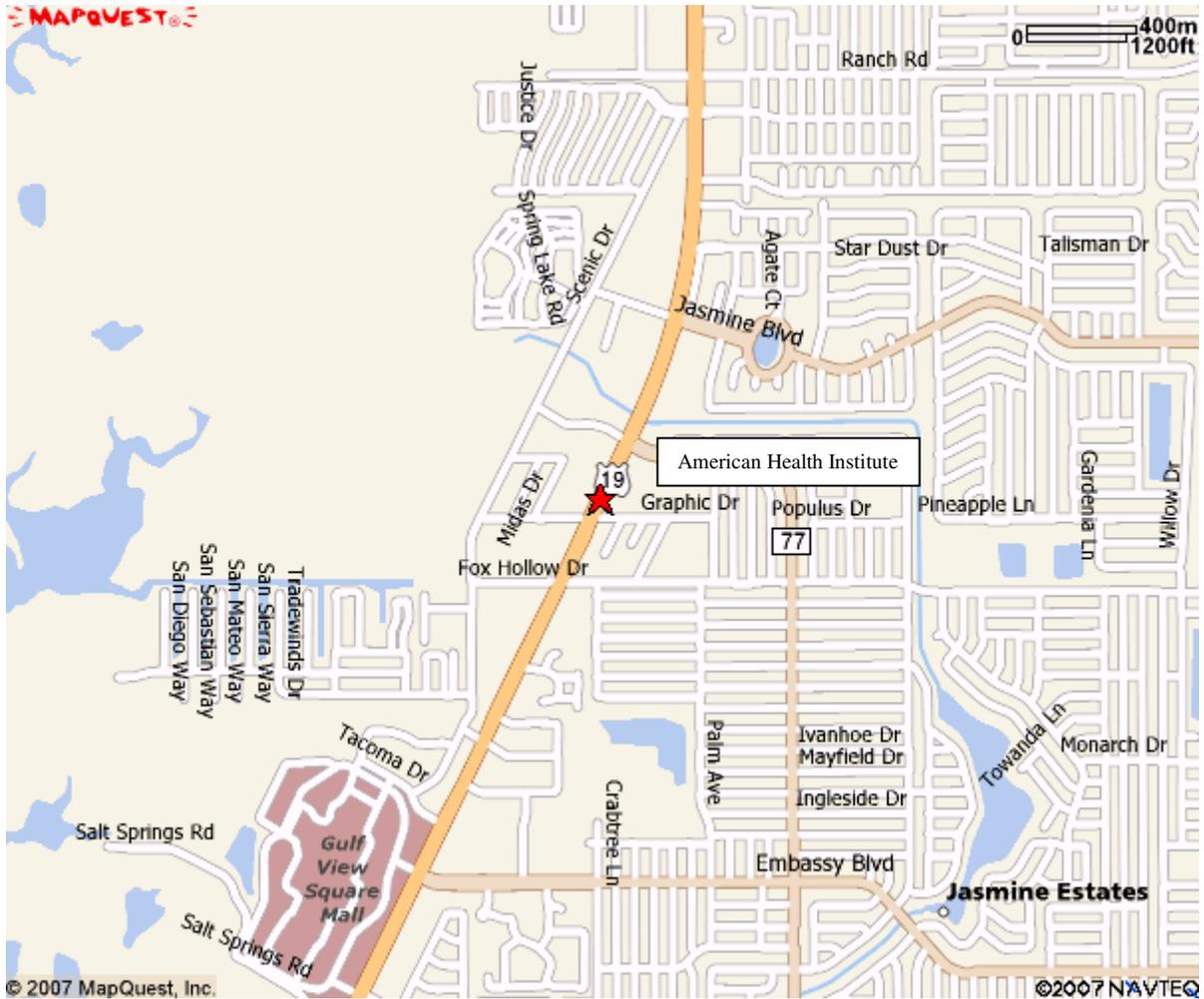




**Campus Location:**  
10138 U.S. Hwy 19,  
Port Richey, Fl. 34668  
(727) 232-0175  
Fax (727) 233-3619

For important data related to AHI, please see our website [www.americanhealth.edu](http://www.americanhealth.edu) consumer information on links page

Volume 15, Version 2 Revised 2/2016 Effective for January 1 – December 31, 2016



Port Richey School Locator map

**Welcome to American Heath Institute.  
We look forward to seeing you succeed**

**“Your Success is our Success”**

## Table of Contents

School Locator Map	2
History of American Health Institute	5
Mission Statement	5
Licensures/Accreditation	5
Facilities	6
Administration	6
Medical Advisors	6
Faculty	7
Admission Process	8
Transfer of Credit	9
School Attendance	9
Standards of Academic Progress	10
Maximum Timeframe to Complete (150%)	10
SAP Terminology	10
Repeat Courses	11
Categories of Academic Progress	11
Conditions for Reinstatement	11
Payment and Financial Obligations	12
Delinquent Account	13
Financing Options	13
Cancellation and Refunds	13
Grounds for Termination	14
Cancellation Policy	14
Return to Title IV Funds	15
Veteran Student Policies	16
VA Attendance Policy	16
VA Standard of Academic Progress	16
VA Refund Policy	17
VA Credit for Previous Education or Training	17
Services for Students with Disabilities	17
Drug-Free Workplace Policy	17
Resources for Assistance	18
School Hours of Operation	18
Start Dates	18
2015-2016 Calendar	19
Programs and Tuition	19
Medical Assistant	20
Patient Care Technician	21
Home Health Aide	21
Medical Laboratory Technician	22
Diagnostic Medical Ultrasound	23
Practical Nursing	24
Course Descriptions	25
Course Numbering System	25

Grading System	35
Definition of Credit	35
Out of Class Work	35
Student Leave of Absence	35
Student Conduct	36
Dress code	36
No Smoking Institution	37
Sexual Harassment and Anti-Hazing Policy	37
Unresolved Disputes/Grievance Policy	38
Student Services	38
Student Records and Transcripts	38
Family Education Rights and Privacy Act (FERPA)	38
Career Services	39
Student Advisement	39
Resources for Assistance	39
Tutoring	39
Graduation Requirements	39

## **History of American Health Institute**

The founder/owner, Rosa Shaw, RN, opened the Port Richey campus in 2001 as Institute of Technology (and later changed its name to American Health Institute), as a test preparation course site for Nursing Assistants and facility for Continuing Education Credits for nurses. In 2006 AHI was licensed by the Commission for Independent Education (CIE). AHI has been VA approved since 2008. In 2010 AHI was institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), approved by the Florida Board of Nursing for Practical Nursing (PN), and approved by the US Department of Education to offer Title IV funding to students enrolled in the PN program. In the fourth quarter of 2012 AHI was approved by the US Department of Education to offer Title IV funding for all programs. In September 2015 AHI added an additional 1,500 square feet to the school, allowing for an additional classroom and skill space, for a total of 6,900 square feet.

The American Health Institute is a Florida for Profit Corporation registered under the title “American Health Institute, Inc.” through the Florida Department of State Division of Corporations.

**Owner / President** Rosa Shaw, RN

### **Board Members for American Health Institute:**

Rosa Shaw, RN, Chairman of the Board

Paul Grewal, Success College Group

### **Mission Statement**

American Health Institute’s mission is to provide student-centered education in the health care field. The programs are designed to educate students to perform as safe and competent health care providers, adaptable to a variety of settings. We strive to serve the educational needs and interests of the State of Florida. As a comprehensive community school, American Health Institute provides an accessible diverse learning environment rich with opportunities for students to attain academic success and cultural growth, to build and expand their knowledge and skills, and to develop both as individuals and as citizens of our community.

### **Program Mode of Delivery**

At this time, all programs are offered residentially in Port Richey, Florida.

### **Licensures**

American Health Institute is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888)224-6684.

Florida Board of Nursing has issued approval to American Health Institute for Nursing Continued Education Credits: License, #50-7905, and the Practical Nurse Program, License #NPPN70240. For further information, please contact the Florida Board of Nursing at: 850-245-4125.

AHI is approved by CE Broker, License #50-7905, for further information please contact CE Broker at 877-434-6323.

AHI is approved by the State of Florida for Veterans Training.

AHI is recognized by the American Safety and Health Institute Certification (ASHI), License #AMER31. For additional information contact ASHI at [www.ASHInstitute.com](http://www.ASHInstitute.com) or 1-800-246-5101.

### **Accreditation**

Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES), ID I-010, 7777 Leesburg Pike, Suite 314 N., Falls Church, VA 22043. Tel (703) 917-9503

### **Facilities**

Our facilities consist of: 6,900 square feet which includes 8 classrooms, 2 laboratories, a conference room, a reception area, 6 administrative offices, a copy room, a computer resources center, 2 storage closets, 3 bathrooms, and a student break area. One laboratory contains medical beds, wheelchairs, and a variety of medical equipment used in hospitals and nursing homes today. The other laboratory consists of an autoclave, incubator, reagent refrigerator, balances, microscopes, centrifuges, reagents, an ultrasound system, a laminar hood, IV pumps, and hematocrit reader/centrifuge. The computer resource center houses a variety of referral text books and computer access for internet research, after class hours to practice skills, and to take full advantage of the multi-media tools offered. Additionally, there are audio/video/cd-rom selections for students to utilize as learning tools.

### **Administration**

Rosa Shaw, *President*

Maria Perez, *School Director*

Valerie Solorzano: *Admissions*

Steve Coleman, *Registrar*

David Rock, *Financial Aid Director*

Denise Totolos, *Director of Education, Compliance Coordinator*

Ellen Kooner, *Student & Career Services Advisor*

Gena Vivel, *Administrative Assistant*

Anastasia Jennings, *Director of Nursing*

### **Medical Advisors**

Health Careers: Dr. Maria Doherty, Medical Doctor. Lic. ME 62700

DMU Medical Director: Dr. Eyad Alsabbagh, Lic. ME 88499

MLT Medical Director: Dr. Roberta Killeen, Lic ME 58665

### **Advisory Board Members**

Domingo Alvarez, CPA

David Hopkins, ED MA

**Faculty (all faculty are part-time)**

<b>Patrick Davis, RN</b>	Associate of Science, Nursing; St. Petersburg College, St. Petersburg, Florida	PN, HHA, PCT
<b>Penny Dyer, RN</b>	Associate of Science, Nursing; Cleveland State Community College; Cleveland Ohio	PN,HHA,PCT
<b>Rachel Grosso. LPN</b>	Licensed Practical Nurse, Pasco-Hernando State College, Brooksville, Florida	HHA, PCT, MA
<b>*Anastasia Jennings, RN</b>	Bachelor of Science, Nursing; Western Governors University, Salt Lake City, Utah Associate of Science, Nursing; Rasmussen College, New Port Richey, Florida Licensed Practical Nurse, Pasco-Hernando Community College, Brooksville, Florida	PN Clinicals
<b>Lisa Joyce</b>	Certificate, Pasco-Hernando Community College; New Port Richey, Florida	Phlebotomy
<b>Sandra Krause, RDMS, RVT</b>	Associate of Applied Science, Diagnostic Medical Sonography; Central Florida Institute, Palm Harbor, Florida	DMU (AB, BR, VT)
<b>*Stephanie Licata, RDMS, RVT</b>	Associate of Applied Science, Diagnostic Medical Sonography; Central Florida Institute, Palm Harbor, Florida University of South Florida, Bachelor of Science, Tampa, Florida	DMU
<b>Tara Meinsen</b>	University of South Florida, BS Biology.	General Education
<b>*Barbara Gibson, CMA</b>	Harrison College applied science MA,	MA , PCT,HHA
<b>Tia D. Macklin</b>	University of Phoenix, BA Health Care Administration 2009, Saint Leo University MBA/Project Management, Central Florida Institute, DMS Applied Science Associate Degree.	DMU , General Education
<b>*Barbara Therrien MT, Sup.</b>	University of Hartford, CT. BS MT Cert., Manchester Community College. CT. AA-Medical Lab Technician	MLT (ASCP), Supervisor

\*Indicates Program Supervisor

## Admission Process

The admissions process begins with a face to face meeting with an admissions representative to discuss the programs and take a tour of the school. This meeting can be scheduled either by completing the “contact us” form located on our website or by contacting admissions directly. Prospective students must complete all enrollment requirements, including but not limited to admissions paperwork and an entrance exam, if required for the program of interest. All application materials (see requirements in “Admission to Programs”) may be submitted in person or mailed to the Admissions Office at the school address. We encourage anyone who has a question about the application process to contact the Admissions Office in person, by phone, or by mail. Students must be admitted prior to registration for courses, therefore, we urge applicants to apply as early as possible. A catalog is available for review at the school website, [www.americanhealth.edu](http://www.americanhealth.edu). A hardcopy of the catalog will be provided at least one week prior to class commencement. All applicants will receive written, e-mail, or phone call notification of their admission status after the appropriate documents are received. **No qualified person may be excluded from enrollment based on age, race, gender, color, creed, or marital status to the extent of the law, disability, sexual orientation or national origin.**

### Step 1 – Complete Application Documents & Meet with Admissions Officer

- Application for Admissions (available at the campus) with a \$20.00 non-refundable registration fee.
- Initial Questionnaire
- Career Goal Form
- The meeting includes a discussion regarding career opportunities and a tour of the school.

### Step 2 – Schedule Eligibility/Testing

Entrance requirements: High school diploma or GED verified by diploma/certificate or official transcript. A GED or high school diploma is not required for the Home Health Aide Program.

An applicant for admission must be 18 years of age, (17 years with parental consent, or emancipated), and a United States citizen, or eligible non-citizen if they are applying for Title IV financing.

Kaplan Entrance Exam with Passing Scores (the first attempt is given at no cost, there is a \$50 fee for subsequent attempts)

<b>Program</b>	<b>Passing Score</b>
Diagnostic Medical Ultrasound	50% or higher
Medical Laboratory Technician	50% or higher
Practical Nursing Program	60% or higher

Interview: required prior to entrance into the Diagnostic Medical Ultrasound, Medical Laboratory Technician, and Practical Nursing programs.

### **Step 3 – Provide or Complete Required Documents**

- Entrance Exam if required
- Valid Identification (Driver's License or official ID)
- Social Security Card
- High School Diploma or GED
- Academic Transfer Form and Official Transcript (if transferring credits to AHI)
- Copy of Certificates/Licenses (if indicated)
- Initial Questionnaire
- Career Goal Form
- Emergency Contact Form
- Random Drug Testing Form
- Attendance and Appearance Form
- Annual Security Report
- Confidential Employment Information Form
- Student Comment Log
- Background Check Results (DMU, MLT, & PN only)

### **Step 4 – Attend New Student Orientation (Mandatory)**

All new students at American Health Institute must attend a new student orientation. At orientation, students will learn about American Health Institute policies and procedures.

### **Step 5 – Financial Assistance**

The financial aid office will have information in regards to all financing options.

### **Transfer of Credit**

Transfer credits will be evaluated upon submission of an official transcript from a licensed postsecondary institution accredited by and agency recognized by the United States Department of Education (USED) or the Council for Higher Education Accreditation (CHEA). The Director of Education and Registrar will review course materials and make a determination as to transferability. All documentation must be received no later than 10 days prior to the course start date. No credit will be given after a course begins or retroactively. Students must complete 50% of program course work at American Health Institute.

Credits earned at AHI may be transferable to other institutions. However, the determination of transferability is solely up to the receiving institute. There is no guarantee of transfer of credits from AHI to another institution or from another institution to AHI.

### **School Attendance**

Attendance is an important element in professional development. Attendance is maintained and becomes part of the student's permanent academic record. Students are required to attend each class as scheduled and report to class on time.

- Students should be aware that excessive absences might result in course failure and/or school dismissal.
- **Ten percent (10%)** of a class grade is related to participation and professionalism.

- **Students who miss 24 hours consecutively may be terminated from their program.** If the student wishes to continue they must request reinstatement by a written request to the School Director.
- In the event of a death in the immediate family (defined by the Family Emergency Leave Act) a student will be given three (3) days of excused absences. Appropriate documentation must be provided to the school in order for the days to be excused. Immediate family is defined as: mother/step-mother, father/step-father, daughter/step-daughter, son/step-son, spouse, mother-in-law, father-in-law, grandparents and grandchildren, and siblings.
- Attendance is taken at the beginning of each class/lab hour.
- Students who are not on time for class or leave early during an hour of class will be marked as tardy for the time missed.
- Being withdrawn from a class can adversely affect a student's financial aid.
- Students must attend at least 80% of the didactic and 100% of clinical/externship hours in order to graduate. If at any time it is determined that the student will be unable to complete the minimum 80% of the didactic portion of their program, the student will be withdrawn from their program

Students will be called on their phone number of record if they are absent from school. Student may be placed on attendance probation if absences exceed 20% of class time or may be administratively withdrawn.

### **Standards of Academic Progress**

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma at American Health Institute. Students will be evaluated for academic progress at the end of each term. The satisfactory academic progress policy measures two factors:

#### 1. Qualitative Measure (Cumulative GPA)

Students must maintain a cumulative grade point average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy. This amounts to a "C" average.

#### 2. Quantitative Measure (Credit Hour Progression)

You must complete at least 67% of credit hours attempted each semester to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolls for 12 credit hours the student is required to successfully complete a minimum of 8 credit hours ( $12 \times 67\% = 8$ ) for the term.

### **Maximum Timeframe to Complete (150%)**

The maximum allowable timeframe for receiving aid is equal to 150% of the length of the program. For example, if you are pursuing a program that is 50 weeks in length, you would reach the maximum timeframe at 75 weeks. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame, or if it at any point it is determined that they will not be able to complete their studies within the maximum time frame. The hours for any course that is repeated will be applied toward the maximum time frame.

If you are a transfer student, your accepted transfer coursework will be counted in the maximum timeframe. You can repeat a course, but the credits will also be applied toward the maximum timeframe. Required remedial coursework will not be counted toward your maximum timeframe (up to 30 credits).

## **SAP Terminology**

“Attempted” means all credit hours for which a student is enrolled and has attended after the drop/add date for class enrollment. Successful completion of a course is defined as a passing grade. Grades “F” (failing), are not considered successful completion

A grade of “F” is given when a student drops from a course after it begins and they have attended.

Students will have two weeks from the term’s end date to complete course work. Otherwise, the grade will convert to an F.

Pass/fail grades count as both attempted and completed hours.

Transfer credits are counted toward the student’s current program count as both attempted and completed hours.

The Institution does not provide for proficiency credits, non-credit courses, and remedial courses, therefore are not considered part of the students satisfactory academy progress.

## **Repeat coursework**

The Institute allows a student to repeat a failed course once. The final grade will be the last grade and factored in the grade point average. A failed course is a course in which a student received an “F”. The policy does not remove the previous grade, but eliminates the effect of that grade on the cumulative GPA by removing it from the computation. The repeated course will be included in the attempted credit hours in calculating maximum timeframe to complete the course.

## **Categories of Academic Progress:**

1. SAP Warning - A student will be placed on SAP Warning at the end of a term for which the satisfactory academic progress standards outlined above have not been met. This status is only available for students making satisfactory academic progress in the prior term. SAP Warning is valid for one term and allows the student to remain eligible for Title IV (financial aid) funds for that one term. If after one term the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.
2. Academic Withdrawal - A student will be withdrawn for not meeting the standards of the SAP Warning.
3. Appeal of Academic Withdrawal - A student may appeal an Academic Withdrawal. The student must file the appeal in writing to the school director. The student appeal must include the reasons for which the student failed to meet SAP and what has changed that will allow the student to meet SAP criteria by the end of the term. If the appeal is approved, the student will be allowed to continue their coursework for the next term, however, the student will be placed on Financial Aid Probation. A student is only permitted to appeal SAP Warning once during their program.
4. Financial Aid Probation - As a result of a successful appeal, the student will be placed on Financial Aid Probation. As a condition of probation, the student will be given an academic plan designed by an instructor that must be followed. If the student is meeting the requirements of the academic plan, the student is eligible to receive Title IV aid as long as the student continues to meet those requirements and is reviewed according to the

requirements specified in the plan. If after one term, the student is again meeting satisfactory academic progress, the student will be removed from SAP probation.

5. Withdrawal – Should a student not meet the requirements of SAP after one term on Financial Aid Probation they will be withdraw.

### **Conditions for Reinstatement**

To be reinstated as a regular student after financial aid eligibility has been terminated, a student must retake previously failed courses so that the recalculated cumulated grade point average and maximum time frame levels meet or exceed the minimum requirements. Financial aid eligibility resumes only after a student returns to satisfactory qualitative and quantitative standards.

### **Payment and Financial Obligations**

American Health Institute accepts cash and personal checks, as well as Visa and MasterCard credit cards for payment of tuition, fees, books and other expenses.

If a check is returned by the school's bank for non-payment, the following actions will occur:

1. If classes have not started, the student will be purged from his/her classes.
2. The student's file will be placed in a hold status.

If a student has had one personal check returned to the school by the bank due to non-payment (NSF, account closed, etc.), any subsequent payments to the school for tuition and fees, books and other expenses must be made by cash, cashier's check, money order, or credit card (with signature). Any unpaid check which has not been redeemed by the student is classified as a delinquent financial obligation and will be handled as such. A service fee of \$30, in accordance with state statutes, will be charged on any returned check. All financial obligations owed to American Health Institute are to be paid when due. A delinquent student account is sufficient cause to prevent future registration for classes at the school, issuance of a diploma or certificate to which the student may otherwise be entitled, the release of transcripts to the student or a third party on the student's behalf, and the release of grades for current course work.

If an employer is paying for a student's tuition and fees through direct payment to the school, the student should take a letter of authorization signed by the employer to the office. American Health Institute will not accept a letter of authorization that is contingent upon the student achieving a passing grade, completing the course or a letter that states that the employee will be reimbursed for his/her fees.

Students at American Health Institute should know and understand their responsibilities regarding the payment of financial obligations.

The following is a summary of a student's basic financial responsibilities:

1. A student is ultimately responsible for the payment of his/her tuition, fees, books, and any other expenses incurred while attending American Health Institute, irrespective of any financial assistance provided by parents, relatives or others.
2. A student may incur expenses such as tuition, fees, books, and other costs that are paid by a third party agreement, (e.g., Title IV, Department of Vocational Rehabilitation, Goodwill, etc.). Those expenses must be authorized by the third party in advance of the student's enrolling at American Health Institute. If a student incurs charges not authorized by the third party, then those expenses will be the responsibility of the student.

3. A student who owes money to the school will have his/her academic and financial records placed in a hold status until the amount due is paid in full. If a student's record is placed on hold, the student will not be able to register for future classes, will not receive his/ her grades, will not have his/her transcript released, and will not receive any diplomas or certificates he/she may otherwise be entitled.

4. A student is responsible for adhering to the school's requirement for the acceptance of personal checks and the returned check policy.

### **Delinquent Student Accounts**

Outstanding balances owed to American Health Institute, which remain unpaid, may be referred to a collection agency. If this action should occur, the student may be responsible for both the amounts owed the school and any collection fees assessed by the collection agency.

### **Financing Options**

For those who qualify, financing options are available through third party financing firms such as independent banking firms, government agencies such as Office of Children and Family Services, Housing Authority, Career Central, Workforce Alliance, Vocational Rehab, and Veterans Administration, churches, hospitals, West Coast Credit Union or various employers AHI also participates on US Department of Education programs, see the financial aid officer for information on the government programs available for those who qualify. AHI will only charge for tuition, if students need any further assistance please see the financial aid department. See the office for a full list of up to date financing options information. Some of the above mentioned providers will require third party interviews and application/qualification processes which will not be handled by American Health Institute. All above mentioned providers will have specific requirements for repayment obligation if applicable, please review your financing option agreement closely before deciding to use any particular course of action. American Health Institute will be happy to provide any assistance within our means.

### **Cancellation & Refund Policies**

#### **Withdrawal:**

If a student wishes to withdrawal from the school, they must contact the Registrar department during normal business hours. Once the student has notified the school in writing of the intent to withdrawal, that date will be used to calculate refunds and return of Title IV funds. The school will determine the rescission of this notice; a later date will be used based on the student's attendance or participation in an academically related activity.

#### **Cancellation and Refund Policy:**

Should the student cancel or be terminated for any reason, all refunds will be made according to the following refund schedule and in compliance with Florida State laws:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment. The refund includes cancellation of any obligation, other than books and supply assessment for supplies, materials and kits which are not returnable because of use.
3. Cancellation after the third (3rd.) business day but before the first class will result in refund of all monies paid with the exception of the registration fee.(Not to exceed \$150.00)

4. Cancellation after attendance has begun but prior to 60% completion of the term will result in a pro-rated refund computed on the number of days completed to the total term days.
5. Cancellation after completion of 60% of the term will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, disruption of class or failure to comply with the rules.
9. Classes may be rescheduled or cancelled at the discretion of the Director. If classes are cancelled, a full refund will be issued. All registrants will be notified in advance should this occur.
10. For VA approved Students the Refund Policy would be prorated through the entire program.

### **Grounds for Termination**

I agree to comply with the rules and policies and understand that the School shall have the right to terminate this contract and my enrollment at any time for violation of the rules and policies in the code of conduct or standards of academic progress. I understand that the school reserves the right to modify the rules and regulations, and that I will be advised of any and all modifications.

### **Program Cancellation Policy:**

American Health Institute reserves the right to determine that program of course postponement, cancellation, or facility closure is in its best interest. Affected students shall be notified, as follows:

**Program or Course Postponement:** In the event of program of course postponement, student notification shall:

- Be by telephone, email or text (as appropriate).
- Contain an anticipated date that the program or class is scheduled to resume.
- Contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees. The refund shall be paid within 30 days of receipt of the student's written request for a refund. Students who choose to delay their attendance shall be provided additional notification by telephone and e-mail (as appropriate) of the date that the program or course is to resume when that date has been finalized.

**Program or Course Cancellation:** In the event of program or course cancellation, student notification shall

- Be by telephone and email (as appropriate).
- Contain a provision for the student to receive a full refund of tuition for that course and/or program and appropriate fee. The refund shall be paid within 30 days of receipt of the student's written request for a refund.
- **Temporary Closure of a Facility:** In the event of temporary closure of a facility, the institution shall first notify the Commission for Independent Education (CIE), ABHES Accrediting agency and Title IV.
- Student notification of temporary closure of a facility shall be by telephone, email (as appropriate) and the USPS, contain an anticipated date that the facility is scheduled to reopen and contain a provision for the student to delay his or her attendance or receive a refund of tuition and appropriate fees.

- The refund shall be paid within 30 days of receipt of the student's written request for a refund. Notification shall also contain a provision for weekly student notification of progress underway leading to the facility reopening and the name and complete contact information for American Health Institute's, Campus Director, Telephone 727-232-0175.
- Additionally, in the event of temporary facility closure the institution shall post a notice on all facility entrances.
- The notice(s) shall contain an explanation of circumstances surrounding temporary closure, an anticipated date that the facility is scheduled to reopen, the name and contact information for the school's president or representative and CIE's contact information.

### **Return of Title IV Funds**

Title IV laws specify how AHI must determine the amount of aid that the student earns upon withdrawal from school. Upon withdrawal during a payment period the amount of Title IV aid that was earned is determined by a specific formula. If student received (or the school or parent received on your behalf) less assistance than the amount that student earned, student may be able to receive those additional funds. If student received more assistance than earned, the excess funds must be returned by the school and/or by the student.

The amount of assistance earned is determined on a pro rata basis. For example, if student completed 30% of payment period or period of enrollment, 30% of the assistance is earned of what was originally calculated to receive. Once student has completed more than 60% of the payment period or period of enrollment, student will earn all the assistance that was calculated to receive for that period.

If student did not receive all of the funds that were earned for that payment period, student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, student may choose to decline the loan funds so that additional debt is not incurred. The school may automatically use all or a portion of the post-withdrawal disbursement (including loan funds) for tuition and fees (as contracted with the school). For all other school charges, the school needs student permission to use the post-withdrawal disbursement. If student does not give permission, (which some schools ask for when you enroll), student will be offered the funds. However, it may be in student's best interest to allow the school to keep the funds to reduce the overall debt to the school.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement. From the date the institution determined the student withdrew, grant funds must be paid within 45 days and loan funds must be paid within 180 days.

Return of Unearned Aid is allocated in the following order:

- I. Unsubsidized Federal Stafford Loan
- II. Subsidized Federal Stafford Loan
- III. Federal Parent (Plus) Loan
- IV. Federal Pell Grant

Some Title IV funds that student was scheduled to receive, cannot be *earned* once student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of the program before withdrawal, student will not earn any Direct loan funds that student would have been eligible to receive had he/she remained enrolled past the 30th day.

Title IV recipients reentering within 180 days of withdrawal date will resume at the same status as prior to withdrawal.

If student receives (or the school or parent receives on your behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. Institutional charges multiplied by the unearned percentage of funds, or
2. Entire amount of excess funds.

The school must return this amount even if it did not keep this amount of your Title IV program funds.

If the school is not required to return all of the excess funds, student must return the remaining amount. For any loan funds that must be returned, student (or parent for a Direct Loan) must repay in accordance with the terms of the promissory note. That is, student will make scheduled payments to the holder of the loan over a period of time.

Any amounts of unearned grant funds that student must return is called an *overpayment*. The amount of a grant overpayment that student must repay is half of the received amount. Student must make arrangements with the school or the Department of Education to return the unearned grant funds.

Upon withdrawal, the requirements for Title IV program funds are separate from any refund policy that the school may have. Therefore, student may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV program funds that the school was required to return. If you don't already know what your school's refund policy is, you can ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on *Student Aid on the Web* at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

*As an institution, American Health Institute's doors are open to all students who desire to learn, regardless of age, race, creed or past educational experience. When you start at American Health Institute, your career within the medical field can expand your horizon. Let us help you fulfill your dreams*

## **Veteran Student Policies**

### **Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as a one (1) absence.

Students exceeding 20% total absences in a calendar month **will be** terminated from their VA benefits for unsatisfactory attendance.

In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

### **Standard of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each term or module.

A VA student whose CGPA falls below 2.0 at the end of any term/module will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0

### **Veterans Refund Policy**

The refund of the unused portion of tuition, fees and other charges for veterans or eligible persons who fails to enter a course or withdraw or discontinue prior to completion will be made for all amounts paid which exceed the approximate pro-rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The pro-ration will be determinate on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course.

### **Veteran's Credit for Previous Education or Training**

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

### **Services for Students with Disabilities**

American Health Institute is an equal access school and does not discriminate against persons with disabilities. American Health Institute, in compliance with Title II of the Americans with Disabilities Act (ADA), makes every reasonable effort to accommodate persons with disabilities. If a student requires any special services or accommodation because of a disability, he/ she should contact the school. The school requires documentation of a student's disability before providing accommodations for such disability. Students who have a documented disability may be eligible for a reasonable course substitution for any requirement for admission or graduation. Students must be able to document that their failure to meet the requirement is directly related to the disability and that the substitution does not constitute a fundamental alteration in the nature of the program. To initiate the process, students must provide the necessary disability documentation. There are limitations in career fields that pertain to certain disabilities; the various requirements for these fields may disqualify a student from entering or performing in their selected field of practice. Please consult an admissions representative for further information regarding career requirements.

### **Drug-Free Workplace Policy**

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for American Health Institute.

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by AHI on any property owned, leased, or controlled by AHI or during any activity conducted, sponsored, authorized by, or on behalf of American Health Institute. A controlled

substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).

2. American Health Institute has and shall maintain a drug-free awareness program to inform employees concerning the following:

- a. The dangers of drug abuse in the workplace
- b. Maintenance of a drug -free workplace
- c. Drug counseling and rehabilitation programs
- d. Possible penalties for drug-abuse and rehabilitation violations.

American Health Institute, Inc. has a zero tolerance for drugs and alcohol. No student, instructor, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free and alcohol free environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

**Resources for Assistance:**

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to Administration.

. Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800- 662-4357

**School Hours of Operation**

The school is open Monday through Friday from 9am to 10:30pm. The class schedule is as follows:

Monday, Wednesday, Friday: Day Classes	M-F: 9a-5p
Monday through Friday: Evening Classes	M-Th: 5:30p-10:30p; Friday: 5:30p-9:30p
Tuesday and Thursday	9a-5p

**2016 Start Dates**

- 1/4/16: All Programs
- 2/29/16: ‘Mini-Start’, HHA, MA, PCT
- 5/2/16: All Programs
- 7/11/16: ‘Mini-Start’, HHA, MA, PCT
- 9/6/16: All Programs
- 10/24/16: ‘Mini-Start’, HHA, MA, PCT

## 2016 Break/Holiday Schedule

- 1/18/16: Martin Luther King Day, no classes
- 3/21-3/25/16: Spring Break, no classes, classes resume 3/28/16
- 5/30/16: Memorial Day, no classes
- 7/4 - 7/8/16: Summer Break, no classes, classes resume 7/11/16
- 9/5/16: Labor Day, no classes
- 11/21-11/25/16: Thanksgiving Break, no classes, classes resume 11/28/16
- 12/26-1/6/17: Winter Break, no classes, classes resume 1/9/17

\*The calendar is subject to change due to administrative or natural causes.

## Programs & Tuition

The programs offered at American Health Institute and tuition for each are listed below. The tuition is all inclusive including books, supplies, and uniforms.

Program	Tuition
Medical Assistant (MA)	\$13,250
Patient Care Technician (PCT)	\$11,400
Medical Laboratory Technician (MLT)	\$18,430
Diagnostic Medical Ultrasound (DMU)	\$22,450
Practical Nursing (PN)	\$26,812
Home Health Aide (HHA)	\$ 350

## Medical Assistant (MA)

This program is designed to prepare students for employment as entry level medical assistants, office clerks in medical facilities and as examining room assistants in physicians' offices. Students who successfully complete this program will earn a Medical Assistant diploma as well as be eligible to take the certification examination provided by National Healthcare Association (NHA).

Course Name	Unit Credit	Clock Hours
HC 0031 Fundamentals of Allied Health Occupations (4 hours of HIV/AIDS)	5	90
HM 4401 Fundamentals of Body Structures and Functions	3	45
HM 4421 Fundamentals of Disease Process	4	60
HC 5301 Medical Terminology	4	60
HC 6411 Legal & Ethical Aspects in Health Care	2	30
CS 0501 Introduction to Microcomputers/Keyboarding	4	60
OA 6091 Medical Office Procedures and Lab	4.5	90
MA 2001 Examining Room Procedures	3	45
HM 0312 Introduction to Coding and Billing	4	60
MA 1001 Medical Office Management Software	4	60

SS 3411 Essentials of Health Career Success	3	45
HM 4501 Pharmacology for Health Care Professionals	4	60
HP 7311 Phlebotomy Theory and Lab	3	60
CT 5071 Basic Arrhythmias/ECG Practical Lab	4	75
OA 6271C Medical Secretary Clinical	6	270

**Total Unit of Credits:** 57.5

**Total clock hours:** 1110

**Type & length of instruction:** Residential, 47 weeks

**Program Tuition:** \$13,250.00

**Program tuition includes:** Cost of class, one set of scrubs, books for the published curriculum, exit exam, and lab fees.

**Additional costs not included in tuition:** Background check, drug screen, and licensing fees. These costs are to be paid to 3<sup>rd</sup> parties.

**Program Requirements:**

A grade of "Pass" in the clinical/lab portion must be earned in order to receive a diploma. In addition to in class clock hours the students are expected to do outside class study time as detailed in the syllabi. A grade-point average of not less than 2.0 or "C" must be achieved to receive a diploma. Only those courses that are part of the program are included in computing the program GPA for programs.

## Patient Care Technician (PCT)

This program is designed to prepare students for employment as entry level patient care technicians. PCT's are often employed in hospitals, by private physicians, and as independent contractors. Upon successful completion students will earn a Patient Care Technician diploma as well as be eligible to take the certification examination provided by National Healthcare Association (NHA).

Course Name	Units Credit	Clock Hours
HC 0031 Fundamentals of Allied Health Occupations(4 hours of HIV/AIDS)	5	90
HC 6411 Legal & Ethical Aspects in Health Care	2	30
SS 3411 Essentials of Health Career Success	3	45
HC 5301 Medical Terminology	4	60
HM 4401 Fundamentals of Body Structures and Function	3	45
HM 4421 Fundamentals of Disease Process	4	60
HM 4501 Pharmacology for Health Care Professionals	4	60
HP 7311 Phlebotomy Theory and Lab	3	60
CT 5071 Basic Arrhythmias/ECG Practical Lab	4	75
CT 5061C PCT Clinical I	1	67
CT 5081C PCT Clinical II	1	68

**Total unit of credits:** 34

**Total clock hours:** 660

**Type & length of instruction:** Residential, 27.5 weeks

**Total Program Cost:** \$11,400.00

**Program tuition includes:** Cost of class, one set of scrubs, books for the published curriculum, exit exam, and lab fee.

**Additional fees not included in tuition:** Background check, drug screen and licensing fees. These costs are to be paid to 3<sup>rd</sup> parties.

**Program Requirements:**

A grade of “Pass” in the clinical/lab portion must be earned in order to receive a diploma. In addition to in class clock hours the students are expected to do outside class study time as detailed in your syllabus. A grade-point average of not less than 2.0 or “C” must be achieved to receive a diploma. Only those courses that are part of the program are included in computing the program GPA for programs.

## Home Health Aide (HHA)

This program is designed to prepare students for employment as entry level Home Health Aide, or Home Maker for Private Patients, in a home health agency, and as independent contractors. Upon successful completion students will earn a Home Health Aide diploma as well as be eligible to challenge the Certified Nursing Assistant Exam administered by Florida Nursing Board. Home Health Aide can be given in Spanish or English.

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED

Course Name	Unit of Credit	Clock Hours
HC 0031 Fundamentals of Allied Health Occupations(4 hours of HIV/AIDS)	5	90

**Total Unit of Credits:** 5

**Type & length of instruction:** Residential, 6 weeks

**Total Program Cost:** \$350.00

**Program tuition includes:** Cost of class, one set of scrubs, books for the published curriculum, exit exam, and lab fees.

**Additional fees not included in tuition:** Background check, drug screen and licensing fees. These costs are to be paid to 3<sup>rd</sup> parties.

**Program Requirements:**

A grade of “Pass” in the clinical/lab portion must be earned in order to receive a diploma. In addition to in class clock hours the students are expected to do outside class study time as detailed in your syllabus. A grade-point average of not less than 2.0 or “C” must be achieved to receive a diploma. Only those courses that are part of the program are included in computing the program GPA for programs.

# Medical Laboratory Technician

This program is designed to prepare students for employment as entry level medical lab technicians. Upon successful completion students will earn a Medical Laboratory Technician diploma.

Course Name	Unit Credit	Clock Hours
HC 0031 Fundamentals of Allied Health Occupations(4 hours of HIV/AIDS)	5	90
HC 5301 Medical Terminology	4	60
HC 6411 Legal & Ethical Aspects in Health Care	2	30
SS 3411 Essentials of Health Career Success	3	45
HM 4401 Fundamentals of Body Structures and Functions	3	45
HM 4421 Fundamentals of Disease Process	4	60
HM 4501 Pharmacology for Health Care Professionals	4	60
CS 0501 Introduction to Microcomputers/Keyboarding	4	60
HP 7311 Phlebotomy Theory and Lab	3	60
ML 1001 Introduction to Lab Assistant	3.5	60
ML 1005C Lab Assistant Clinical	2.5	120
MT 1000 Introduction of Laboratory Medical Technician	4	60
MT 1001 Principles and Procedures of Microbiology	2.5	40
MT 1002 Principles and Procedures of Urinalysis	1	15
MT 1003 Principles and Procedures of Clinical Chemistry,	2	30
MT 1004 Principles and Procedures of Hematology	2	30
MT 1005 Principles and Procedures of Hemostasis (coagulation)	1	15
MT 1006 Principles and Procedures of Immunohematology (blood bank)	3	45
MT 1007 Principles and Procedures of Immunology/Serology	1	15
MT 1008 Principles and Procedures of Body Fluid Analysis	1	15
MT 1009 Principles & Procedures of Quality Assurance & Safety Protocol	4	60
MT 1000L Medical Laboratory Technician Lab	3	90
MT 1010C Laboratory Technician Clinical I	4	180
MT 1011C Laboratory Technician Clinical II	4	180
MT 1012C Laboratory Technician Clinical III	3.5	160

**Total unit of credits:** 74

**Total clock hours:** 1625

**Type & length of instruction:** Residential, 68 weeks

**Total Program Cost:** \$18,430.00

**Program tuition includes:** Cost of class, one set of scrubs, books for the published curriculum, exit exam, and lab fees

**Additional fees not included in tuition:** Background check, drug screen and licensing fees. These costs are to be paid to 3<sup>rd</sup> parties.

**Program Requirements:**

A grade of “Pass” in the clinical/lab portion must be earned in order to receive a diploma. In addition to in class clock hours the students are expected to do outside class study time as detailed in your syllabus. A grade-point average of not less than 2.0 or “C” must be achieved to receive a diploma. Only those courses that are part of the program are included in computing the program GPA for programs.

**Diagnostic Medical Ultrasound**

This program is designed to prepare students for employment as entry level as Diagnostic Medical Ultrasound Technicians or to provide supplemental training for persons previously or currently employed in this occupation. Upon successful completion students will earn a Diagnostic Medical Ultrasound diploma as well as be eligible to take the SPI Physics examination provided by ARDMS.

Course Name	Unit Credit	Clock Hours
HC 0031 Fundamentals of Allied Health Occupations (4 hours of HIV/AIDS)	5	90
HM 4401 Fundamentals of Body Structures and Functions	3	45
HM 4421 Fundamentals of Disease Process	4	60
HC 5301 Medical Terminology	4	60
HC 6411 Legal & Ethical Aspects in Health Care	2	30
CS 0501 Introduction to Microcomputers/Keyboarding	4	60
SS 3411 Essentials of Health Career Success	3	45
HM 4501 Pharmacology for Health Care Professionals	4	60
HP 7311 Phlebotomy Theory & Lab	3	60
CT 5071 Basic Arrhythmias/ECG Practical Lab	3.5	75
US 0101 Mathematics & Physics	3	45
US 1202 Acoustic Physics and Instrumentation	6	90
US 1001 Introduction to Diagnostic Medical Ultrasonography I/L	4	75
US 1101 Cross Sectional Anatomy	3	45
US 1302 Abdominal Ultrasound I/L	7.5	135
US 1303 OB/GYN and Pediatrics Ultrasound I/L	7.5	135
US 1304 Superficial Structure I/L	3	60
US 1305 Introduction to Vascular Ultrasound I/L	4.5	90
US 1306C Ultrasound Clinical Rotation I	4	180
US 1307C Ultrasound Clinical Rotation II	4	180
US 1308C Ultrasound Clinical Rotation III	4	180
US 1309C Ultrasound Clinical Rotation IV	4	180
US 13010C Ultrasound Clinical Rotation V	4	180

**Total unit of credits:** 94

**Total clock hours:** 2160.

**Type & length of instruction:** Residential, 90 weeks

**Total Program Cost:** \$22,450.00



Kaplan Integrated Testing Additional study hours will be required in this program. See Syllabi for course description and full requirements

**Type & length of instruction:** Residential, 57 weeks

**Total Program Cost:** \$26,812.00

**Program tuition includes:** Cost of class, one set of scrubs, books for the published curriculum, exit exam, and lab fees.

**Additional fees not included in tuition:** Background check, drug screen and licensing fees. These costs are to be paid to 3<sup>rd</sup> parties.

**Program Requirements:**

A grade of “Pass” in the clinical/lab portion must be earned in order to receive a diploma. A grade-point of not less than 3.0 or “B” must be achieved to receive a diploma. Only those courses that are part of the program are included in computing the program GPA for programs.

**Student attempting to be admitted to the Practical Nurse Program must pass the Level II background check or clearance from the Florida Board of Nursing.**

## Course Descriptions

The course prefix is a two-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course. The 4 digits are added for tracking purposes of American Health Institute.

### Course Numbering System

AHI does not participate in the Florida Statewide Course Numbering System.

Courses are identified by two (2) letters followed by a series of numbers. A “C” or “L” after the course number is known as a lab indicator. The “C” represents a clinical course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

### CS 0501 Introduction to Microcomputer/Keyboarding

**4 Units of credit**

This residential course introduces students to basic computer concepts inclusive of hardware components, operating systems, and application software. The Microsoft Office Suite is used with a focus on the operation of MS Word and Office, PowerPoint, E-mail, Access and Excel. Students will be introduced to database concepts and the Internet as a resource. **60 hours** of instruction

### CT 5071 Basic Arrhythmias/ECG Practical Lab.

**4 Units of credit**

This residential course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervations, the conduction system, and depolarization of the cardiac cell will be discussed. Holter and 12 Lead EKG will be performed in the Laboratory setting. This course could also be used in a clinical setting for Gerontology, Veterinary, Dialysis, Occupational Therapy or Physical Therapy assistant. **45 hours** of instruction, **30 hours** of Lab

**CT 5072 Basic Arrhythmias/ECG****2 Units of credit**

This residential course will introduce a systematic approach to the interpretation of basic electrocardiogram (EKG) dysrhythmias. Basic anatomy and physiology of the cardiovascular system, including autonomic innervations, the conduction system, and depolarization of the cardiac cell will be discussed. Holter and 12 Lead EKG will be performed in the Laboratory setting. This course could also be used in a clinical setting for Gerontology, Veterinary, Dialysis, Occupational Therapy or Physical Therapy assistant. **30 hours** of instruction/Lab

**CT 5061C PCT Clinical I****1 Unit of credit**

Prerequisite: all core courses for PCT. This course includes monitoring patients, 12 lead EKG, logging the procedures as well as the use of correct policy and procedures, infection control and Patient isolation room techniques, etc. phlebotomy techniques by venipuncture and skin puncture. Selection of the tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills This course could also be used in a clinical setting for Gerontology, Veterinary, Dialysis, Occupational Therapy or Physical Therapy assistant. **67 Hours of Clinical Instruction**

**CT 5081C PCT Clinical II****1 Units of credit**

Prerequisite: all core courses for PCT. This course includes monitoring patients, 12 lead EKG, logging the procedures as well as the use of correct policy and procedures, infection control and Patient isolation room techniques, etc. phlebotomy techniques by venipuncture and skin puncture. Selection of the tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills This course could also be used in a clinical setting for Gerontology, Veterinary, Dialysis, Occupational Therapy or Physical Therapy assistant. **68 Hours of Clinical Instruction**

**HC 0031 Fundamentals of Allied Health Occupations****5 Units of credit**

This course introduces the student to skills and procedures common to allied health occupations, including CPR, 4 hours of HIV/AIDS, basic first aid and emergency care, safety, security, proper body mechanics, vital signs, wellness, disease control, blood borne pathogens, vital signs, positioning, patient care skills, feeding, transfer to wheelchair. Upon completion of this course students may enter the workforce as companions and care-givers and challenge the Certified Nursing Assistant Exam administered by Florida Nursing Board. Kaplan Integrated Testing is included in this course. **60 Hours of Instruction. 30 Hours of Laboratory**

**HC 5301 Medical Terminology****4 Units of credit**

This residential course is directed toward the learning of medical terminology needs for medical personnel or others interested in related medical fields. The learning of the medical language is organized according to body systems including basic word structure, terms pertaining to the body, suffixes and prefixes and body systems are discussed. **60 hours of instruction**

**HC 6411 Legal and Ethical Aspects in Health Care****2 Units of credit**

This residential introduces the student to legal and ethical aspects of health care delivery systems. Employees' roles and responsibilities and patients' rights within the system will be

discussed. The student will also evaluate ethical issues as they relate to the health care field. **30 hours of instruction**

**HM 0312 Introduction to Coding and Billing**

**4 Units of credit**

Prerequisite: HM 4501. This course introduces medical coding and coding principles and presents an overview of procedures using CPT and ICD-9-CM codes. It is a simple overview of the procedures and practice scenarios. **60 Hours of Instruction**

**HM 4401 Fundamentals of Body Structures and Functions**

**3 Units of credit**

Corequisite: HM 4421 This course is designed to provide the allied health student with a fundamental understanding of the human body structures and function. The major topics include the basic body systems. **45 Hours of Instruction**

**HM 4421 Fundamentals of Disease Process**

**4 Units of credit**

Corequisite: HM 4401 This course emphasizes general principles, classifications, causes, and treatments of disease processes. The course will be presented as a system approach to the study of disease. **60 Hours of Instruction**

**HM 4501 Pharmacology for Health Care Professionals**

**4 Units of credit**

Prerequisite: HM 4402 or HM 4401 This residential course is designed for students who will not be administering medications, but need general knowledge of classifications, common usages and dosages of medications commonly prescribed for patients. This is an introductory course including principles of pharmacology, drug action, and therapy. Correct spelling and format as well as fundamental mathematical skills required for drug calculation are emphasized. **60 hours of instruction**

**HP1001C Nursing Assistant Practical**

**1 Unit of credit**

Pre or Corequisite: HC 0033 This course is designed to help the student to obtain the skills necessary to work in a nursing home as a CNA, PCA, PCT, is part of training required by the Florida Nursing Boards to complete their training. .Kaplan Integrated testing is included in this course. **45 Hours Clinical/Instruction**

**HP 7311 Phlebotomy Theory and Lab**

**3 Units of credit**

This residential course is designed to teach the theory of phlebotomy techniques by venipuncture and skin puncture. The major topics include basic anatomy and physiology of the circulatory system; selection of the tube type for various blood tests; possible interfering substances; hospital hierarchy; professionalism; risk factors for hepatitis, AIDS, and sexually transmitted diseases; infection control guidelines; and employability skills. Blood collection by venipuncture and skill practice. Classroom practice includes handling, labeling, transporting and logging-in of specimens as well as the demonstration of the correct infection control techniques and donor room techniques **30 hours of instruction/ 30 hours of Lab.**

**MA 1001 Introduction to Medical Management Software**

**4 Units of credit**

Prerequisite: CS 0501. This residential course introduces students to basic Medical Office computer concepts, including a variety of Management systems and EMR software to help the student to familiarize with the field as a Medical Assistant. **60 hours** of instruction

**MA 2001 Examining Room Procedures**

**3 Units of credit**

Prerequisite: HM 4501. This residential course is designed to provide the Medical Secretary student with instruction in the clinical procedures of a medical office. Emphasis is placed on assisting the physician in patient examination; vital signs; treatment and minor surgery; lab testing; drug administration; and phlebotomy techniques. **45 hours of instruction.**

**ML 1001 Introduction to Lab Assistant**

**3.5 Units of credit**

Prerequisite: HM4501, Pharmacology for Healthcare Professional. Theoretical concepts and principles of waived test in microbiology, viruses, bacteria, parasites; urinalysis and the urinary system; clinical chemistry, proteins, enzymes, and lipids and hematology, with emphasis on their relationship to various disease states. **45 Hours of Instruction, 15 Hours of Laboratory.**

**ML 1005C Lab Assistant Clinical**

**2.5 Units of credit**

Prerequisite or corequisite: ML 1001. Clinical correlations, professional issues, updates in Medical Laboratory Assistant, spin blood, accessioning, etc. with student's reports on recent professional journal articles, and the use of microcomputers in the laboratory. **120 Hours of Clinical**

**MT 1000 Introduction of Laboratory Medical Technician**

**4 Units of credit**

Prerequisite: ML 1005C. Collection of blood by venipuncture, skin puncture and donor room techniques. This includes handling of specimens, professional ethics, basic anatomy and physiology of the circulatory system, medical terminology and safety practices including those for AIDS patients. **60 Hours of Instruction.**

**MT 1000L Medical Laboratory Technician Lab**

**3 Units of credit**

Prerequisite or corequisite: MT 1000. Clinical correlations, professional issues, updates in Medical Laboratory Technician with student's reports on recent professional journal articles, and the use of microcomputers in the laboratory. **90 Hours of Clinical/Laboratory**

**MT 1001 Principles and Procedures of Microbiology**

**2.5 Units of credit**

Prerequisite: MT 1000. This residential course will provide a working knowledge of clinical bacteriology and should complement the Microbiology Lab. The student will be exposed to some of the indigenous flora and the pathogenicity of microorganisms as they affect various body sites. Specimen transport, collection, laboratory identification techniques and antimicrobial therapy also provide the knowledge base necessary for working in a clinical setting. **40 Hours of Instruction/Lab**

**MT 1002 Principles and Procedures of Urinalysis.**

**1 Unit of credit**

Prerequisite: MT 1000 This residential course present theoretical concept and practice in the collection and analysis of urine and other body fluids by combination didactic and laboratory instruction. Performance of routine urinalysis procedures including microscopy with

identification of related disease states also provide the knowledge base necessary for working in a clinical setting. **15 Hours of Instruction.**

**MT 1003 Principles and Procedures of Clinical Chemistry. 2 Units of credit**

Prerequisite: MT 1000. This residential course presents theoretical concepts and principles of carbohydrate, non-protein nitrogen, and electrolyte chemistry analyses with emphasis on their relationships to various disease states. Analytical procedures to assess liver function and acid-base balance are also included. The principles and performance of radioimmunoassay, EMIT, ELISA, and toxicological techniques for thyroid function, hormones and toxic substances. **30 Hours of Instruction.**

**MT 1004 Principles and Procedures of Hematology. 2 Units of credit**

Prerequisite: MT 1000. This residential course presents Didactic study of blood cells to include the origin, morphology, function and dysfunction of cells and related disease states of the blood. Theoretical concepts and principles of routine hematology procedures, quality control and instrumentation. **30 Hours of Instruction/Lab.**

**MT 1005 Principles and Procedures of Hemostasis (Coagulation). 1 Unit of credit**

Prerequisite: MT 1000. This residential course presents Didactic study of hemostasis, various clotting mechanisms and related disease states. **15 Hours of Instruction.**

**MT 1006 Principles and Procedures of Immunohematology (Blood Bank) 3 Units of credit**

Prerequisite: MT 1000. This residential course presents theoretical concepts involving blood group systems, hemolytic diseases and blood bank procedures relating to transfusion and component therapy. **45 Hours of Instruction.**

**MT 1007 Principles and Procedures Immunology/Serology 1 Unit of credit**

Prerequisite: MT 1000. This residential course presents theoretical concepts of the human immune system in health and disease. Relationships to immunohematology, infection, and serological procedures are analyzed. The clinical significance of test results to disease states is included. **15 Hours of Instruction.**

**MT 1008 Principles and Procedures Body Fluid Analysis. 1 Unit of credit**

Prerequisite: MT 1000. This residential course presents theoretical concepts and practice in the collection and analysis of body fluids by combination didactic and laboratory instruction. Performance of routine body fluid analysis procedures including microscopy with identification of related disease. **15 Hours of Instruction.**

**MT1009 Principles & Procedures of Quality Assurance & Safety Protocols 4 Units of credit**

Prerequisite: MT 1000. This residential course presents emphasis on mathematical computations related to procedures in the clinical laboratory including dilutions, solutions, colorimetry, hematology math, enzymatic calculations, calculations relating to renal function tests and mathematical principles related to ionic solutions. The student will also be given specific statistical tools necessary for quality control procedures as well as interpretations of Levy-Jennings charts and troubleshooting tools. This course will focus on the principles of transmission and control of diseases with an emphasis on infectious tissue specimens. **60 Hours**

## **of Instruction**

### **MT 1010C Laboratory Technician Clinical I**

**4 Units of credit**

Prerequisite: all core courses. Each section consists of supervised laboratory rotation in a clinical facility. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. The development of interpersonal skills and the transition from student to professional are emphasized. **180 Hours of Clinical.**

### **MT 1011C Laboratory Technician Clinical II**

**4 Units of credit**

Prerequisite: all core courses. Each section consists of supervised laboratory rotation in a clinical facility. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. The development of interpersonal skills and the transition from student to professional are emphasized. **180 Hours of Clinical.**

### **MT 1012C Laboratory Technician Clinical III**

**3.5 Units of credit**

Prerequisite: all core courses. Each section consists of supervised laboratory rotation in a clinical facility. This provides the student an opportunity for the practice of skills previously learned and for the acquisition of new procedural skills. The development of interpersonal skills and the transition from student to professional are emphasized. **160 Hours of Clinical.**

### **OA 6091 Medical Office Procedures/Lab**

**4.5 Units of credit**

Prerequisite: HM 4501. This residential course is directed toward the learning of medical office duties, communication, filing systems, office equipment, and computers, maintain medical records, screen and process mail, appointments, regulations, inventory, office policies, housekeeping duties, security policies, instruction also includes laboratory procedures common to most doctor's offices and clinics. 45 hours of instruction and 45 hours of Lab,

### **OA 6271C Medical Secretary Clinical**

**6 Units of credit**

Prerequisite: MA 2001, OA 6091. Successful completion of all other courses required in the program or consent of instructor, a valid CPR card, and an approved four-hour AIDS seminar. This residential course is designed to provide the Medical Secretary student with practice in administrative procedures in a medical office. Emphasis is placed on proficiency in filing, telecommunications, insurance reporting and coding, medical accounting procedures and record processing. Student achievement in this course is based on "Pass/Fail." Professional liability insurance fee required. **270 Hours of Clinical**

### **PN 0011 Fundamentals of Nursing I**

**3.5 Unit of credit**

Prerequisite: PN 4502. This course provides an introduction to the profession of nursing, the roles basic to nursing practice, nursing process, and how nurses are involved in health-promoting activities to meet client needs. This course provides opportunities for the explanation, demonstration and practice of care provider activities essential to the basic practice of nursing. Learning experiences are provided in the skills laboratory. Kaplan Integrated Testing is included in this course. **45 Hours of Instruction, 45 Hours of Clinical**

### **PN 0301 Medication Administration/Pharmacology**

**1.5 Units of credit**

Pre or corequisite PN 4502. This course provides an introduction to Medication administration,

one of the roles basic to nursing practice to meet client needs. This course provides opportunities for the explanation, demonstration and practice of care provider activities essential to the basic practice of nursing. Learning experiences are provided in the skills Laboratory. Kaplan Integrated Testing is included in this course. **30 Hours of Instruction/Laboratory**

**PN 1201 Maternal-Child Nursing**

**3 Units of credit**

Prerequisite: PN 0011. This course provides a family-centered approach to the nursing care of pediatric clients and their families. The course will focus on the nurse's role in meeting the short and long term needs of the pediatric client, family, and community through preventive, therapeutic and palliative care, with recognition of the multicultural aspects of client needs. Maternity resources to the care of childbearing/ childrearing families. There is special emphasis on the understanding of cultural influences on health practices and beliefs within the family. Kaplan Integrated Testing is included in this course. **60 Hours of Instruction/Lab**

**PN 1201C Maternal-Child Nursing Clinical**

**3 Units of credit**

Prerequisite: PN 0011. This Clinical course provides a family-centered approach to the nursing care of pediatric clients and their families. The course will focus on the nurse's role in meeting the short and long term needs of the pediatric client, family, and community through preventive, therapeutic and palliative care, with recognition of the multicultural aspects of client needs. Maternity resources to the care of childbearing/ childrearing families. There is special emphasis on the understanding of cultural influences on health practices and beliefs within the family. Kaplan Integrated Testing is included in this course. **150 Hours of Clinical**

**PN 2041 Medical Surgical Nursing I**

**3.5 Units of credit**

Prerequisite: PN 0011. This course provides students with opportunities to apply advanced concepts of medical-surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. This course provides opportunities for the explanation, demonstration and practice of skills related to adult health nursing. Learning experiences are provided in the School of Nursing Skills Laboratory. Kaplan Integrated Testing is included in this course. **60 Hours of Instruction/Lab**

**PN 2041C Medical Surgical Nursing I**

**4 Units of credit**

Prerequisite: PN 0011. This clinical course provides students with opportunities to apply advanced concepts of medical-surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. This course provides opportunities for the explanation, demonstration and practice of skills related to adult health nursing. Learning experiences are provided in the School of Nursing Skills Laboratory. Kaplan Integrated Testing is included in this course. **180 hours of Clinical**

**PN 2051 Medical Surgical Nursing II**

**3.5 Units of credit**

Prerequisite: PN 2041. This course explores the medical surgical nursing care of clients with complex alterations in health. Advanced concepts in medical- surgical nursing will be discussed within a body systems framework focusing on the nurse's role in meeting the needs of the client,

family and community. This course provides students with opportunities to apply advanced concepts of medical-surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Kaplan Integrated Testing is included in this course. **60 Hours of Instruction/Lab.**

**PN 2051C Medical Surgical Nursing II**

**4 Units of credit**

Prerequisite: PN 2041. This Clinical course explores the medical surgical nursing care of clients with complex alterations in health. Advanced concepts in medical- surgical nursing will be discussed within a body systems framework focusing on the nurse's role in meeting the needs of the client, family and community. This course provides students with opportunities to apply advanced concepts of medical-surgical nursing. Experiences in both in-patient and community settings will be provided focusing on the nurse's role in meeting the needs of the client, family and community. Students will be encouraged to actively participate in projects assisting clients in preventive care and maintenance of health. Kaplan Integrated Testing is included in this course. **180 Hours of Clinical**

**PN 4501 Pharmacology for Practical Nurses**

**4 Units of credit**

Prerequisite or Corequisite: HM 4402 and PN 0301 This residential course is designed for PN students to administer medication, general knowledge of classifications, common usages and dosages of medications commonly prescribed for patients. This is an introductory course including principles of pharmacology, drug action, and therapy. Correct spelling and format as well as fundamental mathematical skills required for drug calculation are emphasized. Kaplan Integrated Testing is included in this course. **60 hours of instruction**

**PN 5001 Gerontological Nursing**

**3.0 Units of credit**

Prerequisite: PN 0011. This course is designed to provide students with the necessary skills to perform an in-depth nursing history and a complete physical examination on an elderly client. The focus will be on clients with minimal or no alterations in their health state. Students will be introduced to and will demonstrate the techniques used in physical and mental examination, the student will be able to assess the needs of the geriatric patient and recognize the normal and abnormal findings of the aging client. Kaplan Integrated Testing is included in this course. **30 Hours of Instruction/lab, 75 Hours of Clinical**

**PN 5301 Medical Terminology for Nurses**

**4 Units of credit**

This residential course is directed toward the learning of medical terminology needs for medical personnel or others interested in related medical fields. The learning of the medical language is organized according to body systems including basic word structure, terms pertaining to the body, suffixes and prefixes and body systems are discussed. Kaplan Integrated Testing is included in this course. **60 hours of instruction**

**SS 3411 Essentials of Health Career Success**

**3 Units of credit**

This course is designed to teach communication and career enhancement skills as applied to healthcare settings. Topics include reading comprehension, listening skills, verbal and non verbal communication, computer skills, presentation skills, proper punctuation, grammar and spelling, math symbols, and using reference materials as practiced in health care field. Resume making,

being marketable, job hunting, resignation, promotions, ethics in the work place. **45 Hours of Instruction**

**US 0101 Mathematics and Physics** **3 Units of credit**

Prerequisite: HM 4401. This residential course presents basics math and physics. Solving applications using algebraic equations and analysis. Demonstrating an adequate knowledge of acoustical and light wave theory and application as related to imaging, performance of metric conversions through the use of dimensional analysis, application of basic physics theories to the medical workplace. **45 hours** of instruction

**US 1202 Acoustic Physics and Instrumentation** **6 Units of credit**

Prerequisites: US 0101. This residential course presents physical principles of ultrasound including continuous wave and pulsed wave parameters, propagation of sound, artifacts, wave strength, system components, transducer architecture, Doppler basics and practical application of the principles associated with operating the ultrasound system. Course includes orientation to equipment in the imaging lab. **90 Hours of instruction**

**US 1001 Introduction to Diagnostic Medical Ultrasonography I/L** **4 Units of credit**

Prerequisite: US 1202. This residential course presents basic scanning techniques to include patient preparation, patient history, positioning, and breathing techniques. Image orientation to include cross sectional anatomy, screen image orientation, and transducer orientation using abdominal vascular landmarks and abdominal organs. Use of acoustic windows, transducer selection related to deep organ scanning. Techniques to prevent musculoskeletal injury. Technical writing skills development. Course includes orientation to equipment and some abdominal scanning in the lab. **45 Hours of instruction, 30 Hours of Lab**

**US 1101 Cross Sectional Anatomy** **3 Units of credit**

Prerequisites: US 1001. This residential course involves the study of the structure and function of human anatomy in the cross sectional mode. Topics will include the circulatory system, abdomen, thorax, cranium, pelvis, reproductive system and retroperitoneum. Fetal cross sectional anatomy also will be presented. The course content will be presented through lectures, discussions and laboratory exercises. **45 Hours of instruction**

**US 1302 Abdominal Ultrasound** **7.5 Units of credit**

Prerequisites: US 1202. This residential course is a comprehensive study of abdominal structures with an emphasis on specialty organ examinations. A knowledge of the diagnosis, history and physical findings, as they pertain to the pathophysiology of abdominal organs and systems is presented. Normal and abnormal tissue patterns are included within the discussions. Students will practice scanning in the lab. **90 hours of instruction/ 45 hours of Lab**

**US 1303 OB/GYN Ultrasound I/L** **7.5 Units of credit**

Prerequisites: US 1202. This residential course is designed to familiarize students with the pathophysiology of the female reproductive system, gynecological anomalies and normal and abnormal first trimester pregnancy. Pelvic scanning protocol will also be discussed and sonographic interpretation will be utilized. Recognizing the normal and abnormal sonographic patterns in gynecology and first trimester pregnancy will be covered. Pathological and/or

physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus and fetus will be demonstrated.

Normal and abnormal obstetrical patterns will be taught, and emphasis is placed on recognizing the essential sonographic appearance when doing an obstetrical exam in 2nd and 3rd trimester. Chromosomal and congenital anomalies are discussed and the importance of the differential diagnosis. Level II and high risk OB ultrasound are presented. Pathological and/or physiological data for the interpretation by physicians is stressed. The sonographic criteria for evaluation of the gravid uterus, postpartum uterus and the fetus will be demonstrated. Also presents normal anatomy of the pediatric head, review of pyloric stenosis, introduction to musculoskeletal scanning with emphasis on pediatric hip dysplasia discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussions. Course includes laboratory activities and observation and participation in the practicum environment. **90 hours of Instruction/45 hours of Lab**

#### **US 1304 Superficial Structures**

**3 Unit of credit**

Prerequisites: US 1202. This residential course presents normal anatomy, discussion of associated pathological conditions, normal and abnormal sonographic appearances, organ protocols, optimization of image acquisition, case study presentations and discussions. Course includes laboratory activities and observation and participation in the practicum environment. **30 Hours of Instruction, 30 Hours of Lab**

#### **US 1305 Introduction to Vascular Ultrasound, I/L**

**4.5 Units of credit**

Prerequisites: US 1202. This residential course introduces the use of diagnostic imaging with the use of Doppler for examining the vasculature of the human body. In this class the student will learn about diseases that affect the circulatory system. The course provides a history of diagnosis and treatment of vascular conditions. In addition, the course gives the student an awareness of alternative diagnostic tools used in conjunction with ultrasound. The student will learn how to perform vascular tests commonly performed in vascular laboratories and develop an awareness of tests that are routinely performed. **45 Hours of instruction, 45 Hours of lab.**

#### **US 1306 C Ultrasound Clinical Rotation I**

**4 Units of credit**

Prerequisites: US 1302 and US 1303. This residential course shall review their knowledge base of gross anatomy, scan planes, patient positions and the proper terminology as related to sonographic imaging. This course prepares students for clinical practicum courses by reviewing disease processes as they appear on sonographic images. Students will review videotapes, paper printer images and transparency films, and correlated studies from other imaging modalities demonstrating medical and/or surgical diseases. In addition, students shall review clinical signs and symptoms and related lab tests associated with the disease processes. **180 Hours of Clinical**

#### **US 1307C Ultrasound Clinical Rotation II**

**4 Units of credit**

Prerequisites: US 1306C. This residential course presents observation and participation in those tasks required of a Diagnostic Medical Ultrasound Tech. in the clinical environment. Students will be expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients.

Students will be expected to complete competencies as directed by the clinical education plan.  
**180 Hours of Clinical**

**US 1308C Ultrasound Clinical Rotation III**

**4 Units of credit**

Prerequisites: US 1307C. This residential course presents observation and participation in those tasks required of a Diagnostic Medical Ultrasound Tech. in the clinical environment. Students will be expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will be expected to complete competencies as directed by the clinical education plan.  
**180 Hours of Clinical**

**US 1309C Ultrasound Clinical Rotation IV**

**4 Units of credit**

Prerequisites: US 1308C. This residential course presents observation and participation in those tasks required of a Diagnostic Medical Ultrasound Tech. in the clinical environment. Students will be expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will be expected to complete competencies as directed by the clinical education plan.  
**180 Hours of Clinical**

**US 13010C Ultrasound Clinical Rotation V**

**4 Units of credit**

Prerequisites: US 1309C. This residential course presents observation and participation in those tasks required of a Diagnostic Medical Ultrasound Tech. in the clinical environment. Students will be expected to correlate didactic knowledge with patient history, protocols and pathologies found in the clinical environment. Students will focus on acclimation to the extern site, procedures, and protocols and begin to perform partial studies on technically average patients. Students will be expected to complete competencies as directed by the clinical education plan.  
**180 Hours of Clinical**

**Grading System**

American Health Institute uses the grading system shown below. These grade definitions are used by Florida community schools.

Letter Grade	Letter Grade	Points	Practical Nurse Program
A 4 Excellent	4.0	90 – 100	90-100
B 3 Good	3.0	80 – 89	80-89
C 2 Average	2.0	70 - 79	
F 0 Failure	0.0	69 or below	79 or below
W	Withdraw	not calculated in GPA	
WF	Withdrawal Fail		

**Other Grade Designations Definition**

F	Fail
P	Passed

**Definition of Units of Credits**

American Health Institute recognizes a semester unit of credit hour as the measurement of academic credit. The following conversion is utilized in calculating credits awarded:

15 lecture hours	1 semester credit
30 laboratory hours	1 semester credit
45 clinical/externship hours	1 semester credit

A clock hour is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### **Out of Class Work**

Out-of-class 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.

### **Student Conduct**

Unprofessional conduct which discredits the individual or American Health Institute, Inc. will be subject to termination. Students must conduct themselves so they do not interfere with other students or the instructor. The administration of American Health Institute, Inc. reserves the right to terminate a student on any of the following grounds:

- Non-compliance with American Health Institute, Inc. rules and regulations.
- Conduct that reflects unfavorably upon American Health Institute, Inc. or its students.
- Disruptive behavior to faculty members, students, or class mates. Cell phones **must** be placed on “silent”.
- Unsatisfactory academic progress.
- Excessive absences or tardiness.
- Failure to pay fees when due.
- Cheating.
- Falsifying records.
- Breach of institution enrollment agreement.
- Failure to abide by the rules and regulations of clinical sites.
- Poor health.
- Entering the institution while under the influence or effects of alcohol, drugs, or narcotics of any kind.
- Carrying a concealed or potentially dangerous weapon.
- Sexual harassment.
- Harassment of any kind including intimidation and discrimination.

A student dismissed for issues regarding conduct may be re-admitted into the program only at the discretion of the School Director.

## **Dress Code**

Attitude, appearance, and conduct of nursing students are always in the public eye, and must be above reproach.

- Students are expected to attend class in an appropriate medical uniform. Prior to clinical externship a uniform will be provided to each student. Additional uniforms are available for purchase. Students arriving to class out of uniform may be sent home with appropriate loss of attendance.
- Students are required to wear white closed-toe and closed-heeled, leather or leather type shoes.
- American Health Institute, Inc. student picture I.D. is worn at all times.
- Good personal hygiene must be observed.
- Nails should be unpolished or unpolished in neutral tone only. **No Artificial Nails may be worn.** Nails should be no longer than the fingertip.
- Jewelry may be a watch with a second hand, small ear studs in gold or pearl color, a wedding set or engagement ring.
- No visible body piercing with any type of jewelry in site.
- No perfume or cologne in the clinical area. **Conservative** makeup is allowed.

## **No Smoking Institution**

Smoking will not be tolerated within fifty (50) yards of the institution, offices, or any clinic site.

## **Sexual harassment and Anti-Hazing Policy**

The administration of American Health Institute, Inc. takes the issue of sexual harassment very seriously. Sexual harassment includes unwelcome sexual advances or offensive comments, gestures, or physical contact of a sexual nature between and/or among students and staff. Sexual harassment or harassment because of age, race, color, religion, national origin, or disability, will not be tolerated. This includes any kind of intimidation or discrimination. Investigation of such concerns will be undertaken promptly and handled confidentially. Behavior that denigrates the integrity of another student (hazing) will not be tolerated. If a student or employee feels that he or she has suffered any form of discrimination or harassment, the individual should immediately contact a supervisor or institution director. Students or staff involved may be subject to termination.

## **Unresolved Disputes/Grievance Policy**

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade. Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment by phone to see the school President. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student file. Every attempt at a satisfactory resolution will be made.

The grievance policy is as follows:

1. Complaints against students or American Health Institute, Inc. employees shall first be directed to the individual. All complaints must be made within seven (7) days of the complaint.
2. If the complaint cannot be resolved informally then students shall write up the problem and submit it to the school President who will research the problem and respond with a resolution within ten (10) working days.
3. All communications must be in writing and on file.
4. If the complaint cannot be resolved after exhausting the institution's policies and procedures, the student may contact:

**Commission for Independent Education**  
**325 West Gaines Street, Suite 1414**  
**Tallahassee, Florida 32399-0400**  
**888-224-6684 (toll free) or 850-245-3200**

Faculty and staff are encouraged to address any disagreements or conflict directly with the individual involved. After this, if there is no satisfactory resolution, the individual may set an appointment by phone to see the school President. This must be documented in writing via mail, fax, or email. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student and/or employee file. Every attempt will be made for a satisfactory resolution.

## **Student Services**

### **Student Records and Transcripts**

Student records are retained indefinitely at the institution. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of tuition obligations. Additional transcripts are available to students upon written request and for a fee of \$15.00. Student records will be provided to potential employers only after the individual student has made a written request. Student records are maintained in fireproof cabinets. Computer records are backed up weekly and stored off campus. For those students who are denied entry, dismissed or terminated from the school records will be retained for at least one year.

### **Family Educational Rights and Privacy Act (FERPA)**

American Health Institute complies with the Family Educational Rights and Privacy Act of the 1974 Buckley Amendment, Public Law 93-380, and Section 438. All student records are confidential.

### **Career Services**

Ongoing job placement assistance will be provided to all graduates without additional charge. No guarantee of placement and/or employment directly or indirectly is implied. Records of all graduates are maintained permanently.

## **Student Advising**

Our goal is to assist students to reach their goals. The faculty and staff are to meet with students to discuss any obstacle that might stand in the way of their success. Students may be referred for professional counseling. See individual instructors and/or directors for assistance.

Academic advisement consists of determining whether the applicant has an understanding of the applicable field of study and an interest in performing the tasks of their chosen field of study.

### **Tutoring**

Tutoring is available upon request for students that do not have any attendance issues.

### **Graduation Requirements:**

I understand that in order to graduate from the program and receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and pass all written and practical examinations with a 70% , Practical Nurse program will require a 80% passing average and an exit exam at 80% or higher and satisfy all financial obligations to the school.