

AMERICAN COLLEGE OF HEALTH & SCIENCES



College Catalog 2023 -2024 Volume Number VI

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WELCOME TO ACHS

MESSAGE FROM THE PRESIDENT

We are so pleased that you have made the decision to become an ACHS student. You are about to begin an important journey as you prepare for a new career. Your educational endeavor will be challenging, exciting and intense as you learn new skills.

ACHS offers valuable programs, excellent faculty and competitive student services in an energized and multicultural environment. We are dedicated to providing you with the knowledge and skills necessary for your dreams to be fulfilled.

Your success is a shared goal. Your success is the accomplishment that brings great pride to the faculty, staff, and fellow students. We will work with you to build a college experience that will take your career to greatness. Our values are excellence, community, celebration of differences, and relentless commitment to academic and professional success.

We invite you to share our values with enthusiasm for the achievement of your personal and professional endeavors. Again, welcome and I congratulate you on choosing ACHS for your educational pursuits and career development.

Yours truly,

Delilah Bartolome

Delilah Bartolome, President

MISSION STATEMENT, VISION STATEMENT, BUDGET, ACHS GUIDELINES, STRATEGIC DIRECTIONS, OBJECTIVES, EDUCATIONAL PHILOSOPHY

MISSION STATEMENT

Our Mission at American College of Health & Sciences is to prepare qualified individuals to succeed in a competitive, demanding, and rapidly transformed technology-based health care industry.

VISION STATEMENT

American College of Health & Sciences will be recognized as one of South Florida's leading educational facilities with excellent program-completion and placement rates; and its annual compliance statistics will meet or exceed every specified standard.

BUDGET

The American College of Health & Science nursing program has allocated a budget sufficient to implement and maintain the objectives of the program and to fulfill the program's obligation to matriculated and entering students. The primary institutional funds for programs are generated by student loans. ACHS has budgeted adequate institutional resources to launch and sustain the Nursing program. Because the Nursing Program resources are a portion of the broader academic budget, the program is not limited with regard to purchases by satisfying a revenue ratio, nor is it "capped" in any way due to program enrollment or total expenditure. The program can obtain the necessary equipment, supplies, and physical improvements without budgetary barriers.

Budgeting process- Each year, during the fiscal budgeting process, the program director, faculty, and staff submit expenditure needs for the upcoming year. There is no consistency or similarity between programs regarding capital expenditures. It is solely based on the needs of each program. If after the budget is completed, there are additional needs for the program, the management team is strongly committed to supporting those needs.

GUIDELINES

In accordance with the school mission, the following guidelines and beliefs are adopted. Academic Integrity should guide our teaching and learning practice and be followed by students and faculty. Equality of providing education to all students regardless of their ethnic, religious, political, educational or any other background.

STRATEGIC DIRECTIONS

Improving the student educational experience by getting institutional accreditation. Satisfying the community needs by adding graduate level educational programs such as a master's in nursing degree. Expand the community outreach to include a more considerable number of diverse populations.

OBJECTIVES

The primary objectives of ACHS are to:

- > Provide and maintain an excellent educational environment that is intellectually stimulating.
- > Offer courses and programs that prepare graduates to immediately enter the workforce.

- Foster teaching effectiveness and high ranking learning outcomes.
- Assure the sustainability of the school.

EDUCATIONAL PHILOSOPHY

At ACHS, we believe that every learner is unique and warrants learning in a secure, caring, and stimulating atmosphere. The ultimate purpose of learning is to provide an individual with information, activities and resources where he or she can evolve from basic to mastery in knowledge, skills and thinking processes. Learning is dynamic and impacts the growth of an individual emotionally, intellectually, physically and socially. ACHS has a desire to support the best teaching and learning experiences for all stakeholders to achieve the fullest potential in these areas. For this reason, ACHS follows professional industry and government guidelines for cutting edge education featuring a culturally diversified body of faculty and students. In collaboration, we focus on continuously improving the institution's development and achieving our long-term goals and objectives. The faculty at ACHS believes it is the role of the educator to facilitate learning for the acquisition and expansion of knowledge and skills that are meaningful for long term applications. The best practices are adopted in classroom and curriculum management. The forum is designed to establish a community of learners, exchange of ideas, and sustain high standards and be motivational for the continuity of progressive learning. Therefore, the faculty holds the responsibility of being prepared, goal centered, and outcome driven, creative and reliable for the achievement of the best results for the individual learner. The philosophy is a reflection of the faculty's interest to uphold the standard of educational excellence and a relentless commitment to professional success and regard for industry standards. The learner's capacity will be measured in several aspects including; intellectual ability, critical thinking, emotional balance, maturity, self-actualization as well as professional ethics and personal responsibility. Nonetheless, there are expectations for the learner to respond to the ideals and principles of the study. The philosophy is adopted to drive an openness and willingness for instruction. The learner will be measured as an active participant in the community of learners, who reflect similar yet different opinions and, likewise, possess the capacity to meet the requirements for progressive study. Furthermore, the philosophy will be deemed successful in accordance with the extent of faculty-learner exchanges, the achievement of known benchmarks, placement and passing rates on licensure and certification examinations.

ABOUT ACHS

OUR HISTORY

American College of Health & Sciences, LLC (ACHS) was established in July 2011 by a group of healthcare professionals with a desire to impact the quality of workers entering into the healthcare industry. The desire began twenty years ago when Delilah Bartolome, founding President, experienced firsthand Nursing care is of pivotal importance for patients suffering from renal disease. Since 1996, Delilah Bartolome has served as a nursing supervisor in renal centers at multiple locations across America. Because of her extensive experiences, she has made a personal and professional commitment to establish a college for allied health careers. The dream came into existence with the establishment of American College of Health Sciences. In collaboration with a group of healthcare professionals with over 25 years of experience, the college was designed to offer the Florida community excellence in allied health education.

SCHOOL OWNERSHIP & MANAGEMENT

American College of Health & Sciences is an LLC company established in the State of Florida to do business as American College of Health & Sciences. Delilah Bartolome 50% Elmo Angelo Bartolome 50% ownership.

GENERAL INFORMATION

LOCATION

ACHS, located at: 2800 N. State Road 7, Margate, FL 33063, telephone number: (954) 773-3848, fax number:(954) 957-8700, along the Atlantic Ocean coast. It is just to the west of Fort Lauderdale at Evergreen Plaza, within the medical complex of Universal Kidney Centers and POM MRI. The Campus stands on the opposite corner across the street from North West Hospital. Conveniently accessible via Interstate 95 (2 miles west), and the Florida Turnpike. In addition,

the Metro bus stop is also located ½ blocks from ACHS on the east and west side of the street.

PHYSICAL FACILITY

ACHS is a two-story building, approximately 12,000 square feet of air-conditioned space. Parking is available for students, faculty and administration. The ACHS environment is highly conducive to learning with a facility consisting of 5 clinical areas, 8 classrooms, and 8 restrooms; including 2 ADA restrooms, a high technological Learning Resources Center and lounges for faculty, administration, and students.

ACHS OPERATING HOURS

ADMINISTRATION OFFICE	COLLEGE CAMPUS HOURS
<u>Monday -Thursday</u> 0900-1700	<u>Monday - Friday</u> 0900-1700
<u>Friday</u> 0900-1500	

American College of Health Sciences Academic Calendar 2023-2024			
ASSOCIATE DEGREE PROGRAMS	TERM	SEMESTER START DATE	SEMESTER END DATE
Associate of Science in Nursing	Fall	September 13, 2023	December 20, 2023
DIPLOMA PROGRAMS	TERM	START DATE	GRADUATION DATE
Clinical Hemodialysis Technician	Spring Summer Fall	January 2023 June 2023 September 2023	May 2023 August 2023 December 2023

Disclaimer: ACHS reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities. Students will be notified of any administrative or policy changes. Certain findings on background checks or drug screens can hinder or prevent a student from clinical site placement or pursuing licensure in most program fields offered by American College of Health & Sciences.

September: Labor Day	January: New Years Day
October: Columbus Day	Martin Luther King Jr. Day
November: Veteran's Day	February: President's Day
Thanksgiving	April: Good Friday
December: Christmas Day	May: Memorial Day
	June: Juneteenth

HOLIDAYS:

PROGRAM OF STUDY

ASSOCIATES OF SCIENCE IN NURSING

PROGRAM DESCRIPTION

This program will prepare the student in the following subjects, Fundamental of Nursing, Medical Surgical, Obstetric, Pediatric, Psychiatric, and Geriatric Nursing. Theoretical instruction and clinical experiences will take place in an acute care, long term and community setting. Theoretical instructions and concepts include nutrition, human growth and development over the lifespan to body structure and functions, interpersonal relation skills, family relation, mental health concepts, pharmacology and administration of medication. Legal aspect and practice. This program entails clinical and simulation experience, skills laboratory and nursing theory.

PROGRAM OBJECTIVES

The purpose of this program is to prepare students for employment as a Nurse. The students can apply to the Florida Board of Nursing to take the RN NCLEX Exams to acquire the Florida Nursing License. This will allow the student to work at a professional level of Nursing. The student will be able to seek employment at a hospital, clinic, home health center, schools and doctor office.

ADMISSIONS

In addition to the general admissions requirements of the college; applicants will be required to receive a score of 80% or better on the HESI entrance test. Proof of the following will be required: medical and drug clearance, active BLS certification, Level 11 background screening, Evidence of flu shot or hepatitis B shot may be required to meet clinical agency guidelines.

PROGRAM LENGTH

Program Total 80 Credit Hours

Full time students will complete this program in 24 months / 104 weeks

METHOD OF DELIVERY

ACHS hosts all classes Face-to-face, the traditional classroom delivery method, where all contact between instructors and students is in a physical classroom on campus.

DISCLOSURE:

Students are required to pass the RN-NCLEX exam before working as a professional registered nurse. ACHS has not made and will not make any guarantees of employment or salary upon graduation.

PROGRAM OUTLINE

Key: * = Denotes Class is a Prerequisite to the Nursing Program

COURSE #	COURSE TITLE	Clock Hours	*Credits
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MICRO11*	Microbiology	45	3
MICRO11L*	Microbiology Lab	30	1
MATH010*	College Algebra	45	3
PSYC011*	General Psychology	45	3
ENGC011*	English Composition	45	3
ANAP001	Human Anatomy & Physiology I	45	3
ANAP001L	Human Anatomy & Physiology I Lab	30	1
ANAP002	Human Anatomy & Physiology II	45	3
ANAP002L	Human Anatomy & Physiology II Lab	30	1
HGD001	Human Growth & Development	45	3
COM012	Intro. to Nursing Informatics	30	2
NUTR012	Nutrition	30	2
NURG001	Fundamentals of Nursing/Nursing Process	60	3
NURG002	Introduction to Nursing Process	60	3
NURG002CL	Introduction to Nursing Process Clinical	45	1
NURG003	Health Assessment	45	2
NURG004	Gerontology Nursing	30	2
NURG004CL	Gerontology Nursing Clinical	45	1
NURG005	Medical Surgical I	60	3
NURG005CL	Medical Surgical I Clinical	135	3
NURG006	Pharmacology & Nursing Process	30	2
NURG007	Psychiatric/Mental Health Nursing	30	2
NURG007CL	Psychiatric/Mental Health Nursing Clinical	45	1
NURG008	Maternal Child Health	60	3
NURG008CL	Maternal Child Health Clinical	90	2
NURG009	Community Based Nursing	30	2
NURG009CL	Community Based Nursing Clinical	45	1
NURG010	Medical Surgical Nursing II Theory	60	3
NURG010CL	Medical Surgical Nursing II Clinical	135	3
NURG011	Pediatric & Adolescent Health	45	3
NURG011CL	Pediatric & Adolescent Health Clinical	90	2

NURG012	Advanced Medical Surgical III	30	3
NURG012CL	Advanced Medical Surgical III Clinical	135	3
NURG013	Nursing Leadership & Management	60	3
NURG013CL	Nursing Leadership & Mgmt and NCLEX Review Clinical	45	1

COURSE DESCRIPTIONS

Prerequisite:

Microbiology

This course will teach students the study of microscopic organisms such as bacteria, viruses, fungi and protozoa.

MICR011 3 Credits

Microbiology Clinical Lab

This laboratory course will introduce students for handling microbes, methods of identification of microorganisms (microscopic and by diagnostic media), preparation of stain slide and wet mounts, aseptic techniques, isolation of single colony, preparation of pure culture, inoculation and interpretation of select diagnostic test.

MICR011CL 1 Credit

College Algebra

This course is an introduction to algebra covering operations using signed numbers, operations on polynomials, algebraic expressions, factoring, exponents, ration and radical expressions, linear and quadratic equations, and inequalities, graphs, and an introduction to systems of equations. Ratio and proportion This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behavior. Emphasis is placed on topics such as learning motivation, perception, feeling and emotion, intelligence, and personality.

MATH010 3 Credits

English Composition

A university parallel course in which the student writes expository themes in various modes. Research methods and library skills are introduced, and a documented paper is required. Each student is required to use the writing lab to strengthen writing skills. Placement in ENGC01 is determined by both standard and departmental assessment tests.

ENGC011 3 Credits

Core Nursing Courses:

Anatomy & Physiology I

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

ANAP001 3 Credits

Anatomy & Physiology I Clinical Lab

ANAP001CL 1 Credit

This course supports the theory above and provides a practical, hands-on approach to describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

Anatomy & Physiology II

ANAP002 3 Credits

Describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth.

Anatomy & Physiology II Clinical Lab

ANAP002L 1 Credit

This course supports the theory above and provides a practical, hands on approach to describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: reproductive system, urinary systems, digestive systems, and endocrine systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth. Prerequisite – ANP001 Anatomy & Physiology I; ANP001L Anatomy & Physiology I Laboratory

Human Growth & Development

HGD001 3 Credits

Human Growth and Development is planned to acquaint students with developmental concepts in psychology and to give you an understanding of the basic dynamics, which underlie human behavior at various stages in the lifespan. You will have the opportunity to study human development from conception through childhood. Course content will include important theoretical models of human development and such specific topics as genetics, learning, intelligence, socialization, personality, sex-role identification, language acquisition, and moral development.

Introduction to Nursing Informatics

COM012 2 Credits

This course is designed to acquaint the student to the elements of the communication process and how communication is affected by culture. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking. Content related to the nurse-client relationship, therapeutic/non-therapeutic.

Nutrition

NUTR012 2 Credits

This course will teach the student how to evaluate and create a diet for patients with specific needs. The student will understand the type of diet a person should be on to promote healthy living. The student will learn the relationship of nutrition and medication therapy.

Fundamental of Nursing / Nursing Process

NURG001 3 Credits

This course is an introduction to fundamentals of nursing concepts and issues related to care of clients based on Maslow's Hierarchy of Needs. The course content will be presented with the framework of the health-wellness continuum, and normal physiological, psychological, and socio-cultural needs of the client. It will also acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation, and evaluation. Included in the course is a discussion about the patient's multiple needs. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments.

Introduction to Nursing Process

NURG002 3 Credits

This course is an introduction to the philosophy of nursing, nursing history, Maslow's Hierarchy of Needs, and legal and ethical issues in nursing. Concurrent with theory, the nursing student will have beginning client-care experiences in the skills lab and hospital setting.

Introduction to Nursing Process Clinical Lab

NURG002CL 1 Credit

This course will provide students with a safe realistic environment in which to improve patient safety and quality of care. Students are introduced to the best practices in patient safety and quality of care and to learn to think critically, solve problems, and provide care in a safe non-threatening environment where mistakes can be made with no risk to the patient.

Health Assessment/ Lab

NURG003 2 Credits

Health Assessment is a plan of care that identifies the specific needs of a person and how those needs should be addressed. Evaluation of the health status by performing physical exams after taking health history.

Gerontology Nursing

NURG004 2 Credits

This course focuses on nursing care of the older adult client with common health and wellness needs. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community health settings for the older adult populations. Concepts and issues examined include: Impact of cultural beliefs and ethnic diversity of the older adult; legal, ethical and social issues; nurse-client relationship; biological/social and psychological theories of aging; pharmacological issues in aging; physical assessment of normal aging changes / functional consequences; common chronic illness/implications/risk factors affecting the older adult client's health and wellness; and end-of-life care/issues.

Gerontology Nursing Clinical Lab

NURG004CL 1 Credit

This course is on optimum health care for the aging client within the framework of the nursing process. Emphasis is on understanding variable responses of elderly clients to pathological conditions, and variable responses of elderly clients to pathological conditions, and maintaining a level of function that promotes quality of life.

Medical Surgical Nursing I

NURG005 3 Credits

This basic course focuses on the nursing care of the adult client with common disorders. Emphasis will be placed on nursing care of the client with integumentary, endocrine, gastrointestinal, cardiac, respiratory, urinary, and musculoskeletal disorder problems associated with fluid and electrolytes, acid base balance, infections and the stress response will be addressed. Working as an effective member of the health care team and beginning leadership skills will be presented.

Medical Surgical Nursing I Clinical Lab

NURG005CL 3 Credits

Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic and community health care settings. Basic Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic and community health care settings. Basic concepts and issues will be examined including the recognition of the impact of cultural and ethnic diversity of the client.

Nursing Pharmacology & Nursing Process

NURG006 2 Credits

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous system, cardiovascular, renal, include: the central nervous system, autonomic nervous system, cardiovascular, renal, endocrine, respiratory, and gastrointestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic ophthalmic and optic agents. In addition, this course will cover laboratory practice of medication administration.

Psychiatric/ Mental Health Nursing

NURG0072 Credits

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. Basic mental health concepts and issues examined include: cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client neuro-bio-psychosocial theories/therapies and factors affecting health and wellness of clients who have common psychiatric/mental health needs/disorders across the lifespan. These include, for example, anxiety, mood, thought, cognition, and personality and eating disorders. Emphasis is placed on client advocacy, and collaboration among members of the mental health care team. Cover care of patients with mental disabilities, mental disorders, personality problems, behavioral problems, and care of the well- minded clients.

Maternal Child Health

NURG008 3 Credits

This course will build on the student's understanding of women's healthcare gained in Nursing Science 111 by enhancing comprehension of reproductive nursing, and nursing care during the prenatal and postpartum periods. The course will primarily focus on developing the knowledge and skill necessary to provide nursing care for pediatrics. Assessment of normal growth and development, pediatric assessment, health promotion/maintenance, and nursing considerations of social and environmental influences will be explored and developed. Care of children with alterations in health status will comprise the remainder of the course.

Maternal Child Health Clinical Lab

NURG008CL 2 Credits

This course in reproductive nursing and women's healthcare will develop a fundamental understanding of wellness and illness states as they affect women across the lifespan. Students will have the opportunity to learn about nursing care of the sick perspectives, promoting women's healthcare in a holistic way. The lecture will explore obstetric/gynecology topics. Students will be evaluated for clinical competency in such areas.

Community Based Nursing

NURG009 2 Credits

This course focuses on nursing care of clients in the community. The course identifies and defines the context for community health nursing, along with approaches to community health nursing as it impacts the care of clients in special populations, specialized settings, and addresses population health issues

Community Based Nursing Clinical Lab

NURG009CL 1 Credits

Students will implement the nursing process and utilize Maslow's Human needs concepts to prioritize client needs for the following diseases/disorders: integumentary, endocrine, renal, cardiovascular, gastrointestinal, musculoskeletal, and central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed.

Issues regarding client advocacy, spiritual and cultural diversity as well as communication and collaboration with members of the healthcare team and intermediate level leadership skills will be emphasized. Basic mental health concepts and issues examined include: cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client relationships; and self-awareness.

Medical Surgical Nursing II Theory

NURG010 3 Credits

This intermediate level Medical/Surgical nursing course focuses on nursing care of adult clients with high acuity problems within hospital and community settings. Emphasis will be placed on assessment of risk factors affecting client's health and wellness. Students will implement the nursing process and utilize Maslow's Human needs concepts to prioritize client needs for the following diseases/disorders: integumentary, endocrine, renal, cardiovascular, gastrointestinal, musculoskeletal, and central nervous system, sleep and malignancies. Related fluid and electrolytes and acid base balance needs will be addressed. Issues regarding client advocacy, spiritual and cultural diversity as well as communication with members of the healthcare team and intermediate level leadership skills will be emphasized.

Medical Surgical II Clinical Lab

NURG010 CL 3 Credits

This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of settings: clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic, and community health care settings. Concepts and issues examined include: the impact of cultural beliefs and ethnic diversity of the adult client; identification of risk factors affecting the client's health and wellness; the advanced role(s) of the nurse; and advanced technological and psychomotor skills necessary for clients with multi-system organ dysfunction of the cardiovascular, respiratory, renal, gastrointestinal, neurological and immune systems.

Pediatric & Adolescent Health

NURG011 3 Credits

The course will primarily focus on developing the knowledge and skill necessary to provide nursing care for pediatrics and Women health. Assessment of normal growth and development, pediatric assessment, health promotion/maintenance, and nursing influences will be explored and developed. Care of children and women with alterations in health status will comprise the remainder of the course. Nursing care of pediatric patients in an acute care setting. Nursing care of the sick and well woman from medical, spiritual, and emotional perspectives, promoting women's healthcare in a holistic way.

Pediatric & Adolescent Health Clinical Lab

NURG011CL 2 Credits

Focus on the health needs of adolescents age 12 to 21. Adolescence is a time of transition. Teenagers and their families may have questions about physical and emotional changes: evolving relationships, expectation, schools, sexuality, and emotional and mental health.

Advanced Medical Surgical Nursing III

NURG012 3 Credits

This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of settings. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic

Advanced Medical Surgical Nursing III Clinical Lab

NURG012 CL3 Credits

This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of clinical settings. This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of settings clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic, and community health care settings. Concepts and issues examined include: the impact of cultural beliefs and ethnic diversity of the adult client; identification of risk factors affecting the client's health and wellness; the advanced multi-system organ dysfunction of the cardiovascular, respiratory, renal, gastrointestinal, neurological and immune systems.

Nursing Leadership & Management, NCLEX Review/Lab

NURG013 3 Credits

This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduating Associate Degree nurse as a provider of care, manager of care, and a member of the profession. Concepts of Effective Leadership Styles, Advanced Therapeutic Communication, Delegation, Conflict Resolution, Time Management, Nursing Ethics, and Professional Issues, including the recognition of the impact of cultural beliefs and ethnic diversity of the client are analyzed and compared in this final nursing course. Emphasis is placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic and community-based health care settings using advanced technologic and psychomotor skills. Utilizing the nursing process and advanced critical thinking, the learner/student implements the role of the beginning Associate Degree nurse as coordinator of care including theory and clinical accountability to provide quality care in various environments.

Nursing Leadership & Management Clinical Lab

NURG013CL 1 Credit

This course provides an overview of Clinic management and clinical concepts needed for the transitional role of the graduating nurse as a provider of care, manager of care, and member of the profession.

CLINICAL HEMODIALYSIS TECHNICIAN PROGRAM

PROGRAM DESCRIPTION

This program is designed to prepare the student in the role and function of a Clinical Hemodialysis Technician. Students will learn to demonstrate knowledge of the renal system, renal failure and the impact of renal failure on other systems, identify treatment options for renal failure, demonstrate knowledge of principles of Hemodialysis and operation of the Hemodialysis machine, identify complications of Hemodialysis and appropriate interventions and demonstrate knowledge of professional protocol. The graduate of this program will receive a diploma as a Clinical Hemodialysis Technician and prepare the graduate to work as an entry-level hemodialysis technician.

PROGRAM OBJECTIVES

The Clinical Hemodialysis Technician program prepares students with practical skills and necessary medical knowledge needed to work as an entry-level clinical hemodialysis technician. This program prepares the student for professional certification exams, which are not required to work in the field, but do prove competency and could help with career advancement. Additionally, the program provides students with a foundation in kidney physiology and nephrological disease. Students will learn to ready patients for dialysis treatments, connect patients to dialysis machines, and monitor them during therapy time. They will also learn how to clean and disinfect dialyzers after each treatment for reuse.

ADMISSION REQUIREMENTS

In addition to the general college admission requirements, students wishing to enroll in this program must present an active license as HHA, CNA, MA, EMT Paramedics or LPN with a minimum of three years of experience in the field.

PROGRAM LENGTH

The program completion time is 3 1/2 Months.

Program Totals: 465 Contact Hours

Program Totals: Theory Hours 180, Lab Hours 35, Externship Hours 250

METHOD OF DELIVERY

ACHS hosts all classes Face-to-face, the traditional classroom delivery method, where all contact between instructors and students is in a physical classroom on campus.

DISCLOSURE:

Once certified, The State of Florida does not require a student to complete CCHT certification exam, recognized board BONET, for employment. ACHS has not made and will not make any guarantees of employment or salary upon graduation. Students must notify ACHS if moving out of state within 14 days.

PROGRAM OUTLINE

Course Number	Course Title	Clock Hours
HEM001	Principles of Hemodialysis	45
HEM002	Basic Clinical Procedures	35

HEM003	Dialysis Delivery Systems	45
HEM004	Dialysis Quality and Safety Procedures	45
HEM005	Advanced Dialysis Procedures	45
HEM006C	Hemodialysis Externship	250
	Total	465

COURSE DESCRIPTIONS

Principles of Hemodialysis

HEM001 45 Clock Hours

This course focuses on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting. The course covers the processes across membranes and reviews the regulation of fluid and electrolytes and acid/base balance in normal kidney functioning. Classification and causes of acute and chronic renal failure as well as diagnostic procedures and findings in renal disease will also be covered.

Basic Clinical Procedures

HEM002 35 Clock Hours

This laboratory course focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS and hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures.

Dialysis Delivery Systems

HEM003 45 Clock Hours

This course discusses the phases of illness from pre-dialysis assessment and conservative care to deterioration to CRF and further long term and palliative care. Finally, the decision to withdraw from treatment will be discussed along with the significant psychosocial implications for family, patient, and staff. The development of acute renal failure (ARF) will be discussed in terms of its causes, symptoms, treatment, and recovery. Vascular access (both temporary and long term/permanent) will be covered along with access care and trouble-shooting. The components of the dialysis prescription will be covered, including anticoagulation. The complications of dialysis will be an important focal point.

Dialysis Quality and Safety Procedures

HEM004 45 Clock Hours

The course presents safety issues including safe handling and mixing of dialysate. The student will learn how to monitor the water treatment system, and why water quality is maintained, along with learning how to monitor a variety of filters, meters and the devices used to remove microorganisms, sediment, heavy metals, chemicals, and ions before drinking water can be used for dialysis. Common contaminants and how they affect patients are discussed. The course also covers the benefits and risks for patients receiving dialysis. The course addresses risk management, safety regulations, and guidelines for handling, labeling, reprocessing, inspecting, and storing dialyzers.

Advanced Dialysis Procedures

HEM005 45 Clock Hours

This course provides information about the effects of kidney failure and its treatment options:

hemodialysis, peritoneal dialysis, and renal transplantation, including medications, potential complications, and expected goals of treatment. Topics include the Protective Equipment and dialysis procedures and devices, monitoring of patients being treated for acute/chronic renal diseases, and a discussion of selected renal pharmacology. Upon completion of the course, students will demonstrate the clinical skills necessary for care of patients with specialized dialysis treatments in a chronic care setting. Lecture Hours: 30; Lab Hours: 30.

Hemodialysis Externship

HEM006C 250 Clock Hours

This clinical course includes application of theoretical concepts and laboratory techniques learned in the classroom. Under professional supervision, the student will practice in a dialysis setting on patients who are receiving dialysis processing. Prerequisite: HEM006C.

ADMISSIONS

I. GENERAL ENTRANCE REQUIREMENTS

A. The following are prerequisites that are required for admission into all programs offered at ACHS. All Applicants must:

1. Enrollment Agreement for Admissions - complete & Sign .
 - a) sign the policy and procedures statement on the enrollment agreement, acknowledging responsibility for its contents. be 18 years or older to apply.
2. If an applicant is under the age of 18 at the time of enrollment, a parent or guardian must enroll the student,
 - a) and a parent's or guardian's signature is required on the Enrollment Agreement.
3. provide a valid government issued identification.
4. submit a copy of high school diploma or high school equivalent certificate.
5. proof of English proficiency examination (if applicable)
6. provide a level-2 criminal background check
7. provide medical clearance and drug testing
8. provide two (2) character references
9. AHA, Healthcare Provider CPR Certification
10. submit official transcripts from all other institutions intended for transfer of credit.
11. Acknowledgements:: complete, sign and understand the following documents:
 - a) Authorization to Obtain Employment Information
 - b) New Student Orientation
 - c) Entrance Exams & Graduation Requirements
 - d) Drug Free Statement & Campus Security Policy Form
 - e) Catalog Acknowledgement
 - f) Library Acknowledgement
 - g) Visit the Office of Admissions
 - h) to schedule a preliminary interview & with the Program or Executive Director
 - (1) to schedule a meeting with the Admissions & Finance Director to discuss Admissions Requirements.
 - (2) In addition to the above-mentioned requirements, please note additional program-specific entrance requirements listed under the program outlines.
12. Acknowledge that the student is personally responsible for all financial obligations to ACHS.
13. confirms that the student does not have a balance preventing release of my transcript from any college or university.
14. Admissions Pending Student Enrollment
 - a) Students who, for valid reasons, cannot complete the application file before registration may be allowed to enroll as Admissions Pending Students.
 - b) In all cases, the student must have on file a completed Application for Admissions.
 - (1) Students may attend in the *Admissions Pending Status* for one term only.
 - (2) It is the applicant's responsibility to make certain that the admission requirements are completed by mid term of enrollment.
 - (3) The decision to deny admission cannot be appealed. As an Admissions Pending Student is informed and agrees:
 - (4) to the terms of the Admissions Pending Student policy as listed.

- (5) that they are not admitted to the ACHS and admission to ACHS is not guaranteed.
- (6) that student will not be allowed to enroll in future terms until the student has met all of the admission requirements and has been admitted to ACHS.

II. ANTI-DISCRIMINATION POLICY

- A. ACHS does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
 1. These activities include, but are not limited to, hiring and termination of staff, selection of volunteers and vendors, and provision of services.
 2. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

ACADEMIC POLICIES & PROCEDURES

III. TRANSFER OF CREDIT POLICY

A. POLICY FOR TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

1. ACHS cannot guarantee the transferability of hours or credits earned at ACHS.
2. ACHS is not an accredited institution; therefore
 - a) Any decision on the transferability of hours or credits is at the sole discretion of the receiving institution.

B. POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION

1. ACHS will consider credits taken at other accredited institutions of higher learning to be accepted as ‘transfer credit (TC)’,
 - a) The student must submit an official transcript from his or her previous school, documenting hours and grades.
 - b) provided that these course subjects are comparable to courses offered and applicable toward a degree/Diploma at ACHS.
 - c) Transfer credit is given for courses with a “TC”.
 - d) In certain circumstances, a course description may be required.
2. Any student wishing to submit transcripts from a foreign country for consideration of TC is required to provide a translation
 - a) Transcripts must be performed by a certified academic translator.
3. No more than 75 percent of the total curriculum may consist of TC

C. POLICY OR TRANSFER OF CREDITS WITHIN ACHS

1. Transfer of credits from courses or programs within ACHS will carry over students’ cumulative grade point average for program applicable courses.

IV. GENERAL DISMISSAL

- A. A student may be dismissed, at the discretion of the Director, for insufficient progress, inability to complete payment of costs, or failure to comply with the school policies.

V. ATTENDANCE POLICY

- A. Failure to maintain regular attendance may lead to a failing grade. The attendance policy at ACHS is as follows:

1. Students must attend 80 percent (80%) of the total didactic class hours per semester and 100 percent (100%) of clinical externship hours.
2. Professors, in their discretion, may base a percentage of the grade on attendance.
3. A student may have the opportunity to make up absences; however,
 - a) this is only available at the discretion and approval of the professor and can only be completed outside of scheduled classroom hours, if available.
4. Students are not excused from attending the clinical externship except for grave emergencies or serious illness,
 - a) In the event that the student will be absent from his or her clinical externship,
 - (1) The student must call the assigned site and ACHS Clinical Preceptor in advance
 - (2) All absences must be justified in writing (i.e. doctor’s excuse) and an
 - (3) The absence justification form must be completed and provided to the Clinical Coordinator.
 - (4) Additionally, these hours must be made up within a student’s scheduled dates for the course, the semester or the scheduled clinical

rotation.

(5) A student, who has more than one unexcused absence during clinical externship, may be removed from the site.

- B. Termination may occur for any of the following attendance situations:**
1. Five (5) consecutive absences per semester
 2. Absence in excess of 20 percent (20%) of available course hours.
 3. Absence in excess of 20 percent (20%) of externship hours.

VI. TARDINESS

- A. Tardiness for didactic or clinical education will not be tolerated. Students are required to attend class at the scheduled time**
- B. Anytime beyond the scheduled reporting time will be considered late or tardy.**
1. The Professor has the discretion to lock the door at the scheduled start time.
 - a) If a student is more than 15 minutes late,
 - (1) he or she must obtain the instructor's permission to attend the class.
 - (2) A tardy student may be required to meet with the Professor in order to continue with the course.
 2. If a student must miss class,
 - a) he or she must contact the program director or instructor
 - (1) at least 30 minutes prior to the class beginning for didactic education.
 3. Five episodes of tardiness or leaving ACHS early per semester will result in an absence.
 4. Four late arrivals will result in the equivalent "consequence" as one unexcused absence.
 5. Any student who has been excessively tardy in arriving to class or absent will receive a written advisement and guidance report by a faculty member.

C. When attending clinical externship, if a student is to be late,

 1. He or she must notify the clinical instructor at the facility and the program clinical coordinator.

VII. MAKE-UP WORK

- A. Attendance is mandatory.**
- B. Make up work may be available for excused absences only and the content is at the discretion of the Professor.**
- C. Students who have been absent from class for more than 10% of the required hours or habitual tardiness may not be eligible to make up missed work and classes.**
1. In addition, these students may be subject to a failing grade in the course.

VIII. AUDITING A CLASS

- A. Students may enroll and audit a course**
1. with the understanding that a final grade will not be given for his/her course work.
- B. A separate audit fee will be required to register and audit a course.**

IX. WITHDRAWAL PROCESS

- A. It is strongly recommended that a student discuss his or her intent to withdraw with the Program Director prior to submitting the withdrawal form to the Registrar's Office.**
1. The Faculty & Administration Team will make every effort to assist you in completing the course.

X. PROGRAM CHANGES

- A. ACHS reserves the right to amend, add, or delete classes, programs and schedules.**
1. Reasonable accommodations will be made for students impacted by such a change.
 2. Students will be notified of any administrative or policy changes.

XI. LEAVE OF ABSENCE

- A. A Leave of Absence (LOA) is a temporary interruption in a student's program of study.**
- B. LOA is a specific time period when a student is not in attendance as specified by his or her academic calendar.**
- C. A LOA is not required during institutionally scheduled breaks (i.e. academic holidays, spring break).**
1. However, a scheduled break may occur during a student's LOA.
- D. An approved LOA cannot exceed a total of 180 days in any 12-month period.**
1. A student may be permitted one LOA, on a case-by-case basis,
 - a) if it does not exceed 180 days and ACHS determines that it is necessary due to

- unforeseen circumstances.
 - b) Additional leaves are permitted for jury duty, military reasons, or circumstances related to the Family and Medical Leave Act of 1993.
 - c) A student granted a LOA is not considered to be withdrawn from American College of Health & Sciences.
- E. Failure to return from an approved leave will result in the student being reported to the National Student Loan Data System if applicable.**
1. The Registrar will use the start date of the LOA as the student's official withdrawal date.
 2. All approved Leave of Absences must meet the following conditions:
 - a) Students must be officially enrolled as an ACHS student.
 - b) The student must have an acceptable reason to request a leave such as illness, injury, and a death in the family or loss of employment.

XII. GRIEVANCE PROCEDURES

A. STUDENT COMPLAINT AND GRIEVANCE PROCEDURE / DUE PROCESS

1. Should a student have a concern, complaint, or grievance, he or she should follow the procedure below:
 - a) If the concern, complaint, or grievance pertains to an individual faculty member.
 - b) The student should first discuss the concern, complaint, or grievance with that particular faculty member.
 - c) If the concern, complaint, or grievance is not resolved after meeting with the faculty member, or if the issue is program-related,
2. the student should discuss such issues with the program director.
 - a) If the concern, complaint, or grievance does not pertain to the student's program or has not been resolved up to this point,
3. The student should obtain a Grievance Form from the campus president.
 - a) The Grievance Form should be completed by the student and submitted to the campus president.
 - b) The campus president will review the Grievance Form and decide what action, if any, should be taken.
 - c) The campus president may schedule a personal interview with the student and/or any staff or faculty involved in the situation.
 - (1) Interviews may be conducted in person or over the phone.
 - (a) The student will be notified in writing of the campus president's decision regarding the grievance within five (5) business days of receipt of the grievance.
4. If, in the judgment of the student, there is no satisfactory resolution, the student may contact:
5. **Commission for Independent Education - Florida Department of Education**
325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
888-224-6684

TUITION & REFUND PROCEDURE

XIII. PAYMENT AND FINANCIAL POLICIES

A. Payment Options:

1. Pay In Full by cash, check, or money order made payable to ACHS. prior to attending the first class.
 - a) must be drawn on a U.S. bank.
 - b) No counter (starter) checks will be accepted.
 - c) ACHS is not responsible for other collection fees imposed by the bank.
 - (1) Returned Check Fee:
 - (a) Additional fees with this attempt are from FARS, a collection service used by our banking institution and not affiliated in any way with ACHS.

- (b) After the 2nd attempt a designated depository as uncollected returns the bounced check; the check will then be returned to the Business Office of ACHS.
 - (c) In accordance with Florida Statutes, Chapter 832.05, a returned check fee of \$25.00 will be assessed. In the event of collection agency or legal action for recovery, the maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.
- B.** A student may be dropped from classes for failure to provide tuition payment by the established deadlines.
- C. Late Tuition Payment Fees:**
- 1. Late tuition payment may be charged a \$2.50 non-refundable hourly fee for late payments (e.g., student making weekly payments / attending 16 clock hours per week will pay a \$40 Late Tuition Payment Fees:
 - 2. Students late in their tuition payment may be charged a \$2.50 non-refundable hourly fee for late payments (e.g., a student making weekly payments and attending 16 clock hours per week will pay a \$40 late payment fee).
 - 3. A \$5.00 Non-refundable hourly fee for unexcused absences and/or making up hours after contract date has expired may be applied.
- D. Collection Fees:** In the event that a student's account is sent to collections
- 1. ACHS shall be entitled to collect attorney fees and cost on the account thereof.
- E. Text Book & Exam Fees**
- 1. At the end of the course, the Initial "final exam" has no fee.
 - 2. A non-refundable testing fee will be applied only to those students that would like to retake the final exam fee of \$85.00.
 - 3. Textbooks are available to purchase at student's out of pocket expense.
- F. ACHS does not currently offer financial assistance.**
- a) Student loans are available for those who qualify by applying for a Student Loan with one of our Lending Partnerships:
 - (1) Meritize - <https://www.meritize.com/students>
 - (2) Flynn - <https://apply.flynncredit.com/application/intro>
 - b) Only when unsuccessful attempts with Student Loan options, will an ACHS Payment Plan Contract be established.
 - (1) Students pay the balance of the Tuition Cost in installments as agreed upon with the Director of Finance.
 - (i) a *Notarized Tuition Statement & Pay Schedule Contract* between the Student and ACHS
 - (ii) payments will be as stated in the *Signed Tuition Statement & Notarized Pay Schedule Contract*

XIV. CANCELLATION & REFUND POLICY

- A.** Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:
- B.** Cancellation can be made in person, by electronic mail, by Certified Mail, or by termination.
 - 1. All monies will be refunded if the school does not accept the applicant or if the student cancels within (3) business days after signing the enrollment agreement and making the initial payment.
 - 2. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid.
 - 3. Cancellation after attendance has begun through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
 - 4. Cancellation after completing more than 40% of the program will result in no refund.
 - 5. Termination Date:
 - a) In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation
 - (a) unless an earlier written notice is received.
 - 6. Refunds will be made within 30 days of termination of the student's enrollment or receipt of Cancellation Notice from the student.

ACADEMIC PROGRAM COMPLETION & TUITION TABLE

Program / Degree or Credential Awarded upon completion	Program Hours/ Credits	Completion Time: Length in Weeks	Tuition / per credit hr.	Estimated Books and Supplies	Total Program Cost
Associate of Science in Nursing	80 Credits	104 weeks	\$400.00 Prerequisite \$450.00 Core	\$250.00	\$35,350.00
Clinical Hemodialysis Technician	465 Clock Hours	14 weeks	X	\$250.00	\$3,500.00

ACADEMIC STANDARDS

GENERAL ACADEMIC STANDARDS

At the end of each increment, the cumulative grade average will be determined and documented in each student's Academic Progress Report Form. Students achieving the averages specified below will be considered to be making satisfactory academic progress: a grade average of 70% or 2.0 GPA at the 25%, 50%, 75% and 100% point of the published length of the program selected. For example, if attending a 600 clock hour program, 25% will be 150 hours attended, 50% will be 300 clock hours attended, 75% will be 450 clock hours attended and 100% will be 600 clock hours attended.

See below:

Accumulative GPA	Results
0.0 to 1.49	Academic Probation
1.5 to 1.99 1.5 to 1.99	Academic Warning: Students must have a minimum of 2.0 overall GPA to graduate.

REQUIRED COMPLETION RATE

In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed. For example, if an academic program's published length is 600 clock hours the maximum time frame to complete the program is 900 clock hours.

ACADEMIC PROGRESS

The "Academic Progress" is established as a formal process through which the administration and faculty of ACHS will identify and provide assistance to students who experience academic difficulty. Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student's school career. The standards are not intended to discourage or penalize students who are sincerely trying to make good

use of the school's instructional services. Rather, the standards reflect the commitment of ACHS faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals. The overall objective of the standards is to improve performance by students having

academic difficulty.

PROGRESS REPORTS

Academic progress is measured and analyzed throughout their program on a quarterly basis. The instructor completes student Progress Reports Forms at the quarter ($\frac{1}{4}$), midpoint ($\frac{1}{2}$), three-quarter ($\frac{3}{4}$) and at the completion points of the program. The analysis is also conducted at the quarter ($\frac{1}{4}$), midpoint ($\frac{1}{2}$), three-quarter ($\frac{3}{4}$) and at the completion points of the program. The Registrar receives these reports for evaluations. These reports are kept in the student's file as a permanent record.

- **ACADEMIC WARNING** A student will receive an academic warning if the student fails two (2) or more consecutive examinations during the same measurable point in the program. If a student fails a 3rd time, the student will be placed on academic probation.
- **ACADEMIC PROBATION** Students on “Academic Probation” will be measured at the applicable points of the program. The applicable points are the 25%, 50%, 75%, and 100% of the total length of the program.

RE-ESTABLISHING ACADEMIC PROGRESS

A student may regain eligibility only by taking actions that will bring the student in compliance with all the academic progress standards.

ACADEMIC DISMISSAL / WITHDRAWAL

“Academic Dismissal” represents a separation of students from ACHS for at least six (6) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during academic probation. If, after being readmitted following probation, the student fails to meet minimum standards, which is maintaining a 2.0 GPA, he/she will be terminated from ACHS. The student may voluntarily withdraw from ACHS. The last physical date of attendance is considered the withdrawal date. The final grade given at the point of withdrawal will be the grade used for the GPA and cumulative GPA. Students are eligible to re-apply for enrollment to ACHS after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma/degree.

- Meet all financial obligations incurred with the institution.
- Complete the total course requirements for the program with an overall GPA of 2.0 or greater

PROFESSIONAL STANDARDS CODE OF CONDUCT

STANDARDS OF CONDUCT

Students enrolling in ACHS assume an obligation to conduct themselves in a manner compatible with ACHS's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, ACHS retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to discipline is defined as follows:

- Physical or sexual assault of any person on ACHS's ground, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any ACHS student, faculty member or employee.
- Substantial damage to ACHS-owned or leased property or to property of a ACHS student, employee, faculty member or visitor occurring on ACHS-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of ACHS's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of ACHS).
- Dishonesty, including but not limited to the following: Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so.
- Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student. The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work.
- Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

SANCTIONS

The Director, depending upon the gravity of the offense, may impose one or more of the following sanctions for prohibited conduct:

- **Admonition**, An oral statement to a student that he or she is violating or has violated institution rules;
- **Warning Notice**, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
- **Reprimand**, A written censure for violation of the specified standards of conduct placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time;
- **Disciplinary probation**, Exclusion from participation in privileged or extracurricular activities as set forth in the notice of probation for a period of time not exceeding two academic terms;
- **Restitution**, Reimbursement for damage to or misappropriation of property.

- **Suspension**, Exclusion from classes and other privileges or activities or from ACHS, as set forth in the notice of suspension, for a definite period of time. Upon the student’s request, any student so suspended shall be entitled to preliminary review within 24 hours before the Director or designee. If the student is unavailable, such review may be postponed by the Director until he or she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the grounds denied him or her by the terms of the suspension, other than with the permission of or at the request of ACHS officials for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil.
- **Suspension** Exclusion from classes and other privileges or activities or from ACHS, as set forth in the notice of suspension, for a definite period of time. Upon the student’s request, any student so suspended shall be entitled to preliminary review within 24 hours before the Director or designee. If the student is unavailable, such review may be postponed by the Director until he or she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the grounds denied him or her by the terms of the suspension, other than with the permission of or at the request of ACHS officials for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil authorities.
- **Expulsion** Termination of student status for any indefinite period, the condition of readmission, if any, shall be stated in the order of expulsion.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students are expected to meet specific standards of satisfactory academic progress while working toward a diploma or degree at ACHS.

SAP is determined by measuring the student’s cumulative grade point average (CGPA) and the student’s rate of progress toward completion of the academic program. These are outlined below.

The satisfactory academic progress policy measures two factors:

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. The grade of “W” has no effect on the student’s cumulative grade point average

➤ **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 term credit hours the student is required to successfully complete a minimum of 8 term credit hours ($12 \times 67\% = 8$) for the term.

➤ **Quantitative Measure (Clock Hour Progression)**

You must complete at least 67% of clock hours attempted for each course to remain compliant with SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student enrolling in a 60-hour course is required to successfully complete a minimum of 40 clock hours ($60 \times 67\% = 40$) for the course.

QUALITATIVE CRITERIA

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria: 1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter. 2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below
Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted:

Interval I:		
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End of the second semester:	2.0	67%
Interval II:		
End of the third semester:	2.0	96%

QUANTITATIVE CRITERIA

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (67% of credits attempted) each academic semester. Additionally, a student must complete his or degree within a maximum time frame of attempted credit. The timeframes are as follows for the AS Degree.

Associate of Science Degree = 80 credits

The Maximum Time Frame for the Completion of any program of study is 150% of the credits designated for the program in the College catalog. A student will not be making Satisfactory Academic Progress if the college determines that the student is unable to graduate from his or her program without exceeding the Maximum Time Frame for Completion. In such cases, the student will be terminated from his or her program of study. The calculation of the Maximum Time Frame for Completion includes all courses taken while the student is enrolled in his or her program of study, if the subject matter of a course or courses in that different program of study is substantially the same as a course in his or her current program of study, or if a course or courses count toward the satisfaction of any of the coursework requirements in the current program.

MAXIMUM TIME FRAME (MTF)

The maximum allowable time frame for receiving aid is equal to 150% of the length of the program. For example, if you are pursuing a program that requires 100 credits for graduation, you would reach the maximum time frame at 150 credits attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum timeframe. For example, if you are pursuing a program that requires 1500 clock hours for graduation, you would reach the maximum time frame at 2250 clock hours attempted. The student will be withdrawn once it is determined that they have exceeded the allowable maximum time frame.

Students who are not making satisfactory academic progress at the end of the second year will be dismissed. If you are a transfer student, your accepted transfer coursework will be counted in the maximum time frame. You can repeat a course, but the credits will also be applied toward the maximum time frame.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

- I. **Students are evaluated after the completion of every course and at the end of each academic semester.**
 - A. **If a student fails a course before the semester ends, the student is immediately placed on academic probation**
 1. **The student will remain on academic probation until:**
 - a) **The student retakes the failed course when it is next offered and passes it on the next attempt; or,**
 - b) **The student retakes the failed course and fails it again; or,**
 - c) **The student takes another course (before retaking the first course) and fails it.**
 2. **If the student takes the course a second time and passes it, the student is removed from academic probation.**
 3. **If the student fails the course for a second time, the student is academically**

- dismissed from the college.
4. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.
 5. If the student takes another course (before retaking the first course) and fails it, the student is academically dismissed.
 6. At the end of a semester, any student whose cumulative grade point average (CGPA) is below 2.0 or whose successful completion rate is less than 75% of all credits attempted will be placed on academic probation.
 7. The student will have one semester to raise his or her CGPA to 2.0 or higher and/or their completion rate to 75% or better.
 8. Any student who fails to earn the minimum CGPA or the required completion rate by the end of the probationary semester will be academically dismissed from the college.

APPEALS

Any student who has been placed on academic probation for the first time but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the Academic Director, who, with the Executive Director and Vice President will make the decision whether to accept the student's appeal. If the student's appeal is granted, the student will be considered to be making satisfactory academic progress.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to ACHS until 6 months have passed. The student will have to reapply for admission, satisfy admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

GRADING SYSTEM

The grading system for academic performance appears on the following page. Unless otherwise indicated, each grade earned is calculated into the student's cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted.

Letter Grade	Percentage	Interpretation	Point Value
A	90 - 100	Excellent	4.0
B	80 - 89	Good	3.0
C	70 - 79	Satisfactory	2.0
D	60 - 69	Poor	1.0
F	59 - 0	Failure	0.0
I	-	-	Incomplete*
TC	-	-	Transfer Credit**
W	-	-	Withdrawal**

* Grades are not calculated into cumulative grade point average (CGPA) but course hours are included in total credits attempted.

** Grades are not calculated in CGPA and course hours are not included in total credits attempted.

Repeated Courses

The new grade for a failed course that has been repeated will not replace the prior grade.

Both the grade earned, and the credits taken for the repeated course will be included on the transcript.

Incompletes (Grades of I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of "I" and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of "F" will be assigned and computed into the final grade average for the course and into the CGPA. TC Grade. A grade of TC is assigned for a student's successful transfer of credits earned from an accredited institution. Neither the grade nor

the credits are included in the CGPA or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion. The maximum time frame (MTF) for a transfer student will be 1.5 times the total hours needed for program completion.

W Grade

A student who formally withdraws from the institution before the midpoint (50% or half-way point) of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

UNIT OF CREDIT

ACHS follows a semester credit hour system for all of our degree programs. One semester hour equals fifteen hours of instruction, plus a reasonable period of time outside of instruction for course material preparation.

CLOCK CONTACT HOUR

Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor with appropriate breaks.

GRADE POINT AVERAGE (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a "B" in a 24-hour course is equal to 72 points. To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

REPEATING COURSES

Students may repeat courses taken at ACHS if they received a "W", or "F" grade. ACHS limits the number of repeated attempts to two (2) of the same courses. A third and final attempt may be granted based upon documented major extenuating circumstances, such as death in the family, medical problems. Credit will be given when the students receive a passing grade for the course.

INCOMPLETE "I" GRADE

When a student is unable to complete the requirements of a course by the end of the program, the student may be given an “Incomplete” or “I” grade. The instructor gives the “I” grade if the student has valid reasons for not being able to finish the work. The student and the instructor will complete a Student Progress Report form, which stipulates the date and work to be completed for a grade. Students have 30 days from the end of the program to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the course will be assigned. The student must maintain a GPA of 2.0 in all the classes to maintain academic progress.

If the coursework is not completed by the determined date, a failing grade for the course will be assigned. The student must maintain a GPA of 2.0 in all the classes to maintain academic progress.

COURSE NUMBERING SYSTEM

ACHS follows an independent course numbering system to assign courses in accordance with program and degree requirements. The system is designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a 3 letter prefix depicting the program title.

FINANCIAL ADVISEMENT

The Business and Financial Services Offices will inform students of all options regarding funding and/or payment plans. ACHS does not participate in the federal Title IV program.

PERSONAL ADVISEMENT

American College of Health & Sciences is committed to ensuring the success of our students. Students seeking advisement may come in directly to the Registrar’s Office and schedule an appointment or schedule an appointment online via “schedule a meeting” link in Registrar or Admissions Director’s email signature, to be seen by the first available advisor. The Registrar's office will be seeing students on an appointment basis.

JOB PLACEMENT SERVICES

Students are assisted with placement and furnished names and addresses of employment possibilities when available. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. This service is provided free of charge.

REGISTRATION

Is held on a continuous basis. Students need to register for programs for acceptance into a course.

STUDENT RECORDS

The Registrar’s office is the designated custodian of all official student academic records. This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. A hard copy of the students’ final grade is provided at the student’s request from the Registrar’s Office. The Registrar’s Office is also responsible for processing applications for diplomas and certificates.

STUDENTS WITH SPECIAL NEEDS

Phone numbers for agencies to assist students with special needs are available and posted in the student bulletin board in the lounge. If students require more assistance, the Campus Director will refer the students to the appropriate agency. ACHS is responsible for any reasonable

refer the students to the appropriate agency. ACHS is responsible for any reasonable accommodation of students identified as having special needs.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

ACHS complies with the confidentiality and student accessibility provisions of the Family Education Rights and Privacy Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without a written request/release from the student, a court order, or accreditation agency requirements. Parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

DRUG-FREE WORKPLACE

ACHS, Inc. is a drug-free workplace for administration, faculty and student

HEALTH SERVICES

ACHS is not legally or financially responsible for medical care and does not provide the services of a physician. Should an emergency situation occur, please call 9-1-1. For A non-emergency, the student should visit the nearest Urgent Care Centers. Each student must provide the name of the individual to contact in case of an emergency on the appropriate line of the application form.

IMMUNIZATION POLICIES

ACHS is exempt from Florida Statute 1006.69 Section (2) because the institution is 100 percent commuter and provides no housing for its student population. However, certain allied health programs offered by ACHS may require students to complete a medical health history. This health history will contain results from a physical examination including laboratory test results and immunization records.

STUDENT RIGHTS AND RESPONSIBILITIES

ACHS seeks to maintain an environment where students have the following rights:

- ❖ *Expression* - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom.
- ❖ *Association* - Students can associate freely with other individuals, groups of individuals and organizations for purposes, which do not infringe upon the rights of others.
- ❖ *Freedom from Discrimination* - Students can expect to participate fully in ACHS's community without discrimination as defined by federal and state law.
- ❖ *Safe Environment* - Students can function in their daily activities without unreasonable concerns for personal safety

- ❖ **Discipline** - Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges.
- ❖ **Privacy** - Students are free of unreasonable intrusions into personal records and/or matters relevant to identity and well-being.
- ❖ **Grievance Process** - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to ACHS.
- ❖ **Education** - Students have access to faculty, academic technology, classrooms, learning resources, presentations, and other resources necessary for the learning process.
- ❖ **Personal Growth** - Students study in a setting that fosters personal growth.
- ❖ **Prompt Responses from Administration** - Students have the right to expect prompt and courteous responses from ACHS's academic and administrative departments.
- ❖ **Academic and Administrative Policies** - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

POLICY FOR SEEKING ADDITIONAL DEGREES OR PROGRAMS

Students graduating from ACHS and seeking additional degrees within the school will carry over prior cumulative GPA for program applicable courses. Students seeking an additional degree or diploma should be aware that assessment of their satisfactory academic progress (SAP) will be based on the same criteria used for their first degree/certification.

POLICY FOR GRANTING CREDIT FOR NON-TRADITIONAL LEARNING

ACHS will consider students who have taken the Advanced Placement Tests of the College Entrance Examination Board and have scored a 3 or higher. By this examination, a student may meet the requirements of some college courses, with credit. In addition, ACHS accepts College Level

ACHS will consider students who have taken the Advanced Placement Tests of the College Entrance Examination Board and have scored a 3 or higher. By this examination, a student may meet the requirements of some college courses, with credit. In addition, ACHS accepts College Level Examination Program (C.L.E.P.) general or subject area credit for scores at or above the recommended acceptance by the College Board. Credit is awarded only for courses in ACHSs' current curriculum.

TRANSFER OF CREDIT BY EXAMINATION

ACHS does consider credits for transfer by examination for students.

POLICY FOR GRANTING CREDIT FOR LIFE EXPERIENCE

ACHS does not award credits of subject competency to students based on personal life experiences.

APPEAL PROCEDURES

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he/she has been unfairly graded should first appeal the grade to the faculty member. If satisfaction is not received, the student may make an appointment to see the Program Director and discuss the appeal. If satisfaction is not received, the student may make an appointment with the Program Director to have 1 or 2 impartial instructors to hear the appeal. The student would then need to agree to abide by the decisions of the instructors.

LEARNING RESOURCE SERVICE

ACHS has a spacious Learning Resources Center where students and faculty perform research, study, and prepare for classes and complete assignments. The center currently has public wireless capabilities for personal computers to be used anywhere in the school. The center also has computers with Internet access, laser printers, and copiers for educational use. In addition, the center has reference books, general books, magazines, various other publications, journals and periodicals relating to their field of study. The center is open to students, faculty, and administration during school hours.

ONLINE LIBRARY

Our Institution has Online Library resources, which contains updated information on digital books, articles and magazines aimed at promoting learning and research to our academic community. Online learning resources provided by Librarika-Library Management Software & LIRNPortal which allows your students, faculty, and staff to securely connect to your library resources. Access to the Library's database is available at the following website address: <https://achsfl.librarika.com> <https://proxy.lirn.net/AmerCollegeOfHlthSci>
<https://achsfl.librarika.com>

CAMPUS EMERGENCY SITUATIONS

CAMPUS SECURITY

ACHS ensures a safe and secure facility. All students, employees, and visitors are required to enter and exit the facility through the main doors. All visitors, including the family members of staff must enter and exit the building through the main entrance. Any person on school property without authorization is trespassing. Back exit doors are not to be opened, unless there is an emergency. There are 3 exits for escape ACHS has an automated smoke and a security alarm system throughout the school. ACHS is a subscriber of the Code RED emergency notification system. This system comes into play when inclement weather or other emergency, whether natural or man-made, affects our community. The Code RED emergency notification system is an extremely high-speed pre-recorded emergency message directly to businesses at the proven capacity of millions of calls per day. As a Code RED subscriber, ACHS can control our emergency from anywhere in the world via the secure Code RED website. Code RED subscribers have the fastest and most accurate communication system available. Emergency Communications Network (ECN) provides. ACHS has a calling database for our community. We will notify all personnel, students, and guests of any immediate impending danger.

CAMPUS SAFETY

Students will be informed about the impending danger, and depending upon the danger will be sent home or kept in the school as a safety precaution. Any expense attached to the emergency medical assistance shall be at the expense of the student and not the school. Students should carry emergency information at all times, as well as any medical insurance card(s). ACHS ensures a safe and secure facility. All students, employees, and visitors are required to enter and exit the facility through the main doors. All visitors, including the family members of staff must enter and exit the building through the main entrance. Every classroom and office area has an evacuation plan visibly on display. Procedures for exiting the building in case of an emergency are clearly posted. It should also be noted that students, faculty, and staff are regularly informed and reminded how to proceed in case of unforeseen emergencies as stipulated in the student and faculty handbooks. ACHS also has a Business Emergency Disaster Plan that is distributed to personnel every year at the beginning of Hurricane season, which is June 1st. In addition, the school adheres strictly to safety and health standards to guarantee high levels of hygiene in all its laboratory and operational areas. Instructors play an essential role in observing such practices, and they supervise compliance with existing safety and cleanliness procedures continually. A current inventory of existing and dispensed supplies for each program is kept and regularly updated in the school's supply room.

ADMINISTRATION, FACULTY & STAFF MEMBERS

ADVISORY BOARD

Delilah Bartolome, MSN, Ed, RN, CHN.....	<i>Executive Director</i>
Dr. Sepalika Wassanthlal, MD.....	<i>Chancellor</i>
Dr. Jessie M Colin PhD, RN, FRE, FAAN.....	<i>Director of Nursing</i>
Dr. Inas Luka, EdD, MD, MBA, RN, CCMA.....	<i>Program Director</i>
Karen Samra, DON, RN.....	<i>Director of Nursing</i>
Ray Casiano. Bio Med. CHT.....	<i>Chief Biomedical Technician</i>
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Delilah Bartolome.....	<i>President</i>
Dr. Sepalika Wassanthlal.....	<i>Chancellor</i>

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Delilah Bartolome.....	<i>Executive Director Carmelle</i>
Casimir.....	<i>Program Director</i>
Ana Gonzalez.....	<i>Academics Director</i>
Stephanie M. Vasquez.....	<i>Admissions & Finance Director</i>

Sarah
Casiano.....*Registrar*
Catherine
Dietry.....*Librarian*

FACULTY MEMBERS

Delilah Bartolome, MSN,BSN, CHN / Adjunct Professor

MSN-Emiraza College, Fort Pierce, Florida

BSN-Niagara University, Niagara Falls, NY

CHN-Hemodialysis BONENT Certified

Dr. Inas Luka, Phd-Ed, MD, MBA, RN, CCMA / Adjunct Professor

PhD-Maryville University, MO

MD-AIN-Shams University School of Medicine

MBA-Arab / Egypt Academy Graduate School of Business , Egypt

Dr. Carmelle Casimir, DNP, ARNP, FNP- BC / Adjunct Professor

Doctorate - Chatham University, PA

MSN- Florida International University, Miami, FL

BSN- Florida Atlantic University, Boca Raton, FL

Dr. Jossener Joseph, DNP. ARNP,PMHNP-BC, AGNP-C / Adjunct Professor

DNP - University of North Florida

ARNP/MSN-Maryville University

BSN- Florida Atlantic University, Boca Raton, FL

Dr. Jean Donne, MD, RN / Adjunct Professor

Doctor in Medicine - Universite D'ETAT, Haiti, MD

RN- Nursing Techni Pro, Boca Raton, FL

Paula Prempin, MSN, BSN, RN / Adjunct Professor

MSN/BSN-Nova Southeastern University, Davie, Florida

AA-Kingsborough CUNY, Brooklyn, New York

Diane Ellen, RN, MSN / Adjunct Professor

MSN, Waterbury University, CT

BSN, Malloy College, Rockville, New York

Vernon Samuels, MS, BA / Adjunct Professor

MS Statistics- MS-University of Texas, El Paso, Texas

BA Mathematics -University of West Indies, Kingston, Jamaica

Sandra Ramierz , MHNE, RDN / Adjunct Professor

MHNE - Hawthorn University, Sacramento, CA

BS - University of Florida, Gainesville,