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# ALLIED HEALTH CAREERS INSTITUTE

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## ***2018 Catalog***

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## GENERAL INFORMATION

### Mission

Allied Health Careers Institute is a special purpose institute. The objective of AHCI is to provide a framework of academic instruction to develop the capabilities of all students regardless of race, color, sex, religion, creed, credo or national origin, with experienced guidance in the development of practical skills and theoretical knowledge required for the individual student's career goals. It is the mission of AHCI to provide students with an educational environment which meets the needs of those students with varied learning skills and to provide support services which contribute to instructional effectiveness and student success. We recognize that the student has changing needs for academic and occupational instruction; appropriate training is necessary for career growth of the individual and the needs of the community for such individuals are great.

### Educational Philosophy

Allied Health Careers Institute's educational philosophy is based upon the goal of preparing people for immediate entry into the workforce. The programs offered at AHCI train students in the professional behaviors and technical skills that are necessary for success in today's competitive workplace.

This philosophy flows from the school's mission statement. In order to implement its educational philosophy, AHCI has identified the following educational objectives:

1. To stimulate a career and success-oriented outlook in our students
2. To communicate the latest technical competencies demanded by employers
3. To train students in professional behaviors that will enable life long career development
4. To develop students' participation and leadership capabilities
5. To provide the student with services and support needed to achieve their educational and career goals

### Objectives

AHCI prepares students to achieve their future goals in the chosen field of professional career in accordance with the following objectives:

- To provide an excellent academic and occupational preparation of students for a career in their chosen field of specialization.
- To assist in development and maintenance of high standards of achievement for students.
- To provide necessary encouragement of critical thinking that is essential in the professional world.

To assist students in achieving these objectives, AHCI has established a professional environment consisting of:

- A faculty of highly educated & experienced professionals possessing extensive knowledge, skills, experience and concern for student achievement and success
- Hands-on training with equipment used in a professional workplace-stimulated environment
- A curriculum devoted to career related subjects that combines theoretical education with hands-on training, thereby enabling students to acquire knowledge and skills in variety of career programs that are in strong demand by employers
- A career services department dedicated to assisting graduates in obtaining employment in the fields of their profession
- Attendance, behavioral and dress code policies designed to emulate a majority of professional attitude which will prepare students for professional success in the job market

### History

Dianne Williams Anderson, the founder and owner of Allied Health Careers Institute, is a Chattanooga, Tennessee native and lived there most of her life while attending school and raising a family. In 1999, as Dianne was looking to get back into the work force, she began to understand the many opportunities within the medical field. After much research, she decided to attend the clinical medical assisting classes at a Chattanooga – based postsecondary school. After her certification, Dianne began her new career in 2000 as a Certified Medical Assistant at a very successful Chattanooga – based OB/GYN practice and was employed there for several years. After gaining these hands on, practical experience in Clinical Medical Assisting she was offered a job as Regional Manager for a company providing lab services to nursing homes and home bound patients' community. She accepted the position, and while working, pursued a degree from Chattanooga State Technical Community College. In 2005, Dianne was recruited back to the same postsecondary school in Chattanooga where she was originally certified from, to teach Clinical Medical Assisting classes. Then, after teaching at that school for 2 years, she made an offer to the then current owners and bought the school. Dianne taught, grew and ran the school for several years until selling her share to a partner in that business. For personal reasons, Dianne was relocating to Middle Tennessee and wanted to reproduce the success she had in Chattanooga.

After careful research, she saw the need for a similar school in the Murfreesboro area and opened AHCI, with the mission to provide affordable, quality education, with classes that can be completed within a short amount of time. Dianne knows how important it is to receive, as well as provide quality health care. She also knows how important it is in these challenging economic times, to have a stable career and how important it can be to begin a career as soon as possible.

Dianne has been successfully involved in and committed to the medical field for over 15 years; she is committed to making Allied Health Careers Institute the best possible educational institute in Middle Tennessee to receive quality education so that students can begin a successful medical career as well.

## SCHOOL INFORMATION

The State of Tennessee maintains an account for student indemnification in the event an unauthorized institution closes. If the Director is notified of the closure of an institution in which students are currently enrolled, the Director will take reasonable steps to notify each student that they may be entitled to a tuition refund from the account, obtain records relating to enrollment, academic progress, and payments of money for tuition and other fees for each student, and arrange for students to receive education at another accredited institution.

Allied Health Careers Institute is authorized by the Tennessee Higher Education Commission. This authorization must be renewed annually and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

AHCI is accredited by the Council of Occupational Education (COE) as of June 2015 and have been approved to participate in the Federal Student Aid program through the US Department of Education for the Clinical Medical Assistant Program.

Any questions a student or any member of the public may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Tennessee Higher Education Commission at 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243, [www.tn.gov/thec](http://www.tn.gov/thec), calling 1-615-741-3605, or to Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350 or by calling 1-770-396-3098.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**Approved programs** are as follows:

| No. | Course Name  | Clock Hours | Weeks  |
|-----|--|-------------|--------|
| 1   | Clinical Medical Assistant – Day/ Evening            | 620         | 22/ 34 |
| 2   | Medical Billing and Coding Specialist – Day/ Evening | 640         | 24/ 50 |
| 3   | Phlebotomy Technician – Day/ Evening                 | 115         | 6/12   |

## ACCREDITATION AND APPROVALS

### THEC Authorization

Allied Health Careers Institute was authorized by Tennessee Higher Education Commission on November 19, 2010.

### COE Accreditation

Allied Health Careers Institute was granted Candidate status by the Council on Occupational Education in the year 2014. The COE's accreditation means that the institution and its operation have been found to meet or exceed stated criteria of educational quality. In June of 2015 AHCI was granted accreditation. [www.council.org](http://www.council.org)

### Workforce Investment Act (WIA)

The ETPL (Eligible Training Provider List) was established in compliance with the Workforce Investment Act (WIA) of 1998. The purpose of ETPL is to provide customer- focused employment training for adults and dislocated workers. Allied Health Careers Institute has also received approval under WIA. For information contact: Local Workforce Investment Area or Employment Development Department (EDD). [www.i-train.org](http://www.i-train.org)

### Facility and Equipment

Allied Health Careers Institute is located on Commerce Park, which is a free-standing building with plentiful parking. We have three classrooms, one laboratory, four offices, media center, file room, kitchen/break room, three supply closets and male and female restrooms. There are eight computers for students to use and three desktop PC and 5 laptops for faculty and staff.

Approximate total footage of school campus is 4000 sq. ft.

### Instructional Equipment

#### Clinical Medical Assistant

|                            |  |
|----------------------------|--|
| Anatomical Charts/Models   | Electrocardiograph machine, wires and electrodes |
| Centrifuge                 | Personal Computers                               |
| Sphygmomanometers          | Stethoscopes                                     |
| Surgical Instruments       | Training Mannequins                              |
| Thermometers/electronic    | Nebulizer  |
| Glucometer                 | Scales   |
| Laboratory Chair/ supplies | Wheelchair/crutches/walker                       |
| Exam table                 | Pulse oximeter                                   |

### Medical Billing and Coding Specialist

|  |   |
|--|---|
| Billing Procedural Coding References<br>Medical Office Simulator<br>Word Processing Software<br>Medical Claims Simulator<br>Personal Computers | Anatomical Charts<br>Anatomical Models<br>Anatomical Simulator<br>Medical/Dental Reference Books<br>ICD-10 CM/PCS, HCPCS, CPT books |
|--|---|

### Phlebotomy Technician

|                                   |   |
|-----------------------------------|---|
| Centrifuge<br>Venipuncture chairs | Tubes, needles, hubs, tourniquets, etc. |
|-----------------------------------|---|

### Hours of operation

#### Office

Office hours are 8:30 AM to 5:00 PM from Monday through Friday.

#### Day Classes

Day classes are offered in 3 (phlebotomy) and 5-hour (Medical Assisting and Medical Billing and Coding) session between 9:00 AM and 3:00 PM, Monday through Friday. Schedules vary by program. To obtain exact times for classes offered, please check with the Admissions Department prior to enrollment.

#### Evening classes

Evening classes are offered in 2 (phlebotomy) and 4-hour sessions (Medical Assisting and Medical Billing and Coding) between 6:00 PM to 10:00 PM, Monday through Friday. Schedules vary by program. To obtain exact times for classes offered, please check with the Admissions Department prior to enrollment.

#### Externship/Clinical

Externship and clinical rotations are scheduled for various timeframes Monday through Saturday, according to the needs of the specific program. Externship and clinical hours are set by the host site and will vary. **All clinical hours are day time hours only.**

#### Academic Holiday Calendar

School campus is closed for classes on following holidays:

| Event                     | 2018            | 2019            | 2020            |
|---------------------------|-----------------|-----------------|-----------------|
| New Year's Day            | January 1       | January 1       | January 1       |
| Martin Luther King Jr Day | January 15      | January 21      | January 20      |
| Presidents' Day           | February 19     | February 18     | February 17     |
| Good Friday               | March 30        | April 21        | April 12        |
| Memorial Day              | May 28          | May 27          | May 25          |
| Independence Day          | July 4          | July 4          | July 4          |
| Labor Day                 | September 3     | September 2     | September 7     |
| Thanksgiving Break        | November 22, 23 | November 21, 22 | November 19, 20 |
| Winter Break              | December 24-26  | December 24-26  | December 24, 25 |

#### School Faculty/Staff

The educational faculty at AHCI is well qualified, motivated, experienced, certified and approved from the state.

|                              |  |  |
|------------------------------|--|--|
| <b>John Anderson</b>         | <b>CFO</b>                                     | john.anderson1@comcast.net                           |
| <b>Dianne Anderson</b>       | <b>Director of AHCI/Instructor</b>             | dianne@ahci.edu                                      |
| <b>Alissa Fasig</b>          | <b>Administrator/Student Services Director</b> | <a href="mailto:alissa@ahci.edu">alissa@ahci.edu</a> |
| <b>Cynthia Windrow</b>       | <b>Financial Aid Officer</b>                   | cynthia@ahci.edu                                     |
| <b>Jennifer Larkin, CCMA</b> | <b>Instructor</b>                              | jennifer@ahci.edu                                    |
| <b>Joshua Newnam</b>         | <b>Instructor</b>                              |  |
| <b>Amanda Harris, CCMA</b>   | <b>Instructor/Clinical Coordinator</b>         | amanda@ahci.edu                                      |
| <b>Angie Gilley, RMA</b>     | <b>Instructor</b>                              | angie@ahci.edu                                       |
| <b>Kimberly Fetter, CPC</b>  | <b>Instructor</b>                              | <a href="mailto:kim@ahci.edu">kim@ahci.edu</a>       |
| <b>Angelia Collier, CPC</b>  | <b>Instructor</b>                              |  |
| <b>Wendi Walker, MSN</b>     | <b>Instructor/Dean of Nursin</b>               | wendi@ahci.edu                                       |

#### Officers

John Anderson, BSBA, Owner/CFO  
Dianne Anderson, CCMA, Owner/Director

#### CPA

Joseph Bennie CPA, Accountant  
Andrew Pieri CPA, Accountant

## **ADMISSION POLICIES**

### **Steps for Enrollment**

Anyone interested in enrolling should apply to Allied Health Careers Institute by visiting the institution or scheduling an appointment to meet with an Admissions Representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives. The applicant will also meet with a Financial Services representative to discuss tuition and options for financial aid. If an inquiry is made by phone, the Admissions Representative will provide brief information about the programs and invite the applicant to visit the school.

Applicants may be admitted provided they are 18 years of age or will be 18 before the completion of chosen program, and are high school graduates, or have a high school equivalency diploma (GED). This must be proven by obtaining official high school transcripts from the high school in a sealed envelope or GED transcripts from the facility where tested in a sealed envelope. No one will start a program without providing the transcripts in advance. Each applicant is assessed on an individual basis.

This admissions policy is used to define the enrollment requirement for individuals who wish to enroll at Allied Health Careers Institute as a regular student. AHCI must adhere to the U.S. Department of Education, Accrediting Agency (COE) and Tennessee Higher Education Commission.

### **General Admission Requirements**

Allied Health Careers Institute is an equal opportunity employer and follows the same policies in accepting applications from potential students. AHCI is open to all students without regard to race, color, religion, age, sex, creed, origin, sexual orientation, disability or marital status.

To be eligible for admission, an applicant must be able to read and write English, and the students must meet the following requirements:

- Be at least 18 years of age (Age will be verified with Individual's state ID)
- Complete and submit an AHCI application form
- Have an interview with an Admissions Representative (student, spouse, or parent)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Student has verifiable Social Security Number
- Student must also be able to provide proof of appropriate educational requirement such as:
  1. Official copy of high school transcript showing graduation date. Provided from high school in a sealed, unopened envelope. (Note: The high school transcript requirement can also be from a foreign school if it is equivalent to a US high school transcript; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)
  2. Official copy of GED transcripts. Provided from facility where tested; in a sealed, unopened envelope.
- Have a recognized equivalent of high school diploma/transcript such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidate Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a homeschool setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test.
- Be able to speak, read, and write fluently in English (All classes are taught in English).
- Provide documentation of eligibility to work in the United States.
- Pay the required Registration Fee.
- Meet with financial officer to determine what type of financing is best for them
- Attend an orientation session before starting class. Orientation is held every Thursday at 3:00 pm
- A Skills and Achievement Commencement Credential for Students with Severe Disabilities is replacing the Individual Education Program (IEP) diploma effective July 1, 2013. Neither IEP diploma nor the Skills and Achievement Commencement Credential is acceptable for entrance into the program requiring high school graduation or a GED.

AHCI does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

### **Readmission**

Any student who experiences an interruption of their education and chooses to return to AHCI to continue a program they were previously enrolled in, shall be considered a re-entry student. A Leave of Absence must be filled out if student will be absent 14 consecutive days or longer. Students who have been out of their program for longer than one year must restart the program from the beginning. Students may experience an interruption of their education for the following reasons:

- Medical reasons
- Military Duty
- Pregnancy

### **New Student Orientation**

In order for all new students to become adjusted to the newness of school, they are required to attend an orientation session. Orientation has proven to be invaluable in making an easy adjustment to a new environment. New students are informed of school policies and review a copy of the school catalog. There is a question and answer session about Financial Aid. Administrative staff are also introduced and encouraged to give a minimal talk to the students. Job related Health, Safety and Fire Prevention are also discussed. Orientations are held every Tuesday at 3:00 pm. All students must attend an orientation session prior to the start of class, or they will not be permitted to start program.

**Voluntary Interruption:** A former AHCI student who has voluntarily interrupted attendance at the school and who desires to be readmitted must appeal to the Director and/or Dean of Academics, in writing, two weeks prior to the time the student wishes to re-enroll. All records established at the school shall be reviewed.

**Involuntary Interruption:** A former AHCI student who has been dismissed for academic, attendance, or disciplinary reasons must wait at least 6 weeks before attempting to return. The former student must appeal to the Director and/or Dean of Academics, in writing, two weeks prior to the time the student wishes to re-enroll. All records established at the school shall be reviewed. The accomplishments of the student while out of school shall be considered carefully.

Students are allowed to re-enter AHCI up to one year after the assigned drop date. If a student does not re-enter within one year, they will be required to repeat the entire program and all previously earned hours will not be allowed to count towards graduation. Additionally, there will be a \$50.00 readmission fee.

## **Students with Disabilities**

AHCI complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under training with a government agency, institution district, and/ or other entity, students must meet the admissions requirements set out in the training agreement and/or applicable state licensing or certifications requirements. The facility is equipped with ramp access from the parking lot, extra wide hallways and doors, A.D.A. required door handles and a restroom to accommodate disabled students.

If you are interested in attending AHCI, but are in need of reasonable accommodations, you should schedule an appointment with the Director. At this meeting, we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at the school, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

- A diagnosis of the disability;
- How the diagnosis was determined (what tests were given and the results); and
- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.

## **Financial Arrangements**

\*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see "Method and Terms of Payment".

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, and Scholarships. Cash payment plan must be made with Director prior to enrolling.

Prior to admission the prospective student is given an enrollment agreement form, an interview with a school official and is scheduled to attend an orientation session, which is **mandatory** to attend prior to beginning any program. The interview will elaborate on course description, the career opportunities and the physical demands of the job, and certifications offered.

An explanation on attendance and academic requirements will be given to the prospective student and how those requirements can affect the student's satisfactory academic performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## **Transfer Students**

Enrollment is available for students wishing to transfer to AHCI after they have withdrawn from other schools both in and out of the state. The school does not recruit students already attending or admitted to another school offering similar programs of study. All request for exemption or credit for prior education must be submitted prior to the starting of training. All new students may request exemption from a course (s) based on post-secondary education or training (which is not guaranteed). Transcripts from national or regionally accredited colleges and universities may be submitted for clock hours.

**Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours.

## Credit for Previous Training

In the event a situation arises where as a potential student may have prior education and training in their chosen field of study, AHCI reserves the right to administer testing toward academic credit to that particular student. This will be done on an individual basis as the need arises.

## Transfer of Students between Programs & From Other Institutions

Policy for granting credit for prior training/education and notifying the eligible person:

- a. Students are allowed to transfer between programs within Allied Health Careers Institute at any time, provided that they are in good academic standing as determined by their Satisfactory Academic Progress report (SAP). The Director of Education will evaluate all previous courses taken for compatibility with the student's new program. If applicable, the student may be awarded credit for the clock hours credit hours and class work earned in these courses. Refunds will be calculated, if applicable, according to the refund policy as stated in the enrollment agreement and this catalog.
- b. AHCI is accredited by the Counsel of Occupational Education (COE). Any student entering one of the educational programs at AHCI may receive academic and financial credit for courses taken at other institutions. This will be considered on an individual basis. Students must take at least 50% of their program at AHCI *and* receive at least a 2.0 in their respective program. Requests for transfer of credits shall occur prior to the first week of attendance. Students must complete a request for transfer form and submit official transcripts. The school Director will evaluate all previous official transcripts and determine which courses, if any, will be accepted by the school. In addition, students must be in good standing at their previous school.

## “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

Credits earned at Allied Health Careers Institute may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Allied Health Careers Institute. You should obtain confirmation that Allied Health Careers Institute will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Allied Health Careers Institute to determine if such institutions will accept credits earned at Allied Health Careers Institute prior to executing an enrollment contract or agreement. The ability to transfer credits from Allied Health Careers Institute to another educational institution may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Allied Health Careers Institute if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of Allied Health Careers Institute and of any other educational institutions you may in the future want to transfer the credits earned at Allied Health Careers Institute before you execute an enrollment contract or agreement.

## ADMISSION PROCESS

1. Tour the facility, fill out the Enrollment Agreement.
2. Submit the proof of age, transcripts and employability.
3. Pay the Registration Fee.
4. Attend an orientation session, parents or spouses are encouraged to be present.

## How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma (proven by official transcripts) or General approved under state law (GED).
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are male (you must register between the ages of 18 and 25).  
Men exempted from the requirement to register include:
  - Males currently in the armed services and on active duty (this exception does not apply to member of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia
  - Noncitizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
  - Forms are available in the Financial Aid Office.
4. Have a valid Social Security number unless you are from the Republic of Palau, the Republic of the Marshall Islands, Federated States of Micronesia.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements of the **FAFSA** stating that:
  - You are not in **default** on a **federal student loan**.
  - Do not owe a refund on a **federal grant**.
  - Sign the required statement that you will use federal student aid only for educational purposes.
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least half-time to receive assistance from the Direct Loan Program.

9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

**In addition, you must meet one of the following:**

1. Be a U.S. CITIZEN or U.S. NATIONAL  
You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swain Island, then you are a U.S. National
2. Have a GREEN CARD  
You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.
3. Have an ARRIVAL-DEPARTURE RECORD  
You're Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:
  - Refugee
  - Asylum Granted
  - Cuban-Haitian Entrant (Status Pending)
  - Conditional Entrant (valid only if issued before April 1, 1980)
  - Parolee
4. Have BATTERED IMMIGRANT STATUS  
You are designated as a **"battered immigrant-qualified alien"** if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**
5. Have a T-VISA  
You are eligible if you have a T-visa or a parent with a T-1 visa

**Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

**Conviction for possession or sale of illegal drugs**

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for by using the FAFSA. AHCI is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs).

|                         | Possession of illegal drugs     | Sale of illegal drugs           |
|-------------------------|---------------------------------|---------------------------------|
| 1 <sup>st</sup> Offense | 1 year from date of conviction  | 2 years from date of conviction |
| 2 <sup>nd</sup> Offense | 2 years from date of conviction | Indefinite period               |
| 3+ Offense              | Indefinite period               |                                 |

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period.
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, AHCI may award Pell and/or Loan for the current payment year.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.

- Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is given the date of the next class. The prospective student is asked to bring their photo ID (state issued) of themselves and is informed of the appropriate orientation session to attend.

### **Federal Financial Aid**

To be considered for Federal Financial Aid, a student must complete a Free Application for Federal Aid on line (AHC1 will help with this process if the student asks). The student and the parent (s) (in the case of a dependent student) may sign the FAFSA online by using the FSA ID which is comprised of a user-selected username and password. Once the student completes the FAFSA, and it is processed by the government, ACHI will receive and ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

### **Verification**

Each year the Department of Education selects a percentage of financial aid recipients randomly to be selected for verification. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Financial Aid) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcripts and W-2 forms (student's, spouse and/or parents/ guardians), proof of untaxed income, housing allowance, etc.

Students will be notified in writing of all documents required to fulfill this federal requirement. If after review of the Office of Financial Aid, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified by writing or by email.

### **CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INFORMATION OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings or electronic media.

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posed on the AHC1's website and can be found in the student catalog. Paper copies are available upon request.

Call AHC1 and ask for Financial Aid Office at 615-396-8733 ext. 102 for assistance in FAFSA paperwork.

**Office hours are 8:30 a.m. – 5:00 p.m.**

### **STUDENT INFORMATION**

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

##### **Privacy Act for Students**

The Family Educational Rights and Privacy Act of 1974 entitle all students to review their records, including grades, attendance and advising records. The school must permit a student to examine such records within 45 days after the school receives a written request from the student. The school will also permit the student to obtain a copy of such records upon payment of a reproduction fee.

A student may request that the school amend his or her education records on the grounds that they are inaccurate, misleading or in violation of the student's rights or privacy. In the event the school refuses to so amend the records, the student may, after complying with the Student Complaint procedure, request a hearing. If the outcome of a hearing is unsatisfactory to the student, the student may submit an explanatory statement for inclusion in his or her education record.

A student has the right to file a complaint with Family Policy Compliance, U.S. Department of Education, Washington, D.C. 20202-4605, concerning the school's alleged failure to comply with the Act.

Student records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Any time personally identifiable information about a student is disclosed to any person other than the student, such disclosure will be documented in the student's school file.

##### **Access to Educational Records**

Educational records are all files, records, or documents maintained by the school, which contain information directly related to the student. The only persons allowed access to such records are those personnel who have a legitimate administrative or educational interest. The student must request in writing, if not in person, authorization for all or part of their records. There will be a reproduction fee.

##### **Review of Records**

It is the policy of the school to monitor educational records to insure that they do not contain information, which is inaccurate, misleading or otherwise inappropriate. The school may destroy records that are no longer useful or pertinent to the student's circumstances after the statutory lapse of time.

## Professional Conduct of Student

An important element of the training at AHCI includes the development of professionalism. The high standards maintained in AHCI programs prepare each student to meet the highest expectations of employers. AHCI expects students to conduct themselves in a socially acceptable manner at all times. Students indulging in the following types of misconduct are subject to immediate dismissal from the premises and/or termination from the program:

- Any type of dishonesty, including cheating, plagiarism, knowingly furnishing false information to institution, forgery, alteration or use of institution identification documents with the intent to defraud, no falsification of records.
- Intentional disruption or obstruction of teaching, administration, disciplinary proceedings, public meetings and programs, or other school activities.
- No smoking is allowed in the school building, to include E-cigarettes or vaporizers. Smoking is only permitted in designated smoking areas.
- Physical or verbal abuse of any person or foul language on school premises or at school-sponsored or supervised functions is not permitted; this will be grounds for termination from school.
- Theft of school property or damage to school premises or to the property of a member of the school community on the school premises.
- Failure to comply with directions of school officials acting in the performance of their duties.
- The use, possession, or distribution of alcoholic beverages, controlled substances, firearms, weapons, explosives and/or dangerous chemicals on school premises.
- Any violation of Federal, State or local law on school premises or at school sponsored functions.

AHCI views excessive tardiness as violation of the professional conduct philosophy that could lead to dismissal. Any violation or transgression will be strictly penalized. AHCI reserves the right to make the administrative and educational decisions as to whether the code of conduct had been violated. All cases are reviewed individually.

## Confidentiality of Student Records/ FERPA

AHCI will annually distribute to all enrolled students' information about:

- The right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information and to file complaints with the Department of Education.
- Procedures for reviewing education records and requesting amendment of the records.
- Information about the institution's policy regarding disclosures to school officials with legitimate educational interest in the education records.

## Information Sharing & The Family Education Rights and Privacy Act of 1974 (FERPA)

What is FERPA?

The Family Rights and Privacy Act of 1974, as amended, (commonly known as the Buckley Amendment) is a federal law which provides that schools will maintain the confidentiality of student education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those personnel within the institution may see the records, including persons in an emergency to protect the health or safety of students or other persons.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;

Accrediting organizations;

To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and

State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **What is considered Directory Information?**

In compliance with **FERPA**, the following statement reflects ACHI's policy:

*The following directory information may be released by telephone: a) student's dates of attendance; b) date of graduation and certificate earned. Other kinds of directory information, such as a student's address, telephone listing, program of study, awards received, and the most recent previous education agency or previous institution attended, will be released only in response to a written request. The school reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know. Information regarding the student's record: grades, courses, GPA, social security number and other personal information will not be released without the student's written consent.*

However, the Act states that each student has the right to inform ACHI that any or all of the information is not to be released. No information will be released without the written consent of the student. This status is binding until such time the ACHI is notified in writing by the student to permit release of "directory information".

### **What about....? Parental Access to Children's Education Records**

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Records may be released to parents only under the following circumstances: (1) through the written consent of the student, (2) in compliance with a subpoena.

### **Posting of Grading by Faculty**

The public posting of grades either by the student's name, institutional student identification number, or security number without the student's written permission is a violation of **FERPA**.

### **Responsibilities of our staff members**

An employee of ACHI may have access to student education records. Their confidentiality, use and release are governed by **FERPA**.

The staff members' utilization of this information is governed by the regulations and the duties and responsibilities of the staff member and position. Unless the staff members' job involves release of information and they have been trained in that function, any requests for disclosure of information, especially from outside the school, should be referred to the Director. Release of information contained on a student's record without the written consent of the person identified on the document is in violation of Sec. 438 Public Law 90-247. As a school employee, all staff members should have their own accounts and passwords on the administrative computer system and on e-mail. The staff member is responsible for their personal account and will be held accountable for any improper use. Protection of the staff members' sign-on password and procedure is critical for security. Password is the only protection the account has, and the only way the computer system can verify that the staff member is actually who they say they are. Please pick a good password and protect it.

### **In Summary, Remember...**

- Checking a person's picture government identification when releasing education records is required. Always check to see if the student permitted disclosure of information before the release of information on the student.
- Discussing a student's record with any person who does not have a legitimate educational interest is a violation of **FERPA**. This pertains to conversation on and off the job.
- Removing any document from the office for non-business purposes is a violation of **FERPA**.
- Releasing confidential student information (non-directory) to another student, College or University, organization, or to any person who does not have a legitimate educational interest, or to the parents of a dependent student without the student's written authorization is in violation of **FERPA**.
- Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of **FERPA**.
- Making personal use of student information is in violation of **FERPA**.
- Allowing another person to use your computer access code is in violation of **FERPA**.
- Putting paperwork in the trash with a student's information (i.e., social security number or grades) is also in violation of **FERPA**.
- In addition to the possibility of personal litigation, proven **FERPA** violations may result in loss of federal funds to ACHI.
- Violation of confidentiality and security may lead to appropriate personnel action.

### **What information cannot be given out ever?**

What does it mean by this? These are things that cannot be part of directory information and that cannot be given out, without the student's written permission. ACHI cannot make it something that we say we will give out. The staff is trained on this:

- Social Security number. This cannot ever be given out, posted or use some or part of this information to confirm a student's identification.
- Citizenship

- Gender
- Ethnicity
- Religious preference. The student' has to be notified first and has to give written permission.
- Grades
- GPA
- Daily class schedules. Local police authorities may be trying to find a student. Parents may be asking what classes the student is in today. AHCI cannot give this out this information. This means to parents who are paying the bills.

### **Information Release via Telephone**

No information concerning any student is released to any individual, group or organization via telephone, cellular phone or other similar devices unless that individual, group or organization is involved in the awarding and processing of student's Title IV aid.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact the U.S. Department of Education at the following address:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-8520

### **Dress Code**

Allied Health Careers Institute has set forth the following guidelines concerning mandatory dress code and appearance. The guidelines seek to foster an environment, which promotes respect for authority, increased safety for students and staff and preparation for students into the workforce. The Director and/or Dean of Academics will make the final decision as to the appropriateness of attire and appearance. Any student who violates the dress code will be subject to disciplinary action. The following is appropriate:

- All students enrolled in a medical program are required to wear an appropriate uniform/ scrubs. Otherwise, the dress is business casual.
- Students are required to wear nametags at ALL times.
- Long hair must be pulled back when in laboratory area.
- Jewelry is allowed; however, during clinical rotations, students are only allowed to wear wedding bands and stud earrings.
- Students attending clinical rotations should have their fingernails trimmed at all times.
- All clothing must fit and be worn appropriately, i.e. clean, ironed.

### **Prohibited**

- Pants cannot be worn lower than the top of the hipbone.
- Baggy pants (when undergarments are exposed), distressed jeans, biker pants are prohibited.
- See through, tight fitting, or that which exposes the mid-section which includes halter tops, tank tops, crop tops, sundresses, spaghetti straps, and mesh tops.
- Slippers, and beach shoes.
- Hats, caps, wave caps, hoods, bandannas and scarves.
- Sunglasses
- Tattoos should not be visible
- Hair should be cleaned and well groomed, as well as student should bathe and apply deodorant.
- Facial hair should be neatly groomed.
- Spiked choke collars, chains on pants, occult type jewelry, or anything distracting to the educational process is prohibited.
- Earrings are only allowed on ears and only two earrings per ear. Body piercings should not be visible.
- Any article of clothing that displays alcohol or drug slogans, which symbolize anti-social group members.

Students should dress in a manner that would be acceptable in the job field for which they are training. Since many employers visit AHCI to give lectures and conduct job interviews, it is important that students convey a professional image at all times.

Failure to comply with the guidelines for dress, appearance, or uniforms will result in disciplinary action.

### **Professional Conduct Standards**

An important part of the training at the school includes the development of professional attitude and behavior. Prospective employers seek employees who will be positive additions to their companies. Therefore, we at AHCI have created a "work-like" environment in which our students can grow and develop according to these professional expectations. Learning how to communicate and deal with different situations, coping with frustration, skills to solving problems, disciplining oneself and dressing professionally are just few of the ingredients that go into the makeup of a "professional". In these areas we have high standards because we are committed to preparing our students for the highest expectations of employers.

### **Student Grievance Procedure**

Allied Health Careers Institute, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is an Allied Health Careers Institute student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution's administration provides established grievance procedures. The Director shall maintain a file on each grievance reported including the procedures followed and the final disposition of the case.

Definition: A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights, or privileges of a member of the student body. The burden of proof shall rest with the complainant.

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to Allied Health Careers Institute either on the institution's petition form or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Student Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

Procedures for Official Hearings: If informal recourse fails to resolve the grievance within a reasonable time after filing, the Director will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Director, the program instructor, and one faculty member who shall sit on the Committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation, as appropriate or disciplinary actions or for changes in policy to the appropriate administrative officials.

Recourse after hearing: If students have exhausted these procedures and the problems have not been resolved, they have the right to contact the Tennessee Higher Education Commission or The Council on Occupational Education. In approaching THEC or COE with a grievance, students are encouraged to take the following steps:

1. Contact THEC or COE offices by mail. Complaints received by phone must be accompanied by a written follow-up letter.
2. Include the following required information in the letter of complaint:
  - a. The nature of the problem.
  - b. The approximate date(s) that the problem(s) occurred,
  - c. The name(s) of the individual(s) involved in the problem(s) (within the school or other students who were involved),
  - d. Copies of important information regarding the problem(s) (facts, not rumors, lead to solutions),
  - e. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting THEC or COE. The complaint must be signed by the complainant.
3. Send the complaint to:

The Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, Tennessee 37243  
Phone: (615) 741-3605  
Website: [www.state.tn.us/thec/](http://www.state.tn.us/thec/)

Council on Occupational Education  
7840 Roswell Road, Building 300  
Suite 325, Atlanta, GA 30350  
Toll Free: 800-917-2081  
Website: [www.council.org](http://www.council.org)

Allied Health Careers Institute maintains a Complaint Log documenting name of complainant, date of complaint, date of resolution, and staff member responsible for resolving the issue.

## **STUDENT FUNDING SOURCES**

AHCI offers many options for students to aid their education.

### **WIA/TAA**

AHCI is an approved vendor with the above funding agencies. Distribution of funds is subject to availability. Upon successful completion of a screening and selection process, the above agencies are able to fund the following programs for qualified individuals:

Clinical Medical Assistant  
Medical Billing/Coding  
Phlebotomy Technician

## FINANCIAL INFORMATION

Allied Health Careers Institute believes that educational cost is primarily the responsibility of students and their families. A well-qualified financial aid officer is available to all students to assist in financial advising and applying for aid through financial assistance programs.

### Program Tuition and Fees \*\*

| Program                       | Tuition <sup>2</sup> | Registration Fee | Books/Lab/Test Fees | Total <sup>3</sup> |
|-------------------------------|----------------------|------------------|---------------------|--------------------|
| Medical Assistant             | \$8,423.50           | \$25.00          | \$1,020.00          | \$9,468.50         |
|                               |                      |                  |                     |                    |
| Billing and Coding Specialist | \$6,500.00           | \$25.00          | \$1,000.00          | \$7,525.00         |
|                               |                      |                  |                     |                    |
| Phlebotomy Technician         | \$1,200.00           | \$25.00          | \$300.00            | \$1,525.00         |

1. Tuition does not include test for Phlebotomy programs.
2. Tuition does not include insurance, drug screens and background checks with the Billing and Coding and Phlebotomy programs.
3. The total tuition cost does not include certification exam with the Phlebotomy program.
4. Total program cost does not include transportation costs to and from externship or clinical sites. This cost is the student's responsibility.
5. AHCI pays the state-imposed assessment for the Student Tuition Recovery Fund (STRF) annually. The STRF is effective if all of the following applies to you: 1.) You are a student, who is a Tennessee resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2.) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF if either of the following applies: 1.) You are not a Tennessee resident. 2.) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. The State of Tennessee created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by residents who students were attending certain schools regulated by THE TENNESSEE HIGHER EDUCATION COMMISSION. You may be eligible for STRF if you are a Tennessee resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:
  - 1.) The school closed before the course of instruction was completed;
  - 2.) The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school;
  - 3.) The school's breach or anticipatory breach of the agreement for the closure of instruction;
  - 4.) There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure (the period of decline determined by THE TENNESSEE HIGHER EDUCATION COMMISSION), the school committed fraud during the recruitment or enrollment or program participation of the student.

\*\* Tuition and fees are subject to change.

### Methods and Terms of Payment

Tuition for the program selected is due the first session of each module (the first day student attends class) unless alternative arrangements are made with the Financial Aid Department. Alternative arrangements could be a financial agreement with AHCI defining a specific payment plan for a student. Payment may be made with cash, check, credit card, or money order made payable to Allied Health Careers Institute. Tuition payments should be made in person at the Cashier's Office during regular office hours or mailed prior to the due date. Checks that are returned for non-sufficient funds will be assessed a \$35 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order. If payment plans are not paid on time there is a late payment fee, also a collection agency fee of 30% added to balance and if AHCI has to take student to court, court/lawyer fees will be added to balance.

### Past Due Account

Students who fail to make prompt payments, issue personal checks which are returned by banks, or fail to make a good-faith effort to keep their account current and in good-standing, may be subject to late fees and school disciplinary action. Students who have been dismissed for non-payment of tuition will not be re-admitted until all delinquent tuition payments have been paid in full. In addition, Allied Health Careers Institute does provide a student with an official transcript upon completion of the program; however, Allied Health Careers Institute reserves the right to withhold a certificate and to deny additional requests for official or unofficial transcripts until the account is brought current.

### Student Graduation

Student graduation is to be held twice a year; in December and June. Students must be finished with their prospective programs to include clinical rotations. If the student is not finished they will have to wait until the next graduation date. There is a non-refundable fee of \$75.00 to purchase the cap and gown or \$50.00 non-refundable fee to rent the cap and gown. The student will get to keep the tassel

and diploma cover will the paid graduation fee, whether it is purchased or rented. The cap and gowns will be given to the student on the evening of graduation at the site. If the student does not attend graduation, but has purchased or rented, they will have to come to the school to pick up the tassel and diploma cover; they will NOT be mailed. Students should wear business casual clothes to the graduation. (Slacks and button-down shirt, tie optional, for men and women slacks and shirt or dress that is knee length). There is a guest limit of 10 people per student, this is subject to change (the number going down) as space could be limited.

## **CANCELLATION AND REFUND POLICY**

### **Student's Right to Cancel:**

You have the right to cancel your enrollment agreement including any equipment such as books, materials, and supplies or any other goods related to the instruction offered in the agreement, if notice of cancellation is made within five (5) calendar days (excluding holidays) of enrollment or by the fifth (5th) calendar day following the scheduled program start date, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on top of the front page of the agreement. You can also do this by mail, hand delivery. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by the agreement. If you cancel the agreement, the school will refund 100 percent of the amount paid for institutional charges, less \$100.00 administration fee, with a deduction for equipment not returned in a timely manner in new condition, within 10 days after your notice of cancellation is received.

### **Withdrawal from Program:**

You have the right to withdraw from a program of instruction at any time. For the purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the program when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal; or
- b. The school terminates your enrollment; or
- c. For certificate programs: You fail to attend any classes for fourteen (14) consecutive calendar days.

If you withdraw from the program after the period allowed for cancellation of the agreement and have completed 60% or less of the period of attendance, the school will calculate whether a refund is due, and if so, remit a refund within 45 days following your withdrawal. For nonfederal student, financial aid program moneys, the institutional refund policy shall be a pro rata refund of moneys paid for institutional charges for students who have completed 60 percent or less of the period of attendance. If any portion of those charges was paid from the proceeds of a nonfederal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining balance will be paid to you.

If the school has given you any equipment, including books or other materials, you shall return it to the school within 15 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment, including books, or other materials, in new condition within the 15-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment it is yours to keep without further obligation. In any event, you will never be charged more than the equipment charges stated in the contract.

### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

### **Financial Assistance**

Several forms of financial assistance are available to students who qualify to attend school at Allied Health Careers Institute. These include, Title IV funding, Workforce Investment Act, Individual Payment Plans, Credit Card Payments, Veterans Benefits, Cash. Students receiving federal financial aid shall make Satisfactory Academic Progress (See SAP policy on page 23-27 of this catalog) and meet acceptable attendance requirements. If a student is not making Satisfactory Academic Progress at the end of the first payment period, then the student must receive a Financial Aid Warning. If a student is not making Satisfactory Academic Progress at the end of any subsequent payment periods, then the student is not eligible for Title IV, HEA Funds and fund requests cannot be made until the student is in good academic standing once again. All students obtaining Federal Financial Aid must attend a financial aid entrance interview upon enrollment and also attend a financial aid exit interview upon completion or withdrawal of their program of study.

### **Declined Payment of Checks**

A check received for payment of fees, which are returned unpaid, will cause the assessment of a nonrefundable charge of \$35.00. The check will be placed in the student's record and the student will be notified. The check will be subject to a collection fee. AHCI will withhold grades, certificates, and transcripts until all fees owed are collected.

## **INSTITUTIONAL REFUND POLICY**

Students have the right to withdraw or drop from the course of study at any time. Students who do not attend class, and do not call the school, for 14 consecutive calendar days will be considered withdrawn. Within the first 7 days of enrollment, students may drop or withdraw at any time to receive a full refund of minus \$100.00 administration fees, and any used or unused supplies/ books. Within 30-days of dropping or withdrawing from the program or within 30-days of determining that the student has withdrawn, the school will forward a Notice of Refunds due along with any refund owed to the student. Refunds shall be calculated from the last date of attendance. If the student was funded by a third party payer such as WIA they will be sent a Notice of Refunds due indicating that the refund was paid to the third party payer.

1. REFUNDS FOR CLASSES CANCELLED BY THE INSTITUTION: If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected (less the registration fee) must be refunded. The refund shall be made within 45 days of the planned start date.

2. THREE-BUSINESS-DAY CANCELLATION: I understand that if for any reason I am unable to enter; all monies paid (less the registration fee) will be refunded if requested within three business days after signing an enrollment agreement and making an initial payment.
3. CANCELLATION AFTER THE THREE-BUSINESS-DAY-CANCELLATION PERIOD BUT BEFORE COMMENCEMENT OF CLASSES BY THE STUDENT: Tuition or fees collected in advance of entrance and if the student does not begin classes, not more than \$100.00 shall be retained by the institution. Refunds for a student who does not begin classes shall be made within 45 days of the start of a quarter, term, or semester.
4. I UNDERSTAND that the date of withdrawal for a student who is on approved Leave of Absence (LOA) shall be the last date of attendance before the leave began.
5. I UNDERSTAND THAT THE WITHDRAWAL AFTER COMMENCEMENT OF CLASSES REFUND POLICY SHALL BE:

- a) After the first week of classes, the institution shall refund at least 90% of tuition, less the registration fee, books and equipment received, thereafter;
- b) During the next three weeks of classes, the institution shall refund at least 75% of the tuition, less the registration fee, books and equipment received, thereafter;
- c) During the first 25% of the course, the institution shall refund at least 55% of the tuition, less the registration fee, books and equipment received, thereafter;
- d) During the second 25% of the course, the institution shall refund at least 30% of the tuition, less the registration fee, books and equipment received, thereafter;
- e) During the third and fourth 25% of the course, the institution shall retain 100% of the stated course price. Percentages of course completion are to be computed on the basis of clock hours.

After the beginning of the enrollment period, a student is liable for the cost of textbooks and supplies provided by AHCI. Textbook and supplies become the personal property of the student when received and accepted by him/her. In addition, the student is liable for tuition charges for the term during which the student withdrew or was dismissed including all other outstanding charges from prior terms.

All refunds based on the above policy are calculated by AHCI manually. Refunds when due, shall be made within 45 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminated the student or determines withdrawal by the student. All refunds shall be made within 45 days of the student's last day of attendance. The student is notified of the results of the refund calculation and notified of his/her liabilities in writing. A follow-up phone call must be made by AHCI. The financial aid office performs the Title IV refund calculation and determines student's and institution's liability form program specific return of overpayments to the Department of Education.

### **Return to Title IV Funds Policy**

When a student applies for financial aid, a statement is signed that the funds will be used for educational purposes only. Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. AHCI will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below:

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at AHCI. It is separate and distinct from ACHI refund policy. (See institutional refund policy).

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent academic attendance, and the total aide received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

### **WITHDRAWAL POLICY**

#### **"Officially Voluntary Withdrawal**

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Office or AHCI in writing of their intent to withdraw. The date of the determination for return and refund purpose will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw in writing.  
or
2. The date the student began the withdrawal from AHCI's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information AHCI will complete the following:

- Determine the student's last date of attendance as of the last recorded date of academic attendance on the AHCI's attendance record, and
- Perform two calculations
  - a. The students' ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
  - b. Calculate the school's refund requirement (see refund calculation)
- The student's grade record will be updated to reflect his/her final grade.
- AHCI will return the amount for any unearned portion of the Title IV, HEA funds for which AHCI is responsible within 45 days of the date that the official notice was provided.
- If applicable, AHCI will provide the student with a letter explaining the Title IV, HEA requirements. To include:
  - a. The amount of Title IV, HES assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
  - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
  - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

#### **Unofficial Withdrawal**

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with AHCI's attendance and/or conduct policy, does not meet financial obligations to AHCI, or violates conditions mentioned in AHCI's contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within 2 weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact AHCI and attendance status resulting in the current termination of enrollment.
5. AHCI calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which AHCI is responsible.
6. Calculate AHCI's refund requirement (see refund calculation).
7. AHCI will return to the Federal fund programs any unearned portion of Title IV funds for which AHCI is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, AHCI will provide the student with a refund letter explaining Title IV requirements:
  - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
  - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due AHCI and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

#### **Withdraw Before 60%**

AHCI must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. AHCI will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

**Withdraw After 60%**

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

AHCI measures progress in clock hours and uses the payment period of the period of calculation.

**The Calculation Formula**

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED (rounded to one significant digit to the right of the decimal point, ex: .4493 = 44.9\%.)}$$

- b) If this percentage is greater than 60%, the student earns 100%.  
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT.

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed / or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

AHCI will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to AHCI  
or
2. Sign a repayment agreement with the U.S. Department of Education.

**Order of Return**

AHCI is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the institutional R2T4 work sheet performed on your behalf is available through the office upon student written request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required.
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

**Earned Aid**

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid office.

## Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post- withdraw disbursement. AHCI may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted by AHCI). For all other school charges, AHCI needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow AHCI to keep the funds to reduce your debt at AHCI.

The post-withdraw disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

## Institution Responsibilities

AHCI's responsibilities in regard to Title IV, HEA funds follow:

- Providing student information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

AHCI is not always required to return all of the excess funds; these are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

## Overpayment of Title IV, HEA Funds

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

## Student Responsibilities in regard to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional office.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at AHCI.

## Refund vs. Return to Title IV

The requirements for the Title IV, HEA programs funds when you withdraw are separate from any refund policy that AHCI may have to return to you due to a cash credit balance. Therefore, you may still owe funds to AHCI to cover unpaid institutional charges. AHCI may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what AHCI refund policy is, you may ask the Financial Aid office.

## Return to Title IV questions

If you have any questions regarding Title IV, HEA program funds after visiting with you financial aid officer, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**\*This policy is subject to change at any time, and without prior notice.**

## NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT

1. You may cancel your contract, without any penalty or obligations on the third business day following your first class session.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the parts of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call THEC:

The Tennessee Higher Education Commission  
Parkway Towers, Suite 1900  
404 James Robertson Parkway  
Nashville, Tennessee 37243  
Phone: (615) 741-3605  
Website: [www.state.tn.us/thec/](http://www.state.tn.us/thec/)

Council on Occupational Education  
7840 Roswell Road, Building 300  
Suite 325, Atlanta, GA 30350  
Toll Free: 800-917-2081

## ACADEMIC INFORMATION

### Method of Instruction

Instruction in all courses is disbursed in English. The quality of education AHCI students receive is primarily due to the excellence of the faculty and assistance from the staff of the school. Faculty members are carefully selected for their knowledge and experience and their ability to stimulate and develop each student's potential. The school utilizes ideal equipment as instructional devices to enhance the learning experience of the students. Hands-on training provides students with the experience and the confidence required to broaden their understanding of information processing techniques. The work of all students at AHCI is reported in terms of grades. Instructors are required to assign grades for each student registered in the program.

### Grading Scale

|   |            |     |
|---|------------|-----|
| A | 93 – 100   | 4.0 |
| B | 86 – 92    | 3.0 |
| C | 76 – 85    | 2.0 |
| D | 70 – 75    | 1.0 |
| F | Below 70   | 0.0 |
| I | Incomplete | 0.0 |
| W | Withdraw   | 0.0 |

### Grade Point Average

The grade-point average is determined by dividing the number of grade points earned by the number of course attempted. The total grade points earned for course equals the number of grade points assigned times the number of course. For satisfactory standing, students must maintain a C average (2.0 GPA) in all courses taken at the school.

### Definitions

The following definitions apply to grades assigned in all courses:

**A** – Performance of the student has been at the highest level, showing sustained excellence in meeting all course requirements and exhibiting an unusual degree of intellectual initiative (4.0).

**B** – Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements (3.0).

**C** – Performance of the student has been at an adequate level, meeting the basic requirements of the course (2.0).

**D** – Performance of the student has been less than adequate, meeting only the minimum requirements (1.0).

**F** – Performance of the student has been such that minimal course requirements have not been met.

**I** – The symbol "I" indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning grade. It is the responsibility of the student to bring pertinent information to the attention of the instructor and/or school director to determine from the instructor the remaining course requirements which must be satisfied to remove or replace the Incomplete. The final grade is assigned when that work has been completed and evaluated. An Incomplete result must be made up within 1.5 times the normal duration of the program.

**W** – The symbol "W" indicates that the student was permitted to drop a course after the second week of instruction with the approval of the instructor and appropriate campus official. It carries no connotation of quality of student performance and is not used in calculating grade-point average.

**All** student must pass their program final with a grade of 70 or above, if the final grading is a failing grade it is up to the school's director if the test may be retaken. The final must be made up within 3 business days. May not fail the final more than 2 times. Grades are part of the academic process if GPA falls below a 70 student is subject to termination or withdraw and will have to repeat the course. There is a \$ 500 Phlebotomy, \$1500 Medical Billing and Coding fee and \$3,000 fee to retake the course. If you are dismissed from your clinical rotation it is the Directors discretion on disciplinary procedures (student may have to find own clinical site) up to dismissal from program. The above fees will be charged to repeat the course if student is dismissed.

### State and National Examinations

State and National Certification and registration examinations or processes are the student's responsibility. Allied Health Careers Institute will provide students with information regarding test dates, locations and fees whenever possible. Students should be aware that all test fees, unless stated on the enrollment agreement, are in addition to the tuition paid to the school. Students who choose to participate in state and National certification examinations or processes are responsible for paying the sponsoring organizations.

It is the student's responsibility to let AHCI know which test and when they want to take the National Certification Exam. AHCI is not responsible to sign up any student without student's request. Student must finish and pass the academic and externship portion of the program they are enrolled in. It is the student's responsibility to obtain NHA test notes.

## Certification Requirements

Graduates who wish to become:

**Certified Medical Assistants:** Although not required to work as a Medical Assistant in Tennessee, it is advised to possess a CCMA certification. To do so, you must follow the guidelines through the National HealthCareers Association (NHA). Exams are included in tuition.

**Billing & Coding Specialist:** Although not required to work as a Billing & Coding Specialist in Tennessee, it is advised to possess a certification. To do so, you must follow the guidelines through the National HealthCareers Association (NHA). Exams are not included in tuition.

**Phlebotomy Technician:** Although not required to work as a Phlebotomist in Tennessee, it is advised to possess a certificate as a phlebotomist. To do so, you must follow the guidelines through the National HealthCareers Association (NHA). Exams are not included in tuition.

## New Student Orientation

In order for all new students to become adjusted to the newness of school, they are required to attend an orientation session. Orientation has proven to be invaluable in making an easy adjustment to a new environment. New students are informed of school policies and review a copy of the school catalog. There is a question and answer session about Financial Aid. Administrative staff are also introduced and encouraged to give a minimal talk to the students. Job related Health, Safety and Fire Prevention are also discussed. Orientations are held every Thursday at 3:00 pm. All students must attend an orientation session prior to the start of class, or they will not be permitted to start program.

## Suspensions and Dismissals

AHCI reserves the right to apply probation policy to any student where academic, attendance, and/or conduct standing does not meet the school's satisfactory standards. Student who have been suspended or dismissed may be reinstated only upon approval of the Director. All suspensions and dismissals are determined on individual basis. Students must maintain appropriate behavior, full attendance, and achieve at the top level of their ability to remain at AHCI. Upon recommendation of the Instructor, Director, and/or Dean of Academics any student can be removed from the school for the remainder of the term or permanently removed if the joint judgement of Instructor, Director and/or Dean of Academics merits this conclusion. Academics, behavior, attire, or attendance can be singularly, or in combination, be the criteria used for dismissal from AHCI.

## Reinstatement Policy

Whether due to probation, suspension, or personal reasons, students who have been in any one of these conditions may be reinstated upon approval of the school director. After student has remained outside of school for at least one (1) student academic start date for the program, and has taken steps to demonstrate improvement in academic, personal, or any other critical situation, student may file a written Reinstatement request to school. All conditions are determined on individual basis. Reinstatement request should be submitted in person to admissions department.

## Course Incomplete & Make-Ups

To receive an "Incomplete" grade you must:

1. Have "unforeseen, but fully justified" reason for not completing the class work.
2. Bring all relevant information to instructor and agree to instructor's terms for how and when you should meet the remaining class requirement.

Upon completion and satisfying remaining class work, instructor assigns final grade for the class. If student fails to submit any work under the incomplete agreement, student is assigned a grade indicated by instructor. If instructor indicates no grade due to student's failure to submit work under the agreement, student will receive grade F.

## Repeats

Students will be allowed to repeat a failed course once. Both the grade for the failed course and the repeated course will appear on the transcript but only the higher grade will be used in calculating the CGPA. The original course and repeated course credit hours are included in the maximum timeframe calculation.

## Appeals

In some instances, a student will have legitimate reasons and/or extenuating circumstances, which may cause failure. The student may appeal determined SAP (Student Academic Progress) report by submitting a written appeal to school director and/or Dean of Academics. Appeal must state any mitigating circumstances related to SAP determination. After the Director and/or Dean of Academics have consulted with the student and the instructor, a decision will be made as to whether to accept or deny the appeal. The decision of school director will be in writing and is final and is the ultimate step in the appealing process. The written document, along with the student's written appeal, will be retained as a permanent part of the student's file.

## Information Updates

It is student's responsibility to notify the school when student information requires updating (i.e. new address, phone number, E-mail). No particular form is required when submitting these changes to the school. However, Student Information Update Form is recommended.



The attendance percentage (Pace) is calculated by dividing the total hours accrued (successfully completed) by the total number of hours scheduled. At the end of each evaluation period, AHCI determines if students have maintained at least 90% cumulative attendance since the beginning of the course. This indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Full-time students are scheduled to attend 30 clock hours weekly and part-time students are scheduled to attend 12 clock hours weekly.

**QUANTITATIVE PACE MEASURE AND MAXIMUM TIME FRAME**

AHCI uses a graduated standard instead of the fixed standard above. This would mean that the student could attend less than 90% in the first payment period but would have to eventually “catch up” to complete the program in the required 150% of the time.

SAP policies contain a Pace measure. Students must progress through the Program at a sufficient pace to ensure completion within the maximum timeframe of 150% of the published length of cumulative clock hours.

The maximum time for students to complete the Program is as follows:

For undergraduate programs measured in credit hours, this is a period that is no longer than 150% of the published length of the program measured in credit hours attempted.

For undergraduate programs measured in clock hours, it is a period that is no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time.

The maximum time for students to complete the Program at AHCI is as follows:

| Normal Clock Hours | Normal Timeframe | Maximum Clock Hours | Maximum Timeframe            |
|--------------------|------------------|---------------------|------------------------------|
| 620                | 22 weeks         | 775                 | 28 weeks for day program     |
| 620                | 40 weeks         | 775                 | 46 weeks for evening program |

**\*\*Example:** If an undergraduate academic program is 22 weeks and  $1.5 \times 22 = 33$  the time cannot be rounded. If, at any time the student cannot complete the program within the maximum time frame, then the student must successfully appeal for an extension to the maximum time frame to continue receiving title IV aid.

To calculate the pace at which the student is progressing the school would:

- Divide the cumulative hours the student has successfully completed by the cumulative number of hours the student has attempted.  

$$\frac{\text{Cumulative hours completed}}{\text{Cumulative hours attempted}}$$

The maximum time frame must be measured at each evaluation point (the student is ineligible at the evaluation point when it is determined that the student will exceed the maximum timeframe NOT at the point when they actually reach the maximum timeframe.)

If a student is meeting satisfactory academic progress before the beginning of a payment period but will exceed the maximum time frame before the end of the payment period, the student must submit a successful appeal to extend the maximum time frame to at least the end of the payment period.

**QUALITATIVE MEASURE**

The qualitative measure is used to determine SAP is based on grades. Students must maintain a cumulative grade point average of at least 2.0 at the end of each semester.

AHCI uses a fixed standard.

Students must make up failed or missed evaluations and assignments. Students receive a letter grade as indicated on the chart below which is based on the end-of-payment period evaluation. Mid-point evaluations are for informational purposes and therefore students do not receive a letter grade.

Students receive a letter grade as indicated on the chart below and is based on the end-of-program evaluations. Students who receive an “F” course grade will be required to repeat that course.

| Grade | Points | Description  |
|-------|--------|--|
| A     | 4.00   | Superior: Mastery of subject matter                |
| A-    | 3.70   |  |
| B+    | 3.30   | Good: Above average of mastery of subject matter   |
| B     | 3.00   |  |
| B-    | 2.70   |  |
| C+    | 2.30   | Satisfactory: Acceptable mastery of subject matter |
| C     | 2.00   |  |
| C-    | 1.70   |  |

|    |      |   |
|----|------|---|
| D+ | 1.30 | Low pass: Limited mastery of subject matter |
| D  | 1.00 |   |
| F  | 0.00 | Failure: Deficiency in subject matter       |

Students who fail to meet the Qualitative standards are placed on Financial Aid Warning. If there is no improvement by the end of the next payment period, students could be placed on Financial Aid Probation. Students have the option to appeal the decision. The Financial Aid Administrator and the Director monitors qualitative progress.

#### **CHECKING SAP:**

Student's SAP evaluations, whether after each payment period, annually or less often than each payment period, **MUST OCCUR AT THE END** of a payment period. Official evaluation cannot be less than a payment period.

Frequency of evaluation determines options

- AHCI must evaluate SAP at the end of each payment period for a program that is one academic year or less in length and AHCI is less than a year.
- For programs longer than one academic year:
  - AHCI may evaluate at least annually to correspond to the end of a payment period
  - AHCI may evaluate at the end of each payment period.
  - AHCI does not currently have a program that will last longer than one academic year.
- Each evaluation must include qualitative, quantitative and maximum timeframe standards.

At the time of review, any student who is not in compliance with SAP standards is no longer eligible to receive any title IV assistance. This is true whether the student has not achieved the required qualitative assessment or is not successfully completing the program at the required pace of completion and will not complete within the maximum time frame.

Each student will be notified by mail of the results of their evaluation and how it impacts his/her Title IV eligibility.

#### **FINANCIAL AID WARNING**

AHCI evaluates SAP at the end of each payment period. Students who do not meet SAP measures described above will be put on Financial Aid Warning for one payment period. This status may only be given to a student who was in compliance with AHCI's SAP standards at the previous evaluation. Students who are put on a Financial Aid Warning continue to receive Title IV aid for the next payment periods after they receive the warning status. The student's academic progress will be evaluated at the end of the Warning period. It may not be assigned for consecutive payment periods.

The Warning status is applied only to students with a reasonable expectation of improvement in one payment period.

If a student is making SAP at the end of the Financial Aid Warning, they shall be returned to normal SAP status with no loss of Title IV eligibility.

A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning period, will be ineligible for future aid disbursements. It is advisable for any student on warning status to meet with both a financial aid counselor and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days after notification of loss of SAP.

#### **APPEAL PROCESS**

The Financial Aid Appeal process allows students who are not meeting SAP standards to petition AHCI for reinstatement of title IV aid eligibility.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are: injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration. Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Director will provide a decision in writing within ten (10) business days.

#### **FINANCIAL AID PROBATION**

If AHCI approves the appeal, the student may be placed on probation after AHCI evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by AHCI, or be in compliance with any customized written academic plan.

The academic plan may be as complicated as a course-by course plan toward completion, or as simple as a mathematical formula that specifies the percentage of coursework that the student must now complete. An academic plan may continue for multiple payment plans. The student is now on financial aid probation. At the completion of the plan the student will either be in compliance with SAP or have completed the program. If the student fails to meet the standards established in the plan, the student will no longer be eligible for title IV aid.

In the academic plan, AHCI will determine the minimum grade point average the student must achieve and the number of hours that the student may take.

An academic plan can be changed, if the student files another appeal. The reasons for changing the academic plan are related to unusual circumstances that prevented the student from meeting the requirements of the original academic plan. These reasons may include:

- Two required courses are only available in the same time slot.
- The school is unable to offer a required course during the term outlined in the plan.
- Personal situation or emergency.

All documents concerning a written appeal of a SAP evaluation must be kept in the student file, including AHCI's written determination of such appeal and details of any academic plan that may be developed.

#### **REINSTATEMENT OF TITLE IV, HEA AID**

Reinstatement of aid is limited to the period under evaluation. Students making SAP by the conclusion of the Warning or Probation period will be removed from the warning/probation status and will regain eligibility for Title IV, HEA funding.

A former student requesting to be reinstated as an active student should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) business days following the decision of the Financial Aid Academic Appeals Committee.

Students who regains SAP at the end of the next payment period will have regained full eligibility for Title IV, HEA funding.

#### **LEAVE OF ABSENCE, INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS, AND TRANSFER CREDITS**

If enrollment is temporarily interrupted for a Leave of Absence, students return to AHCI in the same SAP status prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend students' contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the cumulative attendance percentage calculation. AHCI's Leave of Absence Policy must specify that all requests for an LOA be in writing, be signed, and be dated. Before AHCI grants an LOA, there must be reasonable expectation that the student will return from the leave. AHCI's LOA policy must specify that the reason for the student's leave request be included on a student's application for an LOA.

Students who do not return from a Leave of Absence will be unofficially withdrawn from AHCI within 14 days after the return date and will have their last date of attendance as the last day they attended before the start of the leave.

Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of the original official withdrawal date will return in the same SAP status as at the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses do not apply. Therefore, AHCI does not issue incompletes or offer non-credit remedial courses. All hours attended are considered attempted. Students are not permitted to withdraw from individual subjects. Students withdrawing from AHCI will receive credit for all work successfully completed up to the point of withdrawal.

Due to the unique nature of AHCI curriculum, transfer credits are not accepted from other institutions.

#### **OFFICIAL WITHDRAWAL FROM SCHOOL**

In the event a student must withdraw, she/she must consult with the Director and notify in writing of his/her official last day.

#### **UNOFFICIAL WITHDRAWAL FROM SCHOOL**

If AHCI unofficially withdraws a student from the school, the Director and/or Dean of Academics will record the circumstances and last day in writing and include the information in the student's official file.

#### **ATTENDANCE POLICY**

Allied Health Careers Institute's attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to attend all classes, be on time to classes, remain in class for the entire duration of the class, and be an active participant in their classes.

#### **Attendance Records and Absences**

Allied Health Careers Institute regularly maintains attendance records. Absences should occur only for urgent reasons such as ill health or other extenuating circumstances. Whenever possible, students should notify the faculty member in advance of any anticipated absences. Prior arrangements must be made with each faculty member for make-up work.

Attendance is considered an essential part of the learning experience and individual instructors may implement specific policies regarding attendance for a specific course, which may be more restrictive than the general institutional policies of Allied Health Careers Institute. The Director of Education/Director must approve the policy(s). Prior to the beginning of class, students are notified of the policy(s) via the course syllabus.

Attendance will be documented on a daily basis; student absences will be documented from the date of the first meeting of the class day, regardless of when the student registers for the class. Allied Health Careers Institute will continue to monitor the student's attendance in accordance with the following procedure:

1. The faculty member shall report each absence to the Department Director by submitting the daily class roster to the Registrar.

Once a student has missed three classes, the faculty member shall immediately contact the student (via e-mail or phone) to remind him/her of the institutions attendance policy and the faculty member will submit the requisite reports to the Registrar.

2. A student who has not met the 90% attendance requirement by the midpoint of his/her program will be placed on probation and will be subject to being dropped from the program.

Absences will be counted towards overall grade. The following are days allowed for absenteeism:

|                            |                         |
|----------------------------|-------------------------|
| Medical Assistant Day      | Excused Absence: 5 days |
| Medical Assistant Evening  | Excused Absence: 5 days |
| Billing and Coding Day     | Excused Absence: 4 days |
| Billing and Coding Evening | Excused Absence: 4 days |
| Phlebotomy Day             | Excused Absence: 2 days |
| Phlebotomy Evening         | Excused Absence: 3 days |

The Director will determine the status of the academic progress of the student. After such investigation, a meeting with the student will be held to establish the student's interest in continuing in the program, what work is to be made up, and whether the student should be placed on academic probation. If it is apparent that the student does not have any interest in continuing the program, he/she will be dropped from the program. Otherwise, one of the following actions may be taken:

1. The committee may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the quarter,
2. The committee may determine that the student is not maintaining academic progress and the student will be withdrawn from the Course; or
3. The committee may determine that the student is not maintaining academic progress in general, and the student will be withdrawn from Allied Health Careers Institute.

Make-up work may be required for any absence at the discretion of the instructor. The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis.

#### **Excused Absence**

Absences can be considered excused when a student prearranges and provides an approved documented excuse to the instructor in advance of missing class. In the case of emergencies documents can be provided to the instructor when the student returns to school. Students who miss class will always be marked absent and the time can never be made up for the course; however, students with an excused absence are given a two-day grace period to make up assignments with no penalty.

The following is a list of categories in which documented excuses could be reviewed for approval:

- Military Duty
- Jury Duty
- Sickness (Doctor's note required)
- \* Hospitalization

#### **Leave of Absence**

Students, in good academic standing, who meet certain conditions, can be granted a temporary leave of absence from their period of enrollment. In addition, a leave will be granted to a student for emergencies pertaining to the individual student, spouse of student, or child of student. Any student requesting a leave of absence must have been enrolled for a period of at least 20 days and adhere to the policy and procedures established by AHCI.

Reasons for a leave of absence include, but are not limited to:

- Serious student medical problem.
- Military duty.
- Death of an immediate family member.
- Personal - unforeseen, but fully justifiable reason(s)
- Maternity leave

The school recognizes that there may be times when due to extreme circumstances, a student may require a leave of absence. All students must submit a request in writing to the Dean of Academics along with supporting documentation to explain the specific reason the leave is needed. The request should be submitted at least 5 days prior to the effective date of the LOA unless unforeseen circumstances prevent the student from doing so. Before

granting a LOA, the student must show that there is reasonable expectation that the student will return from the LOA. The Director and/or Dean of Academics may authorize a leave of absence up to 180 days and under no circumstances can a leave of absence be extended beyond 180 days in any 12-month period. AHCI recommends that a student may request for a leave if he/she is planning to be absent for more than 14 consecutive school days.

Time for approved leave of absence may be included in the calculation of a student's maximum program length. If a leave of absence commences before student completes the program of study, grade of "I" is recorded in student record.

If the student is not granted a LOA, the student will be required to officially withdraw from the institution.

As stipulated by federal regulations, students receiving Title IV assistance shall be granted a leave of absence under the following conditions:

- The student will remain in an in-school status.
- The student will not be assessed any additional charges during a LOA.
- The student will not be awarded any additional Title IV aid until the student has completed the required quarter credits hours for the payment Period he or she previously paid.
- The student has to show that there is reasonable expectation that he/she will return from the LOA on the specified date.
- If the student fails to return at the end of the approved LOA, the student is considered to have withdrawn from the institution as of the first day in which the LOA was granted. In addition, the student understands the consequences of withdrawal for all Title IV aid received.

## **EXTERNSHIP AND CLINICAL ROTATIONS**

Externship and clinical experience required in some programs enable students to work with patients/clients to apply the competencies and practices learned in the classroom. Students participating in externship and clinical training work under the supervision of a qualified assigned preceptor, as determined by school faculty, in participating sites and under the general supervision of school staff. Students are evaluated by supervisory personnel and evaluations are placed in the students' permanent records. Externship and clinical guidelines and requirements for each program may be obtained from the Clinical Coordinator.

Clinical rotations/externships are an effective means of gaining hands on experience in applicable programs. This phase of training is an integral part of the student's training and is required to successfully complete their program of study and therefore, subject to the same academic and attendance policies. The clinical rotation/externship is under the direction and supervision of the school. All clinical/externship sites must be approved by AHCI and a clinical/externship agreement between the site and the school must be in place before the student can begin the clinical rotation/externship at the site.

Students must be prepared to travel to their clinical rotation/externship assignment. The school will attempt to assign sites that are within a 50-mile radius of the school and that are convenient for the students, however, this may not always be possible. Based on clinical site availability, students may be required to wait to rotate clinical. Students are chosen at random to go to clinical rotation. Students who decline sites may be required to wait longer or withdraw from the program. In such an event, the school makes no assurances as to when or if other sites will be available. Certain clinical rotation/externship sites may require additional background checks, drug screens, TB Tests, Hepatitis B Vaccine, immunizations, etc. in addition to initial requirements set forth by AHCI.

Students must attend their clinical rotation/ externship on the days and hours designed by the site and the school. Days and times may not be rearranged without permission from the school's clinical coordinator and the clinical site supervisor. In the event a student will be absent, the student must call the site and the school in advance. If the site or school determines that a student is not reliable for any reason, including absences, the student may be removed from the site and may be terminated from the program. In any case, if a student misses any days (hours) of clinical rotation/externship without prior approval, the student may be dismissed from school. Students are required to attend 100% of required clinical hours. Clinical rotation/externship is part of the overall grade of the program and missed days/ hours, unprofessional conduct, not returning clinical paperwork could cause the student's overall grade to go down. Any missed hours must be made up.

Students are expected to demonstrate proficiency in academic, skill performance and attendance as a prerequisite to clinical rotation/ externship assignment. No site assignment will be made except through appropriate faculty/ staff arrangement with the site supervisor.

Students are expected to be present daily at their assignment site no less that fifteen (15) minutes prior to the agreed upon time of arrival. Any emergency absence required a call to both the site supervisor and AHCI clinical coordinator.

Students are still in school at any clinical rotation/ externship site and are therefore bound by AHCI's rules regarding behavior, dress code, and overall professionalism. Any site supervisory may notify a school representative regarding misconduct, poor professionalism, breach of confidentiality or absenteeism of a student. Should this occur, the student will be required to return to school pending further investigation. Disciplinary action shall occur up to and including dismissal from the site and/or from school.

If a student is dismissed from a site for any reason, that student will receive a grade of "F" on their transcript and may not be re-assigned to another site. The student may also be dropped from their program of study.

The following applies to all students who are required to complete externship or clinical rotations:

1. Students are expected to meet all host site requirements.
2. Site assignments are final and non-negotiable; if a student refuses a clinical or externship site assignment, he/she may have to find their own site or be terminated from the program.
3. Students are expected to travel to externship or clinical sites regardless of distance.
4. Site locations within a specified mile radius from the campus or from a student's home cannot be guaranteed.
5. The school reserves the right to re-assign site locations as needed to meet the requirements of the applicable educational program.
6. Student MUST arrange and pay for their own transportation to and from their assigned clinical or externship experience, including any parking charges at the host site.

7. Students should expect the hours and days to vary depending on the host sites. Shifts on externship or clinical rotation can range from 8 to 12 hours, occurring any hour of the day, afternoon, or evening and any day of the week. No evening hours are available at this time.
8. If students are going to be absent from their training site, they are required to notify their designated supervisor and the applicable school staff member.
9. Students must make up absences that occur during clinical or externship training to ensure that the required hours are completed prior to the end of the scheduled period.
10. Upon successful completion of all classroom requirements, students enrolled in a program that requires an externship are expected to immediately begin that portion of their program.
11. Externship students are encouraged and should be prepared to participate in their externship training on a full-time basis (30-40 hrs per week).
12. Students are expected to abide by the School's Conduct policy at all times while on externship or clinical rotations.

### **Fair Practice Standards for Clinical Work Agreements and Externship Experiences**

AHCI understands the clinical rotation and externship experience to be critical, essential and invaluable portions of our students training. Clinical rotations and externship experiences are natural and logical continuums of their education. As such, we have adopted this policy to ensure that students get the maximum educational value and benefit from their clinical rotations and externships.

1. AHCI students are not to be paid for any of the activities they perform during their clinical rotations or externships.
2. Clinical affiliate and externship sites utilized by Allied Health Careers Institute are not to reduce their personnel as a result of the acceptance to host our students.
3. A preceptor is to be present at all times during all of the procedures in which students are actively involved.
4. Students are allowed to procure gainful employment outside of their scheduled clinical rotation or externship session hours.

### **STUDENT SERVICES**

The Student Services staff is available specifically to attend to the needs of the student body at Allied Health Careers Institute. Student Services will provide students with information regarding transportation, childcare, professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending AHCI. To accommodate students with special needs there are wide hallways, wide doorways and railing in the large bathrooms, both male and female. The isles in the classrooms are wide to accommodate those needs. Also consult with the director on any special needs concerns and AHCI will try to accommodate any and all reasonable requests.

#### **Personal Property**

AHCI assumes no responsibility for loss or damage to a student's personal property or vehicle.

#### **Student Parking**

Student parking has 101 spaces and is available in areas adjacent to the school buildings. Allied Health Careers Institute is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

#### **Advising**

The staff of Allied Health Careers Institute makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

#### **Additional Services**

Allied Health Careers Institute provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the school encourages students to include their families, friends, and significant others in the educational process.

At the end of every course, Allied Health Careers Institutes' students will fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and financial services departments.

### **REFERRAL SERVICES**

#### **Medical Care**

Allied Health Careers Institute is located near excellent clinics/hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

#### **Refresher Training**

Graduates who desire refresher training within 1 year of graduation, in any of the courses, may be admitted to retake a desired module. The charge for such training, if any, will be determined at the time of enrollment. Admittance is based on space availability.

#### **Open Door Policy**

AHCI has an open-door policy for graduated students to come back to the campus and discuss career and training opportunities with any of our staff.

#### **Career Services**

Allied Health Careers Institute cannot guarantee or promise employment; however, reasonable efforts will be made to assist the student in securing employment. AHCI provides career services for all graduates who seek employment. Who will be hired depends on the employer. The employer is influenced by factors such as training, character, attendance/punctuality, personality traits, favorable appearance, work ethic, dependability, and the ability to easily converse with others. Services provided may include but not be limited to:

1. Employment orientation prior to graduation. This orientation will provide the essential information relating to interviews, resumes and appointments, with emphasis on dress, appearance and applications.
2. Assistance with applications and employment forms.
3. Efforts to provide interviews with prospective employers.
4. Contacts with employers to identify job openings.
5. Information concerning employment opportunities with local, state, and federal agencies. The success or failure of the placement efforts of AHCI will be influenced to a great extent by the attendance, academic records, and personal appearance of the graduate.

### **Housing**

Allied Health Careers Institute does not maintain any resident housing. AHCI assumes no responsibility for student housing.

## **CAREER SERVICES**

### **Placement Assistance**

AHCI maintains a placement center in the student service department to better assist graduates in securing employment. A placement officer acts as liaison between school graduates and potential employers. Information in job search technique based on the current need of local business and industries is made available to graduates. A successful job search is dependent upon a self-confident, well-prepared applicant with pre-planned strategy. AHCI is committed in assisting students in these efforts through a series of job searches and interview technique workshops. Each workshop addresses areas of how to prepare resume, market research techniques, and interview skills. Graduates must have the legal right to accept employment in the United States, while those who are not citizens must produce current proof of ability to accept employment, i.e., green card, work permit or letter from INS showing valid "A" number or permanent residency.

### **Student Records Retention Policy**

- Adequate and accurate records will be maintained by the institution, in accordance with regulations adopted by THEC, and satisfactory standards shall be enforced relating to attendance, progress, and performance.
- The institution will maintain current records for a period of not less than five years at its principal place of business in Tennessee.
- Transcripts showing classes and courses completed or attempted but not completed, dates of completion or withdrawal, final grades or evaluation given to the student, credit awarded for prior experiential learning and courses completed at other institutions, credit based on any examination of academic ability or educational achievement used for admission or school placement services, and certificate awarded will be maintained for 50 (fifty) years.

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Allied Health Careers Institute opened as a private post-secondary vocational institution in November of 2010.

AHCI attempts to provide students and employees with a safe and secure environment in which to study and work. AHCI is open during posted hours of operation, which are stated in the school catalog. School facilities are locked during times the school is not open. AHCI has no residence halls or student housing.

AHCI maintains a campus security and crime prevention policy that conforms to the best practices possible. To be successful, these programs must embody the proper attitudes towards personal safety and crime prevention, on the part of both students and staff. It also requires cooperation in all safety and security related matters between student and teacher, teacher and administrator, and also between each student and his/her fellow students. Only through such a cooperative effort can a campus security and crime prevention program be established and preserved for the entire campus community.

The following campus safety measures are in place:

- Locking front door with secured access
- AED device and all staff are trained in adult CPR with AED
- Locking doors to office & back staff areas
- Fire extinguishers as per TN fire code
- Means of egress and exit signs posted as per TN fire code
- Incident reports are in place to assure timely and appropriate care is provided for any injuries

As part of student orientation, AHCI also provides a description of school policies and procedures as well as outside resources available for students to inform them about campus security and crime prevention.

### **Security Policies and Crime Reporting Procedures**

It is the policy of AHCI that students and employees shall report any and all safety hazards, crimes, loss of property, significant illness, or injury to the school director. Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. The school director is mandated to investigate incidents and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, AHCI will press charges against criminal violators.

AHCI's Executive Director, Dianne Anderson, maintains a crime log in the school administrative offices. The crime log records criminal incidents and alleged criminal incidents that are reported. To view the log, please stop by the office, contact by phone at 615-396-873, or by email [dianne@achitn.com](mailto:dianne@achitn.com).

In terms of reporting crimes, AHCI utilizes a spreadsheet that is maintained by the Administrator and/or Director. All crime reporting is kept in a password protected, secure document data base. Records include, but are not limited to, copies of crime reports; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from local authorities; correspondence with the Department of Education regarding Clery Act compliance and the Violence Against Women Act (VAWA); and copies of notices to students and employees about the availability of the annual security report. All documentation is dated and easily retrievable.

Please refer to the following table regarding THE SCHOOL's crime reporting procedures and emergency notification and evacuation procedures:

| Policy or Procedure   | Response Time Frame   |
|---|---|
| <p><b>Emergency notification and evacuation procedures</b> for alerting the campus community about significant emergencies or dangerous situations. These policies and procedures are disclosed in AHCI's annual security report.</p> | <p>AHCI will use emergency notification procedures whenever there is an <i>immediate threat</i> to the health or safety of students or employees on campus.</p> |
| <p><b>Issue timely warnings</b> to alert the campus community about crimes that pose a serious or continuing threat to safety. These policies and procedures are disclosed in AHCI's annual security report.</p>                      | <p>AHCI will issue a warning whenever there is a threat that a crime is ongoing or may be repeated.</p>   |
| <p><b>Collect crime reports</b> from campus security authorities within the institution.</p>  | <p>AHCI will identify local school authorities (CSA's) at the beginning of the calendar year who will collect crime reports on an ongoing basis.</p>            |
| <p><b>Request crime statistics</b> from local law enforcement in AHCI's local jurisdiction</p>  | <p>AHCI will make a request annually with the Local Authorities.</p>  |
| <p><b>Publish an annual security report</b> containing campus security policy disclosures and crime statistics for the previous three years.</p>  | <p>AHCI will publish and distribute their report or provide a notice of its availability annually by Oct. 1.</p>  |

### Campus Security Authority

AHCI does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because AHCI does not have a campus police department or security office, it does not keep a daily crime log.

Campus Security Authority (CSA) officials are defined as school official(s) who have significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings or who has the authority and the duty to take action or respond to particular issues on behalf of the institution. At AHCI, the Campus Security Authority officials are:

- (I) Dianne Anderson- Executive School Director
- (II) Brittany White - Dean of Academics

The function of the campus security authorities is to collect and report allegations of Clery Act crimes that they conclude were made in good faith. CSA's are not responsible for determining authoritatively whether a crime took place and do not have the authority to apprehend any alleged perpetrator of a crime.

### Policies for Preparing the Annual Disclosure of Crime Statistics

AHCI's yearly crime statistics are compiled on a calendar year basis and in accordance with the definitions of crime provided by the FBI for use in the Uniform Crime Reporting (UCR) systems. For sex offenses only, AHCI uses definitions from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

On an annual basis, AHCI will gather these statistics and report crimes that occurred on campus and on public property within, or immediately adjacent to and accessible from, AHCI campus. The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). Nothing in the law shall be construed to permit AHCI to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

To facilitate this, AHCI has developed a relationship with the Murfreesboro PD's Dept. of Community Affairs and the Public Affairs division of the Precinct.

### **Personal Safety and Crime Prevention Tips**

While AHCI attempts to provide a safe and secure environment, students, faculty, staff and visitors are ultimately responsible for their own safety. As AHCI becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, this information will add to this policy or kept on file in the school's administrative offices. If requested, such information may be obtained from the school director. As well, information about Personal Safety and Crime Prevention Tips will be handed out at new student orientations.

Please see the following safety and crime prevention tips:

1. Reduce or eliminate opportunities that may make you a target.
2. Increase awareness in places you are most comfortable.
3. Trust your instincts regardless of feeling embarrassed.
4. Prepare your schedule daily with safety in mind.

### Purse/Wallet Safety

- Students should carry purses, portfolios or briefcases in a manner that will allow you to let go. Straps placed across your shoulder, around your neck or wrapped around your waist have caused injuries because women could not free themselves during a purse snatch.
- Always be aware of your surroundings and carry your pocketbook clasp toward you, close to your body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.
- If someone attempts to snatch your pocket book, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in a rear pocket; use a front trouser or an inside coat pocket.
- Be particularly aware of your purse/wallet in crowded situations, such as rush-hour trains and buses. If you are jostled in a crowd, be aware that a pickpocket might be responsible. Beware of arguments or commotions designed to distract you while your pocket or purse is being picked.
- Minimize the amount of money, credit cards and valuables you carry by only taking items that are necessary for the day. Divide money between your purse/wallet and pockets. Carry your keys on your person separate from your identification.

### Walking - Be Street Smart

- Use well-populated and well-lit streets. If you suspect you are being followed, stay away from deserted blocks and head for an area where there are people or to the nearest open store. If you are driven home, ask the driver to wait until you are safely inside. Should a motorist bother you while you are walking, reverse your direction. If you are still followed, seek a safe location and yell for help, if possible.

### Elevator

- When waiting for an elevator, leave the lobby/hallway if someone makes you feel uncomfortable. Check the elevator's mirror before entering. Stand between the control panel and door when in the elevator. Exit the elevator if someone enters that makes you feel uneasy. If you feel the need to give an excuse, you can say, "Oh, I forgot my mail." If accosted, press as many buttons as possible to try and get the elevator to stop at the next floor.

### Subway and Bus

- Use only entrances marked by a green indicator, where there is a clerk present 24 hours a day. Have your money or Metro Card available. Use designated waiting areas during off-peak hours. Ride in the conductor's car during off-peak hours. Sit in the center of the car, away from the door, to avoid a purse or chain snatch.
- Cover jewelry; turn stone rings toward the palm side of your hand. Stay awake and aware and exit with the crowd. Wait and walk close to the wall. Wait for the bus on the sidewalk away from the curb. Sit near the front of the bus. Be aware of your wallet/purse to avoid a pickpocket.

### ATM

- Be aware of suspicious people near the entrance. Use well-lit, well-populated ATM's. Avoid ATM's that have unlocked doors or are directly out on the street. Block a bystander's view when doing your transaction. Use mirrors, positioned at the ATM, to see behind you. Put your

money away and take your card and receipt before exiting an ATM. Your card is exclusively for your entry only. Make sure the door closes behind you.

### **Violence Against Women Reauthorization Act (VAWA)**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions like Allied Health Careers Institute to comply with certain campus safety- and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs).

The changes made to the Clery Act by VAWA did not affect in any way Title IX of the Education Amendment of 1972 (Title IX), its implementing regulations or associated guidance issued by the Department's Office for Civil Rights (OCR) Nothing in the Clery Act, as amended by VAWA, alters or changes an institution's obligations or duties under title IX as interpreted by OCR.

In compliance to VAWA, AHCI's Campus Security and Crime Prevention Policy includes procedures to follow once an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from such a report. AHCI's procedures are:

- Report the crime/assault immediately to the campus Director or to an employee of AHCI. If student tells an employee other than the Director, that employee will report to Director to file an official report of incident.
- Seek medical treatment as soon as possible.
- Gather witnesses or information of crime.
- Victims of sexual assault should get help as soon as possible. If you are physically injured, seek medical treatment immediately. Contact the Campus Director or the Police to report the incident. It is important to preserve any evidence of the crime to assist with the investigation.
- You should not bathe, wash or change clothes if possible before being examined at a medical facility.
- If the offense involves another student, disciplinary action may be initiated within the school. Sanctions may include required counseling and/or temporary suspension or dismissal. Both the accuser and the accused are entitled to have others present during any proceedings. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged.
- AHCI will assist victims of sexual assault in notifying appropriate authorities, if requested. The school administration can assist victims of sexual assault in seeking counseling, mental health or other related services. AHCI will attempt to assist with victim requested changes in academic situations whenever reasonably possible. If you feel you are being sexually harassed, contact the Campus Director or an employee of AHCI.

This policy also includes information about a victim's options for, and available assistance in, changing academic, living, and/or transportation situations if requested and reasonably available, regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement.

AHCI offers resources for Students and Employees, whether as Complainants or Respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of Prohibited Conduct. AHCI does not employ a counselor but does have community resources available. AHCI will offer reasonable and appropriate measures to protect a Complainant and facilitate the Complainant's continued access to AHCI's employment or education programs and activities. These measures may be both remedial (designed to address a Complainant's safety and well-being and continued access to educational opportunities) or protective (involving action against a Respondent). Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, residence modifications, academic modifications and support, work schedule modifications, interim disciplinary suspension, suspension from employment, and pre-disciplinary leave (with or without pay). Remedial measures are available regardless of whether a Complainant pursues a complaint or investigation under this policy. AHCI will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures. The Director has the discretion to impose and/or modify any interim measure based on all available information and is available to meet with a Complainant or Respondent to address any concerns about the provision of interim measures.

- DVPSAS  
2106 E. Main St.  
Murfreesboro, TN 37130  
Domestic Violence Crisis Line: 615-896-2012  
Sexual Assault Crisis Line: 615-494-9262
- Sexual Assault Center  
101 French Landing Dr  
Nashville, TN 37228  
615-259-9055
- Tennessee Coalition to End Domestic Violence and Sexual Violence  
2 International Plaza #425  
Nashville, TN 37217  
615-386-9406 or 800-289-9018

Below is a list of the major changes that have been made to the Clery Act regulations and information regarding the 2015 Campus Safety and Security Survey, used to report Campus crime statistics to the Department:

#### Summary of the Major Changes to the Clery Act Regulations:

- Require AHCI to collect and report information regarding incidents of dating violence, domestic violence, sexual assault, and stalking that occur on AHCI's Clery Geography and are reported to a Campus Security Authority or to local law enforcement agencies;
- Require AHCI to disclose statistics of such incidents in their Annual Security Reports (ASRs) and the Campus Safety and Security Survey to maintain credible documentation that substantiates the institution's crime statistics.
- Require AHCI to have policies and procedures for victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the institution's crime statistics.
- Clarify the very limited circumstances in which AHCI may remove reports of crimes that have been "unfounded" by law enforcement officials and require institutions to report to the Department and disclose in the ASR the number of crimes that were "unfounded" and subsequently withhold from their crime statistics.
- Revise the definition of "rape" to reflect the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used the UCR National Incident-Based Reporting System;
- Revise the categories of bias for the purposes of Clery Act hate crime reporting to add gender identity and to separate ethnicity and national origin into different categories;
- Require AHCI to provide information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees, as well as describe these programs in their ASRs. These programs must include: a statement that AHCI prohibits the crime of dating violence, domestic violence, sexual assault and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on AHCI's policies and procedures after a sex offense occurs;
- Require AHCI to provide and describe in their ASRs, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;
- Define the terms "awareness programs," "bystander intervention," "ongoing prevention and awareness campaigns," "primary prevention programs," and "risk reduction";
- Require AHCI to describe each type of disciplinary proceedings used by AHCI in cases of alleged dating violence, domestic violence, sexual assault, or stalking; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking; and the standard of evidence that will be used during the disciplinary proceeding;
- Require AHCI to list all of the possible sanctions that AHCI may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require AHCI to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Require AHCI to provide students or employees who report being victims of dating violence, domestic violence, sexual assault or stalking with a written explanation of their rights and options, regardless of whether the offense occurred on campus, including written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within AHCI and in the community, and the availability of changes to academic, living, transportation, and working situations, or protective measures regardless of whether the victim reports to law enforcement.
- Require AHCI to provide for a prompt, fair, an impartial disciplinary proceeding in cases of alleged dating violence, domestic violence, sexual assault, or stalking in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceedings and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt time frame; (5) the accuser and the accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused and appropriate officials are given timely and equal access to information that will be used during information and formal disciplinary meetings and hearings.
- Define the terms "proceeding" and "result"; and
- Specify that compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act, commonly known as FERPA (1974).

#### 2014 ASRs and Statistics for the 2013 Calendar Year:

For their 2014 ASRs, AHCI was required to make a good-faith effort to include incidents of dating violence, domestic violence, sexual assault, and stalking in the crime statistics for calendar year 2013. AHCI also was required to make a good-faith effort to ensure that the statistics for the new crime categories were accurate and complete in their ASRs with the understanding that AHCI may not have complete statistics for 2013.

#### Missing Student Notification Policy

There are no campus housing facilities at Allied Health Careers Institute, so a missing student notification policy is not mandated. When a student is absent 5 days in a row, the student's home is called, and messages are left to have the student get in touch with the school to indicate a reason for absence. The missing student's emergency contact are also contacted by phone. This policy is separate from AHCI's academic attendance policies.

#### Emergency Response and Evacuation Procedures

AHCI maintains an Emergency Response and Evacuation Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises. To obtain a copy of AHCI's Emergency Response and Evacuation plan, please contact a school director.

#### Disciplinary Proceedings

AHCI does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, gender, race, ethnicity, or disability. AHCI will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school-sponsored events. This includes acts of violence against women.

AHCI will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by AHCI against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, AHCI will provide the results of the disciplinary hearing to the victim's next of kin, if so requested

### **Voluntary Crime Reporting**

If anyone is aware that a crime is being or has been committed on the school campus or at a school-sponsored/related event off-campus, the crime should be reported as soon as possible to the School Administration as well as the local law enforcement. If the crime has occurred during non-business hours and the School's office cannot be reached, local law enforcement can be contacted immediately, and it should be reported directly to the school as soon as possible the next business day. Immediate notification should be made to the following:

Dianne Anderson, School Director

Alissa Fasig, School Administrator

Upon notification, the Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the school are included in the annual campus crime statistics. In addition, the school will request crime information from local law enforcement agencies that may have not been reported to the school's administrative office and, if appropriate, include it in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed to the campus community related to a reported crime.

### **Voluntary, Confidential Crime Reporting**

All reports of crime or misconduct will be investigated, and all criminal violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the campus community arises, timely reports or warnings will be issued through e-mail announcements, mass text messages, in-class announcements, or other appropriate means of communication.

If warranted, pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. That being said, AHCI does not employ any campus-based pastoral or professional counselors.

### **Drug and Alcohol Abuse Prevention**

Please refer to Allied Health Careers Institute's policy regarding Drug and Alcohol abuse prevention. Anyone violating this policy will be removed from school property and disciplinary action will be taken. AHCI's Drug and Alcohol Abuse Prevention Policy is reviewed by the school on a biannual basis and given to students at the time of enrollment and employee each year.

The State of Tennessee sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the school administrative office. Effective January 1, 1990, a package of state laws was passed regarding alcohol. They include the following:

1. Persons under age 21 found possessing alcohol may be given a maximum fine of \$50.

Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may have his/her driver's license suspended for up to 90 days.

2. Persons convicted of buying alcohol through fraudulent means face a possible \$100 fine and/or being required to do up to 30 hours of community service work.

*A violation of any law regarding alcohol is also a violation of the AHCI's Student Code of Conduct and will be treated as a separate disciplinary matter by the school.*

AHCI campus is drug free and only under specific school-mandated circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both TN state and federal laws. Such laws are strictly enforced by the Murfreesboro City Police Department. Violators are subject to school sanctions, criminal prosecution, fine and imprisonment

### **Sexual Assault and Related Crimes**

Allied Health Careers Institute is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and intimidation will not be tolerated. Specifically, AHCI strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

AHCI encourages the reporting of sexual misconduct that is prompt and accurate. This allows the school's directors to quickly respond to allegations and offer immediate support to the victim. AHCI is committed to protecting the confidentiality of victims and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of AHCI's community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, AHCI engages in ongoing prevention and awareness education programs. All incoming students and employees are required to receive educational materials about these subjects, and all members of the school community are encouraged to participate in training focused on the prevention of sexual misconduct.

This policy applies to all members of the AHCI campus community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

AHCI's Sexual Assault and Related Crimes policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. Please refer to the Crime Definitions section for a complete list of terms and prohibited acts.

This policy covers conduct that takes place on AHCI's Murfreesboro campus and public property within or immediately adjacent to and accessible from the campus. This also includes any building or property not within the same reasonably contiguous geographic area of AHCI that supports or relates to the school's educational purposes and is frequently used by students, such as affiliation sites used for school internships.

This policy covers all educational programs, and campus and school-related activities, including, but not limited to, student organizations (course review sessions, tutoring sessions) community organizations with student [and/or faculty] participation, and all other educational or extracurricular events hosted by or at AHCI.

This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and AHCI students. Sexual misconduct may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

### **Establishing Time Frames for the Review Process**

Allied Health Careers Institute is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct and will conduct a timely review of all complaints of domestic violence, dating violence, and/or stalking. Unless there are extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint.

The preliminary review of all complaints, including any necessary interviews to be conducted and any necessary interim measures to be put in place, will usually be completed within 5 days of receipt of the complaint.

The subsequent, comprehensive review and investigation of the complaint, including interviews with all involved parties and gathering of evidence, is usually completed within 10 days of receipt of the complaint.

Results of the complaint, via either a formal hearing or waiver of hearing are typically issued within 15 days of receipt of the complaint.

An appeal of the results must be submitted within 7 days of receipt of the written result. Unless there are extenuating circumstances, decisions on appeals are typically issued within 5 days of submission of the appeal.

### **Evidence**

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be shared with the opposing party at least three (3) business days in advance of the scheduled hearing. The School Director presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing. The School Director presiding at and/or hearing the case will make the final decision relating to the admissibility of all evidence.

### **Notification**

Both parties must be notified simultaneously and in writing of:

1. The result of the disciplinary proceeding;
2. Any petition for appeal (which should be available to both parties);
3. Any change to the result that may occur prior to the time that the result becomes final
4. When the results become final.

### **Notification of findings**

Within five (5) business days after the adjournment of the hearing, the student conduct hearing body shall submit written findings of fact, conclusions regarding the charge(s), and imposition of a sanction, if any, to the respondent and any school official who is determined by the presiding School Director to have a legitimate interest in the result. In the case of sexual misconduct and violations involving dating violence, domestic violence, sexual assault, or stalking, both the complainant and respondent shall also receive simultaneous notice of the results and sanctions imposed (and the rationale for the result and sanctions), as well as notice of any possible changes to the result that may occur before it becomes final, and when the result becomes final.

## Sanctions

Allied Health Careers Institute considers dating violence, domestic violence, sexual assault, and stalking as extremely serious violations and subject to suspension and/or expulsion from AHCI.

## Retaliation

No member of the AHCI community shall retaliate, intimidate, threaten, coerce or otherwise discriminate against a person who files a complaint, serves as a witness, or assists or participate in a proceeding in any manner. Participants who experience retaliation should report the incident to the School Director.

## Where to Report All Acts of Sexual Misconduct/Violence

### 1. Filing a Complaint with the School:

A student may report sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking to the following school officials:

- (I) Dianne Anderson - School Director
- (II) Alissa Fasig - School Administrator

### 2. Filing a Complaint with a State and/or Federal Agency:

Tennessee Coalition to End Domestic and Sexual Violence please visit [www.tncoalition.org](http://www.tncoalition.org). To contact the Coalition please call 1-800-289-9018 or 615-386-9406

EEOC National Contact Center toll-free at 1-800-669-4000 or 1-800-669-6820 (TTY). You may also write the office at 220 Athens Way, Suite 350, Nashville, TN 37228-9940.

### 3. Dual Filing a Complaint with the School and a State and/or Federal Agency:

Tennessee Coalition to End Domestic and Sexual Violence please visit [www.tncoalition.org](http://www.tncoalition.org). To contact the Coalition please call 1-800-289-9018 or 615-386-9406

EEOC National Contact Center toll-free at 1-800-669-4000 or 1-800-669-6820 (TTY). You may also write the office at 220 Athens Way, Suite 350, Nashville, TN 37228-9940.

Allied Health Careers Institute will work with the victim, should it be requested, in making changes that can be reasonably accommodated relative to the student's academic, living, work and/or transportation situation. Though AHCI does not provide student housing, AHCI is still obligated to comply with a student's *request* for a living and/or academic situation change following an alleged sex offense. All determinations are at the sole discretion of the school.

AHCI educates the student community about sexual assaults and date rape through material handed out at the student orientations. Literature on date rape education, risk reduction, and response is available upon request to a school director.

## Student Disciplinary and Employee Disciplinary Complaints:

Potential Outcomes under the Procedures:

1. Criminal Complaints: The complaint may result in criminal penalties, such as fine, community service, probation, jail sentence, registration as a sex offender with TN or Federal data bases.
2. Institutional Complaints:
  - a. Under the sexual harassment policy, if there is a finding that a sexual assault may have occurred and the alleged perpetrator is:
    - A **student**, then the matter is referred to the school Director for student discipline, and the penalties may be disciplinary probation, suspension or expulsion from AHCI.
    - An **employee**, then the matter is referred to the school Director for employee discipline and the penalties may include fines, formal counseling, probation, suspension with or without pay, or termination from employment.
  - b) Under the Student Disciplinary process penalties may be probation, suspension or dismissal from AHCI.
  - c) Under the Employee Disciplinary process, the penalties may be fines, formal counseling, probation, suspension with or without pay, or termination from employment.

Allied Health Careers Institute is firmly committed to a policy that encourages timely disclosure of sexual misconduct. Any person, who, in good faith, reports sexual misconduct will be protected from retaliation (defined as an adverse action taken because an individual has engaged in protected activities), threats of retaliation, suspension or discharge from an educational opportunity or employment, or any other forms or means of discrimination because this person reported sexual misconduct.

If a student becomes the victim of a sexual assault at AHCI, their first priority should be to get to a place of safety. They should then obtain necessary medical treatment. AHCI strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the school director and/or to a school faculty. Filing a police report with a school Administrator will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. By filing a police report, victims are assured of the following:

- The victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

AHCI will also provide notification to students of existing off-campus counseling, mental health or other student services for victims of sex offenses, if requested. The school encourages students and employees to take advantage of these materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through local community agencies. Please see the list below for counseling and support services outside the school system:

#### DOMESTIC VIOLENCE PROGRAM & SEXUAL ASSAULT SERVICES

Main Office:

2106 East Main Street  
Murfreesboro, TN 37130  
Office Tel (615) 896-7377  
DV Crisis (615) 896-2012  
SA Crisis (615) 494-9262  
<http://dvpselter.org/>

#### SEXUAL ASSAULT SERVICES OF THE DOMESTIC VIOLENCE PROGRAM

826 Memorial Blvd., Suite 201  
Murfreesboro, TN 37129  
Main Line: (615) 494-9881  
Crisis Line: (615) 494-9262

#### Sexual Assault Center

115 Heritage Park Dr.  
Murfreesboro, TN 37129  
Main Office & Appointments  
615.259.9055  
24-Hour Crisis & Support Line  
1.800.879.1999  
<http://www.sacenter.org/>

#### Domestic Violence Program

Hotline 615-896-2012  
Rape, Abuse & Incest National Network (RAINN) P.O. Box 2652 Murfreesboro, TN 37133  
Phone: 615-896-2032 Fax: 615-896-1628

#### Rape Recovery and Prevention Center

Hotline 615-494-9262  
826 Memorial Blvd., Ste 205 Murfreesboro, TN 37129  
Phone: 615-494-9881 Fax: 615-896-1628

#### National Rape Hotline

(800) 656-HOPE (4673)  
[www.rainn.org](http://www.rainn.org)

#### Tennessee Coalition to End Domestic and Sexual Violence

2 International Plaza Drive, Suite 425  
Nashville, TN 37212  
Office: 615) 386-9406  
Fax: (615) 383-2967  
Toll Free Information Line: (800) 289-9018 (8 a.m. - 5 p.m. M-TR)  
Statewide Domestic Violence and Child Abuse Hotline: (800) 356-6767  
Email: [tcadv@tcadv.org](mailto:tcadv@tcadv.org)  
[www.tncoalition.org](http://www.tncoalition.org)

Murfreesboro Police Department  
Phone: 615-494-9881 Fax: 615-896-1628

Murfreesboro Police-Detectives  
302 S Church St  
(615) 893-2717  
Murfreesboro District Attorney General  
Main Criminal Office  
320 West Main Street, Suite 100  
Murfreesboro, TN 37130  
Phone: (615) 898-8008  
Fax: (615) 898-8039

BOP Central Office Statewide  
VICTIM SERVICES

Tennessee Board of Parole  
404 James Robertson Pkwy, Suite 1300  
Nashville, TN 37243-0850  
Phone: (615) 532-8112  
Toll Free: (866) 795-7467  
EMAIL: [victim.witness@tn.gov](mailto:victim.witness@tn.gov)

National Hate Crimes Hotline  
Hate Crime National Hotline 1-206-350-HATE  
National Domestic Violence Hotline at 1-800-799-SAFE

### **Bystander Intervention Programs:**

Allied Health Careers Institute will provide safe and positive options for bystander interventions that an individual may take to prevent harm or intervene in risky situations.

Bystander Intervention programs are defined as programs to teach men and women how to speak out against rape myths, and to intervene if someone is at risk of being assaulted. These programs have been shown to be an effective prevention tool.

Below are some resources that AHCI uses to help teach Bystander Intervention:

- Report: <http://www.nacua.org/documents/WhiteHouseTaskForceonSexualAssaultReport.pdf>
- Not Alone: Together Against Sexual Assault: <https://www.notalone.gov/>
- Climate Survey Toolkit: <https://www.notalone.gov/assets/ovw-climate-survey.pdf>
- PSA: <http://www.whitehouse.gov/1is2Many>
- Bystander Intervention Factsheet: <https://www.notalone.gov/assets/bystander-summary.pdf>
- Establishing Prevention Programming: <http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

A common challenge with increasing bystander participation is that bystanders are often unsure of themselves as responders and unclear about whether intervention is unwelcome or needed. To help address this challenge, AHCI also recommends the following bystander intervention programs:

- One in Four USA: <http://www.oneinfourusa.org/themensprogram.php>
- Coaching Boys Into Men: <http://www.futureswithoutviolence.org/engaging-men/coaching-boys-into-men/>
- The Men's Project: <http://themensproject.ca/>
- Green Dot: <https://www.livethegreendot.com/>

### **Registered Sex Offenders**

The Jacob Wetterling Act (42 USC 14071(j)) requires TN state to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov) Furthermore, to the extent the TN State notifies AHCI of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent AHCI from disclosing such information.

Also, in accordance with the Federal Campus Sex Crimes Prevention Act, registered sex offenders are required to register the name and address of any post-secondary school at which he or she is a student or employee. The State of Tennessee Division of Criminal Justice maintains a registry of convicted sex offenders and may inform a school officer of the presence on campus of a registered sex offender as a student or employee.

Information about Level 2 or Level 3 registered sex offenders on campus is available from the school director. To obtain information about Level 3 offenders, you may contact the State of Tennessee Criminal Justice Service's registry Web site at [http://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp) and then click on "Search Level 2 or 3" on the right hand menu. To obtain information about Level 2 offenders, contact the local police precinct in which the offender resides, or Tennessee Bureau of Investigation, Sex Offender Registry at 1 (888) 837-4170. - See more at: <https://www.tn.gov/tbi/topic/sex-offender-registry-search#sthash.reHSycwz.dpuf>

## **Bias-Related Crimes**

To ensure an environment where an individual can achieve his/her academic and/or career goals, the Tennessee Higher Education Commission has established, in compliance with state laws, policies and procedures to protect the entire school community from what has been termed "bias-related crime." As required by law, we are providing information about bias-related crimes and crime prevention.

### **Definition of Bias-Related Crime**

Bias-related offenses occur when persons are harassed, annoyed, threatened, alarmed, struck, shoved, kicked, or subjected to physical contact because of their race, color, religion, national origin, ancestry, gender, religious practice, age, sexual orientation, or disability. A racially or religiously targeted incident is an act or attempt by any person or group of persons against the person or property of another individual or group which may in any way constitute an expression of racial or religious hostility. This includes: threatening phone calls, graffiti, hate mail, physical assaults, vandalism, cross burning, fire bombing, and the like. Bias-related crime can be broken down into two legal categories: aggravated harassment in the first degree which is a Class E Felony, and aggravated harassment in the second-degree Class A Misdemeanor. Both types of offenses, as well as any other acts or threats of racial or religious intolerance are viewed as serious; such investigations are given priority by school officials.

### **First- and Second-Degree Harassment**

According to the State of Tennessee, aggravated harassment in the second degree occurs when a person: "Strikes, shoves, kicks, or otherwise, subjects another person to physical contact, or attempts or threatens to do the same because of the race, color, religion, or national origin of such person." A person is guilty of aggravated harassment in the first degree when, with the intent to harass, annoy, threaten, or alarm another person, because of the race, color, religion, or national origin of such person, he/she: "Damages premises primarily used for religious purposes, or acquired pursuant to Section 6 of the religious corporation law and maintained for the purpose of religious instruction, and the damage to the premises exceeds \$50."

### **AHCI's Policy for Dealing with Bias-Related Crimes**

It is our policy to ensure that the rights guaranteed by Tennessee State law and the U.S. Constitution are protected for all citizens, regardless of race, color, ethnicity, or religion. When such rights are infringed upon by violence, threats, or other harassment, AHCI will use every resource necessary to rapidly and decisively identify the perpetrator(s), arrest them, and bring them to trial.

Students who have been victims of bias-related crimes should immediately report the incident to one of the following:

Dianne Anderson - School Director

Should a student become a victim of a bias-related crime, all materials pertaining to the crime should be preserved, documented, and reported immediately to the aforementioned officials.

### **Preventing Bias-Related Crimes**

Differences among people, as well as their similarities, need to be discussed so that all can learn to appreciate the uniqueness of every group. In AHCI's multicultural and multiethnic community, we hope that through we may be able to help each student understand and contest negative racial attitudes, religious discrimination, and cultural intolerance.

### **Counseling and Support Services for Victims of Bias-Related Crimes**

Anyone who is a victim of a bias-related crime is encouraged to seek counseling from a trained mental health professional. AHCI will assist any student wishing to contact outside agencies, including local police, regarding charges and complaints of a bias-related crime.

### **Off-Campus Resources**

1. Gay & Lesbian Anti-Violence Project; 212-807-0197 (24-hour hotline). This service is open 10 am–8 pm, Monday–Thursday, and 10 am–6 pm, Friday. It provides short-term crisis counseling, advocacy services, and referrals for long-term counseling.
2. National Hate Crimes Hotline; 208-246-2292.

### **Crime Codes and Definitions**

In compliance with federal law, in an effort to promote the personal safety of the school community, the following information has been prepared for review. AHCI must produce and distribute an annual report containing the crime statistics defined in the school's stated security policies. This report focuses on the federal requirements under the Jeanne Clery Disclosure Security Policy and Campus Crime Statistics Act and the Violence against Women Act (VAWA). As of 2015, the following categories of crimes on the campus, certain non-campus properties, and certain public property areas will be reported to the local police:

Homicide:

Manslaughter by Negligence: The killing of another person by gross negligence

**Murder and Non-Negligence Manslaughter:** The willful (non-negligent) killing of one human being by another

**Sex Offenses:** Any sexual act directed against another person, forcibly and/or against that person's will where the victim is incapable of giving consent

**Forcible Rape:** The carnal knowledge of another person, forcibly and/or against that person's will where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent incapacity. The Violence Against Women Act (VAWA) and its proposed regulations require the inclusion of certain State of Tennessee definitions in a campus's Annual Security Report and also require that those definitions be provided in campaigns, orientations, programs and trainings for employees and students. These required terms and definitions are:

**Consent:** Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with development disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

**Consent, abbreviated:** Clear, unambiguous, and voluntary agreement between the participating to engage in specific sexual activity.

**Dating Violence:** State of Tennessee does not specifically define "dating violence." However, under Tennessee Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an "intimate relationship" with the victim. See "Family or Household Member" for definition of "intimate relationship."

**Domestic Violence:** An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction or breaching or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

**Sexual Assault:** The State of Tennessee does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Stalking:** The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to cause a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

## **Arrest and Referral**

Federal law also requires that Allied Health Careers Institution provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): liquor law violation, drug law violation, and illegal weapons possession.

**Weapon Law Violations** The violation of laws or ordinances dealing with weapon offenses regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine; synthetic narcotics (e.g., Demerol, methadone); and dangerous non-narcotic drugs (e.g., barbiturates, Benzedrine).

**Liquor Law Violations** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquors, maintaining an unlawful drinking place; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.

## **Reporting Locations**

For the purpose of reporting, AHCI's crime statistics are compiled in accordance with the categories of on-campus and public properties as per the following definitions:

**On-Campus :** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes

Non-campus Buildings/Property: Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, other thoroughfare, or parking facility and is adjacent to a facility owned or controlled by the institution or the facility, and is used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

### **Job Related Health, Safety, & Fire Prevention**

A Job-Related Health, Safety & Fire Prevention Program to inform students of the risks and preventative measures associated with those risks for a variety of occupations is part of the New Student Orientation program, which is a mandatory program for all incoming students.

### **Computer and Electronic Communications**

AHCI maintains a business telephone system, computer equipment, provides email capability, facsimile equipment, and Internet access. These systems, as well as all equipment and supplies, are provided exclusively to assist employees in their jobs and students in their educational activities. The use of any of these systems for personal use is prohibited. Downloading, distributing, or sending pornographic or obscene materials are prohibited. This includes viewing or book-marking any such web sites or opening or forwarding such email or fax. Any communication by the employees or students via email or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content included, but is not limited to, sexual comments or images, racial slurs, gender specific comments, or any comments that would offend someone on the basis of their age, race, sex, color, religion, national origin, handicap, disability, or veteran's status. Any individual with a complaint should contact the school director. By using the school's computer equipment and communications devices, all employees and students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the school's right to conduct such monitoring. The media and equipment are intended to be used for business and educational purposes only, and any other use by student or employees may result in disciplinary action, up to and including termination.

### **School Jurisdiction**

The school reserves the right to modify the offering of courses, programs of study, tuition, hours of class, the school calendar, book prices, and any other material listed in this publication or herein attached or inserted. Changing conditions and requirements may be dictated at any time.

## **DRUG AND ALCOHOL GUIDELINES**

The Drug Free Schools and Campuses Regulations (34 CFR, Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require that AHCI, an institution of higher education, to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on the premises and as part of any activities. At a minimum AHCI must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.
- A clear statement that AHCI will impose sanctions on students and employees and a description of those sanctions up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that AHCI conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implement changes to the program, if needed.
- Ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and type of sanctions AHCI imposes on employees as a result of such violations or fatalities.

Allied Health Careers Institute acknowledges a legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the school fulfills the requirements of the Federal regulations.

The following AHCI offices will have representatives on the Biennial Review Committee: the Director's Office, the Counseling Office, the Human Resources Office and the Dean of Academics.

Materials Reviewed:

- The Higher Education Amendments of 1998 (P.L. 105-244) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101--226)
- Previous Biennial Review reports
- Alcohol and other Drug Policy documents distributed to all faculty, students and staff.
- State laws regarding drug and alcohol abuse.
- Summary of alcohol and other drug-free programming/events sponsored by AHCI.

## **POLICY**

AHCI's policies on alcohol and drugs are seen in every area of the campus. Some of the most common policies are found in various departments of the school such as the Office of the Dean of Academics and the Financial Aid Office. Several Policies are listed below:

### **Federally Mandated Policy:**

Distribution:

**The Federally Mandated Policy about alcohol and other drugs is distributed annually to each staff member and student.**

For Year 2018

- The Alcohol and Drug Free Campus Policy was distributed to all faculty, staff, current and prospective students.
- The Policy was also placed on AHCI's Website and may be viewed by all.

### **Alcohol-and Drug-Free Campus Workplace Policy Summary**

Allied Health Careers Institute is committed to provide students, faculty, staff and visitors with a safe and healthful campus and workplace. AHCI recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. AHCI recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the school's ability to fulfill its mission. Therefore, an Alcohol-and Drug-Free Campus/workplace Policy has been developed. Compliance with this policy is considered a condition of employment and attendance at AHCI. All employees and students are notified of this policy by hard copy.

### **Student Use of Alcoholic Beverages**

All students are responsible for complying with State law regarding the use of alcohol

- The age in most states is 21 to be in possession of alcoholic beverages
- Persons 21 or over may not make alcoholic beverages available to minors
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.

### **Education**

Many departments on campus are involved in educating students about alcohol and other drugs. In particular, at Orientation drug and alcohol abuse are discussed and information disseminated.

### **Enforcement**

The Office of the Director and the Dean of Academics enforce policies and laws regarding alcohol and other drug use.

Students and staff are referred to various agencies to receive help with drug or alcohol problems,

### **Summary**

AHCI is in compliance with the Drug Free Schools regulations, has an effective policy, consistently enforces standards of behavior and distributed the policy in writing to our students.

AHCI has developed a comprehensive approach to address alcohol and other drug issues on campus. We will continue to develop, evaluate, assess and pursue the best practices for the school to create a safe and healthy environment for our students.

### **Medical Marijuana**

When it comes to medical marijuana, colleges are left to choose between the right of the patient and compliance with federal law.

Allied Health Careers Institute receives federal funding must prohibit possession and use of marijuana.

### **Drug and Alcohol Abuse Prevention Information**

Allied Health Careers Institute is committed to protecting the safety, health and well-being of its employees and students and recognizing that abuse of alcohol and other drugs compromises this dedication. This drug policy is designed to assist staff and students to benefit from an alcohol/drug free lifestyle.

AHCI participates in the FSA programs and must provide drug and alcohol- prevention information to its students, faculty, and employees each year.

In addition, AHCI participates in the Campus-Based programs must have a drug-free awareness program for its employees that include a notice to its employees of unlawful activities and the actions the school will take against an employee who violates these prohibitions.

### **Information that Must Be and is Included in AHCI's Drug Prevention Materials for Students:**

- Information on preventing drug and alcohol abuse;

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the school's activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol;
- A clear statement that AHCI will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

The following is an example of AHCI's Drug Abuse Handbook and Drug Prevention Program form (given on a separate sheet of paper) which is given to, read and signed by each student/employee as proof of distribution of policy:

#### DRUG ABUSE HANDBOOK & DRUG PREVENTION PROGRAM

I have received a copy of the Drug Prevention Program Handbook. I understand that if I am a drug or alcohol offender, I will be dismissed from AHCI immediately. Possession, distribution or use of alcohol or illicit substances will be immediate expulsion.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

*\*\*\*Information from the 2008-2009 FSA Handbook, Volume 2, Chapter 6, Page 85\*\**

**Helpful Websites:**

[http://www.brainsource.com/brain\\_on\\_drugs.htm](http://www.brainsource.com/brain_on_drugs.htm)

<http://www.nida.nih.gov>

#### **DRUG FREE CAMPUS GUIDELINES**

In compliance with the Drug-Free Schools and Communities Act (DFSCA), the school has set forth in this guide the legal penalties under Federal law for the illegal possession or distribution of drugs and alcohol, as well as the range of school sanctions that can be imposed for violation of AHCI's policies regarding substance abuse. Both students and employees should read this carefully.

Policy:

The United States Department of Education has issued regulations for the implementation of the provisions of the "Drug-Free Schools and Communities Act Amendments of 1989" (Public law 101-226). AHCI will distribute annually to each student and employee information regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school property.

Standards of Conduct:

Allied Health Careers Institute is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. AHCI has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. AHCI will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

The following shows the Federal penalties:

**Federal Trafficking Penalties**

| DRUG/SCHEDULE   | QUANTITY                                  | PENALTIES  | QUANTITY                                       | PENALTIES  |
|---|---|--|--|--|
| Cocaine (Schedule II)   | 500 - 4999 gms mixture                    | <b>First Offense:</b><br>Not less than 5 yrs, and not more than 40 yrs. If Death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual<br><br><b>Second Offense:</b><br>Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million individual; \$10 million other than individual. | 5 kgs or more mixture                          | <b>First Offense:</b><br>Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.<br><br><b>Second Offense:</b><br>Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.<br><br><b>2 or More Prior Offenses:</b> Life imprisonment |
| Cocaine Base (Schedule II)  | 5-49 gms mixture                          |  | 50 gms or more mixture                         |  |
| Fentanyl (Schedule II)  | 40 - 399 gms mixture                      |  | 400 gms or more mixture                        |  |
| Fentanyl Analogue (Schedule I)  | 10 - 99 gms mixture                       |  | 100 gms or more mixture                        |  |
| Heroin (Schedule I)   | 100 - 999 gms mixture                     |  | 1 kg or more mixture                           |  |
| LSD (Schedule I)  | 1 - 9 gms mixture                         |  | 10 gms or more mixture                         |  |
| Methamphetamine (Schedule II)   | 5 - 49 gms pure or 50 - 499 gms mixture   |  | 50 gms or more pure or 500 gms or more mixture |  |
| PCP (Schedule II)   | 10 - 99 gms pure or 100 - 999 gms mixture | 100 gm or more pure or 1 kg or more mixture  |  |  |
| <b>PENALTIES</b>  |   |  |  |  |
| Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid) | Any amount                                | <b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.<br><br><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual   |  |  |
| Flunitrazepam (Schedule IV)   | 1 gm or more                              | <b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.<br><br><b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual   |  |  |

|                             |                  |  |
|-----------------------------|------------------|--|
| All other Schedule IV drugs | Any amount       | <b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  |
| Flunitrazepam (Schedule IV) | Less than 30 mgs | <b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.   |
| All Schedule V drugs        | Any amount       | <b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.<br><br><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual. |

**Federal Trafficking Penalties - Marijuana**

| DRUG        | QUANTITY  | 1st OFFENSE   | 2nd OFFENSE   |
|-------------|---|---|---|
| Marijuana   | 1,000 kg or more mixture; or 1,000 or more plants   | <ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>   | <ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul> |
| Marijuana   | 100 kg to 999 kg mixture; or 100 to 999 plants  | <ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul> | <ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul> |
| Marijuana   | more than 10 kgs hashish; 50 to 99 kg mixture<br><br>more than 1 kg of hashish oil; 50 to 99 plants | <ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>                                      | <ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>                                      |
| Marijuana   | 1 to 49 plants; less than 50 kg mixture   | <ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>  | <ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>   |
| Hashish     | 110 kg or less  |   |   |
| Hashish Oil | 1 kg or less  |   |   |

## **Health Risks**

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors.

### **Alcohol:**

Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasingly the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high doses of alcohol cause marked impairments in higher mental functions severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term consumption of large quantities of alcohol can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of developing alcohol related problems.

### **Cigarettes and other Nicotine Products:**

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed.

In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

### **Prescription Medications:**

Prescription drugs that are abused or used for non-medical reasons can alter brain activity and lead to dependence. Commonly abused classes of prescription drugs include opioids (often prescribed in the treatment of pain), central nervous system depressants (often prescribed to treat anxiety and sleep disorders), and stimulants (prescribed to treat narcolepsy, ADHD, and obesity). Long-term use of opioids or central nervous system depressants can lead to physical dependence and addiction. Taken in high doses, stimulants can lead to compulsive use, paranoia, dangerously high body temperatures and irregular heartbeat.

### **Marijuana:**

Marijuana use can lead to a number of long term and short term physical and psychological effects. Marijuana use leads to a substantial increase in the heart rate, impairs short term memory and comprehension and motivation can be altered.

### **Cocaine and Crack:**

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

### **Barbiturates:**

In small doses, barbiturates produce calmness, relaxed muscles, and lowered anxiety. Larger doses cause slurred speech, staggering gait, and altered perception. Very large doses or doses taken in combination with other central nervous system depressants (e.g., alcohol) may cause respirator depression, coma and even death. A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, or inattentive, or have slowed reactions.

### **Amphetamines:**

Amphetamines, methamphetamines, or other stimulants can cause increased heart rate and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors, and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever, heart failure and death. An individual using amphetamines might begin to lose weight, have the sweats, and appear restless, anxious, moody, and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

### **Hallucinogens:**

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased

heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

#### **Steroids (anabolic):**

Anabolic steroids are human-made substances related to male sex hormones. Some athletes abuse anabolic steroids to enhance performance. Abuse of anabolic steroids can lead to serious health problems, some of which are irreversible. Short term side effects include depression, hallucinations, paranoia, severe mood swings and aggressive behavior. Major side effects also can include liver tumors and cancer, jaundice, high blood pressure, kidney tumors, severe acne and trembling. In males, side effects may include shrinking of the testicles and breast development. In females, side effects may include growth of facial hair, menstrual changes and deepened voice. In teenagers, growth may be halted prematurely and permanently.

#### **Narcotics:**

Because narcotics are generally injected, the use of contaminated needles may result in the contraction of many different diseases, including AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin, convulsions, and coma and may result in death. Some signs of narcotic use are euphoria, drowsiness, constricted pupils, and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, lack of sex drive and appetite, sweating, cramps and nausea when withdrawing from the drug.

#### **Treatment:**

Medication and behavioral therapy, alone or in combination, are aspects of an overall therapeutic process that often begins with detoxification, followed by treatment and relapse prevention. Easing withdrawal symptoms can be important in the initiation of treatment; preventing relapse is necessary for maintaining its effects. And sometimes, as with other chronic conditions, episodes of relapse may require a return to prior treatment components. A continuum of care that includes a customized treatment regimen, addressing all aspects of an individual's life including medical and mental health services, and follow-up options (e.g. community or family-based recovery support systems) can be crucial to a person's success in achieving and maintaining a drug-free lifestyle.

#### **Hotline Numbers:**

National Drug and Alcohol Treatment Referral Services: 800-662-4357

Centerstone: 615-463-6600

TN Drug and Alcohol Addiction Rehab Programs: 888-656-5518

Cumberland Heights: 615-459-9573

#### **AHCI Disciplinary Sanctions:**

It is Allied Health Careers Institute's policy to discourage all violations of Federal, State or local laws by any member of the school community. In addition to possible prosecution and punishment by civil authorities, a student or employee violating any law may be subject to sanctions imposed by AHCI.

#### **Students:**

Sanctions against students include, but are not limited to, disciplinary expulsion, suspension, and/or probation. When appropriate, school sanctions may be entered into permanent records. Parents of dependent students will be notified of pending charges or subsequent decisions.

#### **Faculty:**

Faculty who violate AHCI's standards of conduct are subject to disciplinary action including reprimand, suspension, or dismissal.

#### **Other Employees:**

Allied Health Careers Institute may impose sanctions against any employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation.

## **PROGRAMS**

### **Clinical Medical Assistant**

51.0801

#### **Educational Objective**

The Clinical Medical Assistant program is designed to prepare the student to work in the clinical setting of the physician's office, walk-in clinic, chiropractor or other healthcare facilities. The students will be prepared to handle the back-office operations, assisting the physician and will be prepared to perform tasks in most areas of the clinical office. The Clinical Medical Assistant works under the auspices of the physician at all times and can do nothing for which he/she is not trained. The Clinical Medical Assistant course is designed to enhance and ensure the highest quality of care to patients and efficiency in the operation of the physician's office.

#### **Occupational Objectives**

At the completion of this course the student will be able to perform, but are not limited to:

- All Vital Signs with Recognition of Abnormalities
  - CPR
  - First Aid
  - Patient Assessment
  - Patient History
  - Proper Healthcare Documentation
  - Recognize Medical Emergencies
  - Infection Control and Standard Precautions
  - HIPAA Compliance
  - Sterilization and Disinfection Procedures
  - Venipuncture
  - OSHA & CLIA Guidelines
  - Resume Building/ Interview Techniques
- Describe, Clean & Dress Wounds
  - Set Up and Assist with Minor Office Surgeries
  - Perform EKGs of Patients
  - Laboratory Collection and Requisition
  - Patient Education
  - Understand Medications According to Classification/Administer Medications Under the Auspices of an M.D.
  - Hearing and Visual Acuity Exams
  - Aseptic and Sterile Techniques
  - Medical Terminology with Proper Spelling, Abbreviations and Symbols
  - Proper Communication Techniques Regarding Patients
  - Professionalism in the Workplace

#### **Tuition Expenses**

| Expense              | Fee        |
|----------------------|------------|
| Tuition              | \$8,423.50 |
| Registration         | \$25.00    |
| Textbooks            | \$300.00   |
| Lab/Supply/Test Fees | \$720.00   |
| Total Tuition        | \$9,468.50 |

#### **Progress Requirements**

Each student will receive a numerical grade. A passing grade is 70%, below 70% is failing.

During the pharmacology portion of the program there is a 90% cumulative grade requirement to pass; EKG and phlebotomy both require grades to be 80% to pass this portion of the program.

#### **Included in Tuition:**

Students shall receive books, 2 sets of scrubs, stethoscope, liability insurance and national testing as part of paid lab and supply fees.

#### **Additional Fees**

Supplies that will be needed are: 3 ring binder, paper, pencils, pens and highlighters.

#### **Length of Program**

Successful classroom academics of 400 hours will be followed by a clinical period of no less than 220 hours, which will be evaluated by the physician and/or responsible person at the clinical site. Day classroom hours are from 9:00 am to 3:00 pm Monday – Friday for a total of 22 weeks including externship, evening program hours are from 6:00 pm to 10:00 pm Monday, Tuesday, Wednesday and Thursday for a total of 34 weeks including externship. Extern hours will vary with each individual office, also extern hours are full time and only to be completed during the day time hours. Students will not be allowed to attend externship until all academics are successfully completed and all fees are paid in full or a payment plan has been established and signed.

Certificate of Completion for this program will be issued to the student once all academics and externship has been satisfactorily completed and all paperwork has been signed and brought back to the clinical coordinator at AHCI.

## **BILLING AND CODING SPECIALIST**

51.0713

### **Educational Objective**

The primary objective of the course is to provide students with the basic knowledge and skills necessary to work successfully as an entry-level position in a medical office, clinic, insurance company hospital or other health care setting as a medical biller or customer service representative.

The medical biller becomes familiar with medical terminology as tools to assist them in the billing process; they learn the correct utilization of the reference materials used by the medical biller (CPT, ICD-10, HCPCS, CMA-1500, PDR and medical dictionary). Students develop knowledge and skills in the functions of a medical office; they learn how to setup a patient's chart, proper collection procedures and insurance verification. Students are also introduced to computer software that allows them to perform a variety of billing operations.

Satisfactory completion of all courses, including the supervised practicum, within the allowed maximum time frame for the program and a minimum grade average of 70% is required for graduation.

### **Occupational Objective**

Upon completion of the program, students will be employable in the entry-level position as medical biller, assistant medical biller, or customer service representative. Completion of the Computerized Medical Biller program is acknowledged by the awarding of a Certificate of Completion. Graduates may apply to take the NHA CBCS certification exam.

### **Occupational Outcomes**

At the completion of this course the student will be able to perform, but are not limited to:

- Introduction to Health Insurance
- Medical Terminology
- Managed Health Care
- Insurance Claims
- Legal and regulatory considerations
- Ethics pertaining to industry
- CPT Coding
- ICD9/ICD10 Coding
- HCPCS
- HCFA-1500
- Reimbursement Methodologies
- Commercial Insurance
- BC/BS, Medicare, Medicaid, Tri-care and Workers Compensation
- Coding for Medical Necessity

### **Tuition Expenses**

| Expense       | Fee        |
|---------------|------------|
| Tuition       | \$6,500.00 |
| Registration  | \$25.00    |
| Textbooks     | \$500.00   |
| Lab/Test Fees | \$500.00   |
| Total Tuition | \$7,525.00 |

### **Additional Fees**

Supplies that will be needed are: 3 ring binder, paper, pencils, pens and highlighters. At the completion of the course students are eligible to take the National certification exam at the school through NHA for \$140.00. The CPC-A exam is also available to students and is included in the tuition

### **Length of Program**

640 clock hours in academics and computer lab are required. Classes are held Monday – Friday from 9:00 am to 3:00 pm for 24 weeks for the day program. The night program is Monday, Tuesday and Thursday from 6:00 pm to 10:00 pm for 50 weeks. A two-week externship is an option that is strongly encouraged.

Certificate of Completion for this program will be issued to the student once all academics and externship has been satisfactorily completed and all paperwork has been signed and brought back to the clinical coordinator at AHCI.

## Phlebotomy

51.1009

### **Educational Objective**

The Phlebotomy Program is designed to ensure the student is proficient in clinical laboratories in hospitals, physician's offices and all other ambulatory healthcare services. Students will be proficient in the skills required to obtain patient's blood specimens by venipuncture and micro collection. The student will learn appropriate anatomy and physiology, how to select the proper equipment, additives that are used in blood collection, transporting, handling and processing specimens, infection control, standard precautions, HIPAA compliance and working as a healthcare team member.

### **Occupational Outcomes**

At the completion of this course the student will be able to perform, but are not limited to:

- Vital signs
- Medical Terminology
- Anatomy and Physiology
- Equipment and Supplies
- Professional Communication Skills
- Errors and Complications
- Infection Control
- Safety Precautions
- Standard Precautions
- Blood Collection by Capillary Puncture
- Blood Collection by Routine Venipuncture
- Point of Care Testing
- HIPAA Compliance
- Resume Building and Interview Techniques

### **Tuition Expenses**

| Expense       | Fee        |
|---------------|------------|
| Tuition       | \$1,200.00 |
| Registration  | \$25.00    |
| Textbooks     | \$200.00   |
| Lab Fee       | \$100.00   |
| Total Tuition | \$1,525.00 |

### **Additional Fees**

Students are required to purchase scrubs and a lab coat which will be approximately \$100.00 and can be purchased from any uniform shop or AHCI has scrubs in the school bookstore. Students are required to purchase liability insurance, which is approximately \$35.00. Supplies that will be needed are: 3 ring binder, paper, pencils, pens and highlighters. At the completion of the course students are eligible to take the National certification exam at the school through NHA for \$140.00. All the items listed above are NOT included in tuition and are to be purchase separately.

### **Length of Program**

The academic portion of the program is 75 hours, with an externship of 40 hours or a total of 100 venipunctures. There is an evaluation to be completed at the externship by physician and/or responsible person at the extern site. There will be a total of 100 venipunctures required to finish the program. The classroom hours are from 9:00 am to 12:00 noon, Monday – Friday for a total of 6 weeks. Extern hours will vary on each individual office, also extern hours are full time and only to be completed during the day time hours. Students will not be allowed to attend externship until all academics are successfully completed and all fees are paid in full or a payment plan has been established and signed. **There are NO night externship!**

Certificate of Completion for this program will be issued to the student once all academics and externship has been satisfactorily completed and all paperwork has been signed and brought back to the clinical coordinator at AHCI.

**Program Yearly Calendar**

**Program Yearly Calendar 2019-2020**

| <b>Program Name</b>  | <b>Academic Start Date</b> | <b>Academic End Date</b> | <b>Clinical Start Date</b> | <b>Clinical End Date</b> |
|--|----------------------------|--------------------------|----------------------------|--------------------------|
| <b>Clinical Medical Assistant<br/>Day Program</b>          | 01/07/2019                 |                          | 05/03/2019                 | 05/06/2019               |
|  | 02/04/2019                 |                          | 05/31/2019                 | 06/03/2019               |
|  | 03/04/2019                 |                          | 06/28/2019                 | 07/01/2019               |
|  | 04/01/2019                 |                          | 07/26/2019                 | 07/29/2019               |
|  | 05/06/2019                 |                          | 08/30/2019                 | 09/03/2019               |
|  | 06/03/2019                 |                          | 09/27/2019                 | 09/30/2019               |
|  | 07/01/2019                 |                          | 10/25/2019                 | 10/28/2019               |
|  | 08/05/2019                 |                          | 11/29/2019                 | 12/02/2019               |
|  | 09/03/2019                 |                          | 01/03/2020                 | 01/06/2020               |
|  | 10/07/2019                 |                          | 02/07/2020                 | 02/10/2020               |
|  | 11/04/2019                 |                          | 03/06/2020                 | 03/09/2020               |
|  | 12/02/2019                 |                          | 03/27/2020                 | 03/30/2020               |
|  | 01/06/2020                 |                          | 05/01/2020                 | 05/04/2020               |
|  | 06/14/2019                 |                          |                            | 06/12/2020               |
|  | 07/12/2019                 |                          |                            |                          |
| 08/09/2019   |                            |                          |                            |                          |
| 09/06/2019   |                            |                          |                            |                          |
| 10/11/2019   |                            |                          |                            |                          |
| 10/08/2019   |                            |                          |                            |                          |
| 12/06/2019   |                            |                          |                            |                          |
| 01/10/2020   |                            |                          |                            |                          |
| 02/14/2020   |                            |                          |                            |                          |
| 03/20/2020   |                            |                          |                            |                          |
| 04/17/2020   |                            |                          |                            |                          |
| 05/08/2020   |                            |                          |                            |                          |
| 06/12/2020   |                            |                          |                            |                          |
| <b>Clinical Medical Assistant<br/>Evening Program</b>      | 01/07/2019                 |                          | 09/13/2019                 | 09/16/2019               |
|  | 02/04/2019                 |                          | 10/11/2019                 | 10/14/2019               |
|  | 03/04/2019                 |                          | 11/08/2019                 | 11/11/2019               |
|  | 04/01/2019                 |                          | 12/06/2019                 | 12/09/2019               |
|  | 05/06/2019                 |                          | 01/17/2020                 | 01/20/2020               |
|  | 06/03/2019                 |                          | 02/14/2020                 | 02/17/2020               |
|  | 07/01/2019                 |                          | 03/13/2020                 | 03/16/2020               |
|  | 08/05/2019                 |                          | 04/17/2020                 | 04/20/2020               |
|  | 09/03/2019                 |                          | 05/15/2020                 | 05/18/2020               |
|  | 10/07/2019                 |                          | 06/19/2020                 | 06/22/2020               |
|  | 11/04/2019                 |                          | 07/17/2020                 | 07/20/2020               |
|  | 12/02/2019                 |                          | 08/14/2020                 | 08/17/2020               |
|  | 01/06/2020                 |                          | 09/11/2020                 | 09/14/2020               |
|  | 10/25/2019                 |                          |                            | 10/23/2020               |
|  | 11/22/2019                 |                          |                            |                          |
| 12/20/2019   |                            |                          |                            |                          |
| 01/17/2020   |                            |                          |                            |                          |
| 02/14/2020   |                            |                          |                            |                          |
| 03/13/2020   |                            |                          |                            |                          |
| 04/17/2020   |                            |                          |                            |                          |
| 05/15/2020   |                            |                          |                            |                          |
| 06/19/2020   |                            |                          |                            |                          |
| 07/17/2020   |                            |                          |                            |                          |
| 08/14/2020   |                            |                          |                            |                          |
| 09/11/2020   |                            |                          |                            |                          |
| <b>Billing &amp; Coding Specialist<br/>Day Program</b>     | 01/07/2019                 |                          | 06/28/2019                 | 07/01/2019               |
|  | 02/04/2019                 |                          | 07/26/2019                 | 07/29/2019               |
|  | 03/04/2019                 |                          | 08/23/2019                 | 08/26/2019               |
|  | 04/01/2019                 |                          | 09/20/2019                 | 09/23/2019               |
|  | 05/06/2019                 |                          | 10/25/2019                 | 10/28/2019               |
|  | 06/03/2019                 |                          | 11/22/2019                 | 11/25/2019               |
|  | 07/01/2019                 |                          | 12/20/2019                 | 12/23/2019               |
|  | 08/05/2019                 |                          | 01/31/2020                 | 02/03/2020               |
|  | 09/03/2019                 |                          | 02/28/2020                 | 03/02/2020               |
|  | 10/07/2019                 |                          | 04/03/2020                 | 04/06/2020               |
|  | 11/04/2019                 |                          | 05/01/2020                 | 05/04/2020               |
|  | 12/02/2019                 |                          | 05/29/2020                 | 06/01/2020               |
|  | 01/06/2020                 |                          | 06/26/2020                 | 06/29/2020               |
|  | 07/12/2019                 |                          |                            | 07/10/2020               |
|  | 08/09/2019                 |                          |                            |                          |
| 09/06/2019   |                            |                          |                            |                          |
| 10/04/2019   |                            |                          |                            |                          |
| 11/08/2019   |                            |                          |                            |                          |
| 12/06/2019   |                            |                          |                            |                          |
| TBA  |                            |                          |                            |                          |
| 02/14/2020   |                            |                          |                            |                          |
| 03/13/2020   |                            |                          |                            |                          |
| 04/17/2020   |                            |                          |                            |                          |
| 05/15/2020   |                            |                          |                            |                          |
| 06/12/2020   |                            |                          |                            |                          |
| 07/10/2020   |                            |                          |                            |                          |
| <b>Billing &amp; Coding Specialist<br/>Evening Program</b> | 01/07/2019                 |                          | 01/10/2020                 | 01/13/2020               |
|  | 02/04/2019                 |                          | 02/07/2020                 | 02/10/2020               |
|  | 03/04/2019                 |                          | 03/06/2020                 | 03/09/2020               |
|  | 04/01/2019                 |                          | 04/03/2020                 | 04/06/2020               |
|  | 05/06/2019                 |                          | 05/08/2020                 | 05/11/2020               |
|  | 06/03/2019                 |                          | 06/05/2020                 | 06/08/2020               |
|  | 07/01/2019                 |                          | 07/03/2020                 | 07/06/2020               |
|  | 08/05/2019                 |                          | 08/07/2020                 | 08/10/2020               |
|  | 09/03/2019                 |                          | 09/04/2020                 | 09/07/2020               |
|  | 10/07/2019                 |                          | 10/09/2020                 | 10/12/2020               |
|  | 11/04/2019                 |                          | 11/06/2020                 | 11/09/2020               |
|  | 12/02/2019                 |                          | 12/04/2020                 | 12/07/2020               |
|  | 01/06/2020                 |                          | 01/08/2021                 | 01/11/2021               |
|  | 01/24/2020                 |                          |                            |                          |
|  | 02/21/2020                 |                          |                            |                          |
| 03/20/2020   |                            |                          |                            |                          |
| 04/17/2020   |                            |                          |                            |                          |
| 05/22/2020   |                            |                          |                            |                          |
| 06/19/2020   |                            |                          |                            |                          |
| 07/17/2020   |                            |                          |                            |                          |
| 08/21/2020   |                            |                          |                            |                          |
| 09/18/2020   |                            |                          |                            |                          |
| 10/23/2020   |                            |                          |                            |                          |
| 11/20/2020   |                            |                          |                            |                          |
| 12/18/2020   |                            |                          |                            |                          |
| 01/22/2021   |                            |                          |                            |                          |
| <b>Phlebotomy Technician<br/>Day Program</b>               | 01/07/2019                 |                          | 02/15/2019                 | 02/18/2019               |
|  | 03/04/2019                 |                          | 04/05/2019                 | 04/08/2019               |
|  | 04/22/2019                 |                          | 05/31/2019                 | 06/03/2019               |
|  | 06/24/2019                 |                          | 08/02/2019                 | 08/05/2019               |
|  | 08/19/2019                 |                          | 09/27/2019                 | 09/30/2019               |
|  | 10/14/2019                 |                          | 11/15/2019                 | 11/18/2019               |
| 12/02/2019   |                            | 01/10/2020               | 01/13/2020                 |                          |
| <b>Phlebotomy Technician<br/>Evening Program</b>           | 02/25/2019                 |                          | 05/24/2019                 | 05/27/2019               |
|  | 06/10/2019                 |                          | 09/06/2019                 | 09/09/2019               |
|  | 09/23/2019                 |                          | 12/20/2019                 | TBA                      |

\*Dates are subject to change

## NOTICE OF STUDENT RIGHTS

You may cancel your contract for school without any penalty or obligations on the fifth business day following your first-class session as described in the "Notice of Cancellation" form that will be given to you at the first class that you go to. Read the "Notice of Cancellation" form for an explanation of your cancellation rights and responsibilities. If you have lost your "Notice of Cancellation" form, ask the school for a sample copy.

1. After the end of the cancellation period, you have the right to stop school any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
2. School recognizes that the student may have a concern or issue that necessitates a prompt and fair resolution. Complaints are acknowledged on an individual basis. If complaint is not resolved within a reasonable time frame although report was made in writing to the program instructor, then a written complaint is reviewed by the school's Director. In this regard, you may contact:

**Dianne Anderson**  
**Director**

Allied Health Careers Institute  
1800 S. Rutherford Blvd., Ste 103  
Murfreesboro, TN 37130  
Ph: 615-396-8733

3. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

I \_\_\_\_\_ have received, read and agree to follow the information in the AHCI School Catalog.

I have asked all questions and I have received a satisfactory answer for any and all questions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (AHCI staff member)

\_\_\_\_\_  
Date

