



2011 – 2012 School Catalog

**Volume IV
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**Managing Campus
1420 Celebration Boulevard
Suite 101
Celebration, Florida 34747**

**Learning Site
210 University Boulevard
Suite 210
Denver, Colorado 80206**

TABLE OF CONTENTS

SCHOOL INFORMATION

Mission Statement and Objectives	5
History	5
Statement of Ownership and Control.....	5
Licensure.....	6
Accreditation.....	6
Catalog and Policies.....	7
School Facilities.....	7
Hours of Operation.....	7
Program Advisory Committee	8

ADMISSION INFORMATION

Admissions Requirements.....	9
Statement of Non-Discrimination	9
Readiness for a Distance Education Program Declaration.....	9
Criminal Background Checks and Drug Testing	9
Health Screening and Immunizations	10
CPR Training	10
Program Specific Admission Requirements – Diagnostic Medical Sonography.....	10
Program Specific Admission Requirements – Medical Assisting.....	13
Program Specific Admission Requirements – Health Information Technology.....	14
Transfer of Academic Credits.....	15
Institutional Cancellation or Delay Policy.....	15
Re-Entering Students.....	15

GENERAL INFORMATION

Statement of Non-Discrimination	17
Student Rights and Responsibilities.....	17
New Student Orientation	18
Student Dress Code	18
Student Conduct.....	19
Student Appeal Procedure.....	19
Grievance Procedure.....	19
Electronics and Cell Phone Usage	20
Drug and Alcohol Policy.....	20
Inclement Weather	21
Smoking	21

Communicable Disease Policy	21
Sexual Harassment Policy	21
Student’s Right to Privacy and Access to Records.....	21
Transcripts.....	23
Transferability of Credits to Other Schools	23
Reasonable Accommodations Policy – Individuals with Disabilities.....	23

FINANCIAL INFORMATION

Tuition and Fees Information	24
Federal Student Financial Assistance.....	24
Other Sources of Assistance.....	26
Federal Aid Applications	26
Correction of Information	27
Requirements for Financial Aid Verification.....	27
Consequences of Failure to Pay the Information within 30-day period	27
Definition of Financial Need.....	28
Cost of Attendance	28
Expected Family Contribution	29
Requirements for the Review of Financial Aid Applicant’s Financial Aid History	29
Requirements for Citizenship Verification.....	29
Disbursement Procedures for Title IV Aid	29
How Standards of Academic Progress Affect Student Aid.....	30
Federal Financial Aid Counseling	30
Return to Title IV and Refund Policies	31
Refund Policies	32
Program Termination/Cancellation.....	32
Enrollment Cancellation	32
Insufficient Funds Policy.....	32

ACADEMIC INFORMATION

Degree Graduation Requirements.....	33
Diploma Graduation Requirements.....	33
Graduation Awards.....	33
Definition of Credit Hour	34
Approach to Academic Delivery.....	34
Maximum Course Loads.....	35
General Education Courses	35
Attendance Policy.....	35
Grading System for Diagnostic Medical Sonography Program.....	36
Grading System for All Other Programs and Coursework	37

Satisfactory Academic Progress	38
Warning and Probation.....	41
Reinstatement After Successful Appeal of Termination	42
Clinical Rotations	42
Distance Education Courses.....	43

STUDENT SERVICE INFORMATION

Employment Services	46
Distance Education Tutorials	46
Technical Support	46
Faculty Office Hours.....	46
Advising.....	46
Learning Resources	47

PROGRAM INFORMATION

Professional Credentials for the Diagnostic Medical Sonographer.....	48
Pregnancy Policy for Diagnostic Medical Sonography.....	48
Associate of Science Degree in Diagnostic Medical Sonography – Denver Campus	49
Bachelor of Science Degree in Diagnostic Medical Sonography – Celebration Campus.....	51
Professional Credentials for the Medical Assistant.....	53
Diploma In Medical Assisting (Day) – Celebration Campus.....	53
Diploma in Medical Assisting (Eve) – Celebration Campus	54
Associate of Science Degree in Medical Assisting (Day) – Celebration Campus	56
Associate of Science Degree in Medical Assisting (Eve) – Celebration Campus.....	58
Professional Credentials for the Registered Health Information Technician (RHIA)	60
Associate of Science Degree in Health Information Technology – Online.....	61
Professional Credentials for the Medical Coder and Biller	62
Diploma in Medical Coding and Billing	62

COURSE DESCRIPTIONS 64

CATALOG ADDENDUM

Tuition and Fee Schedule by Program.....	79
Staff and Faculty	80
Academic Calendar – Diagnostic Medical Sonography Program	85
Academic Calendar – Medical Assisting Program	86
Academic Calendar – Health Information Technology Program	87

SCHOOL INFORMATION

MISSION STATEMENT AND OBJECTIVES

American Institute College of Health Professions (AICHP) is committed to excellence in education. It is our mission to provide quality distance and on-site education, realistic laboratory experiences, and hands-on clinical experiences in medical facilities. AICHP enables students to develop and exhibit the professional skills, personal behaviors, and a record of reliability necessary to successfully obtain entry-level employment.

To support our mission our objectives are:

- ❖ Provide a stimulating and supportive learning environment that encourages students to graduate and succeed
- ❖ Enable students to improve their lives economically and professionally
- ❖ Meet workforce demands for allied health professions by providing excellent and innovative education
- ❖ Provide a caring and qualified faculty and staff committed to the professional and academic success of each student
- ❖ Provide relevant program content which enables students to qualify for registry examinations, where required, and that meets the expectations of employers
- ❖ Provide resources for the personal growth of our students for the improvement of the communities

HISTORY

In 2008, American Institute College of Health Professions (the “Institution”) was formed to provide a Bachelor of Science Degrees in Diagnostic Medical Sonography with concentrations in Cardiac Sonography and General Sonography. The Institution now provides career-focused, degrees and diplomas in high demand healthcare occupations. Programs are delivered using an innovative hybrid approach of online education and residential activities. Residential activities take place in the form of an on-campus lab, a clinical externship /practicum conducted in a professional work setting, or both, depending on the program of study.

STATEMENT OF OWNERSHIP AND CONTROL

American Institute College of Health Professions is owned by American Institute of Health Professions, Incorporated, a corporation formed under the laws of the State of Florida. The American Institute of Health Professions, Inc. is a wholly-owned subsidiary of Fox Institute of Business, Inc., which is a wholly-owned subsidiary of AI Holdings, Inc. AI Holdings Inc., through its parent company, American Institutes Holdings LLC, is governed by its Board of Directors. Primus Capital Fund VI, LP owns approximately 80% of the

common voting stock of American Institutes Holdings, LLC. The members of the Board of Directors for American Institutes Holdings, LLC are Scott B. Harper – Chairman of the Board, Randy Proto – President/CEO and Director and Arthur E Benjamin – Director. The President of Fox Institute of Business d.b.a. American Institute, Inc. is Christopher Coutts.

LICENSURE

American Institute College of Health Professions, Celebration, FL is licensed by the Florida Department of Education, Commission for Independent Education. Additional information regarding the licensure of the institution may be obtained by contacting the following agency:

Commission for Independent Education
Florida Department of Education
325 W. Gaines St, Suite 1414
Tallahassee, Florida 32399-0400
Phone: (888) 224-6684

American Institute College of Health Professions, Denver, CO Learning Site is licensed by the State of Colorado's Department of Higher Education, Division of Private Occupational Schools. Additional information regarding the licensure of the institution may be obtained by contacting the following agency:

Colorado Department of Higher Education
Division of Private Occupational Schools
1560 Broadway, Suite 1600
Denver, Colorado 80202
Phone: (303) 866-2723

ACCREDITATION

American Institute College of Health Professions is accredited by the Accrediting Council for Independent Colleges and Schools, which is approved by the U.S. Department of Education, as a branch campus of the American Institute main campus located in West Hartford, CT. Accreditation is a voluntary process and not a requirement to operate in either the State of Florida or the State of Colorado.

Additional information regarding the accreditation of the institution may be obtained by contacting the following agency:

Accrediting Council for Independent Colleges and Schools
750 First Street NE
Suite 980
Washington, DC 20002-4223
Phone: (202)-336-6789

CATALOG AND POLICIES

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in the American Institute College of Health Professions, the student agrees to abide by all policies of the Institution. If at any time, there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract.

SCHOOL FACILITIES

American Institute College of Health Professions, Celebration Campus, is located on the first and third floors of a modern office complex. The Institution has approximately 6557 square feet with six administrative offices, reception area, ultrasound scanning laboratory, learning resource areas, and two laboratory classrooms designated for front office, exam room and diagnostic laboratory instruction.

The ultrasound scanning laboratory is approximately 890 square feet and houses a variety of different ultrasound systems capable of performing cardiac, abdominal, vascular, obstetrical and gynecological sonograms. There are lab tables and computers with Internet access for student use. The lab is also equipped with an LCD projector, monitor, and screen for audiovisual display of information.

The Medical Assisting instructional diagnostic laboratory space is equipped with microscopes, centrifuges, lab tables, supply carts, autoclaves, blood draw tables and equipment, etc. The instructional patient exam room space is equipped with exam tables, ECG equipment/carts, spirometers, blood pressure equipment, scales, etc. The instructional front office space is equipped with computer terminals, patient charts, scheduling appointment books, general office desks, chairs, scanners, copiers, telephones, etc.

The learning resource area houses reference materials, access to LIRN (which allow students to have access to on-line resources) and computers with Internet access, printer, and copier.

American Institute College of Health Professions, Denver Learning Site, is located on the second floor of a modern office complex. The Learning Site has approximately 1200 gross square feet with a reception area, ultrasound scanning laboratory, and instructional/learning resource areas.

HOURS OF OPERATION

The hours of operation for the campus are as follows:

Monday through Thursday:	30 minutes prior to class start (typically 8:00 am) through 30 minutes after class end (typically 10:00 pm)
Friday:	30 minutes prior to class start (typically 8:00 am) through 30 minutes after class end (typically 5:00 pm)
Saturday:	10:00am to 2:00pm
Sunday:	by appointment

PROGRAM ADVISORY COMMITTEE

The American Institute College of Health Professions (AICHP) has established and maintains a current and active group of individuals who serve in the capacity of a Program Advisory Committee. The group consists of employers and clinical site personnel who hire and work with our current student body.

The purpose of the group is to exchange ideas, seek technical assistance and to make certain that the equipment, study materials and techniques taught in all programs at the campus provide the skills necessary to meet employer expectations upon graduation. These meetings are held twice during each year and a thorough review of the facilities, curriculum and faculty takes place and suggestions can be made for improvements to help ensure the quality of our program's graduates.

ADMISSION INFORMATION

ADMISSIONS REQUIREMENTS APPLICABLE TO ALL AICHP ALLIED HEALTH PROGRAMS

STATEMENT OF NON-DISCRIMINATION

American Institute College of Health Professions admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

READINESS FOR A DISTANCE EDUCATION PROGRAM DECLARATION

Since our allied health programs are delivered in a hybrid or fully online format, students applying to the programs must complete a declaration acknowledging their readiness for distance education as part of the application process. The institution reserves the right to deny admission to applicants who are deemed unsuitable for the distance education mode of delivery, based upon the results of this self assessment. Applicants have the right to appeal the decision.

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING

Agencies and institutions that accept students for clinical rotations associated with our allied health programs and employment upon graduation may conduct criminal and/or personal background checks as well as random drug testing. The student is responsible for any costs associated with these additional requirements. AICHP expects that students in their allied health programs can meet the criminal background check and random drug test requirements of clinical affiliates.

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those agencies for clinical rotations or employment.

Random drug testing may be required by healthcare facilities before acceptance or during the clinical rotations. If at any time a student tests positive, the student will be removed from the clinical site and may be subject to withdrawal from the program.

Applicants to the programs who have questions regarding how these issues may affect their clinical placement, ability to graduate, or potential employment should discuss this with the Program Director or Administrator. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed on or dismissed from a clinical rotation due to an adverse result on either a criminal background check or random drug test maybe responsible to find his or her own clinical site or, in extreme cases, may be dismissed from the program.

HEALTH SCREENING AND IMMUNIZATIONS

A statement of health signed by a healthcare practitioner and proof of immunization from diphtheria, pertussis, and tetanus (DPT) and measles, mumps, and rubella (MMR) must be submitted prior to the student's beginning any clinical training. Tuberculosis testing must be done no sooner than 3 months prior to the first day of clinical training. Completion of these items and the costs incurred are the responsibility of the student. No student will be assigned to a clinical rotation without submission of the AICHP's Statement of Health Form and documentation validating required immunity and testing.

CARDIO-PULMONARY RESUSCITATION (CPR) TRAINING

Students attending clinical rotations must maintain valid CPR certification. Satisfactory completion of the American Heart Association Basic Life Support for Healthcare Providers course is required. If at any time during the program, the student's CPR card is near expiration, the student must re-train and provide the school with proof of satisfactory completion of a new course. The student should submit evidence of CPR certification prior to beginning any clinical training. Any expense related to attainment of CPR training is the responsibility of the student.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS:

Diagnostic Medical Sonography Associates Degree Program

American Institute College of Health Professions offers an Applied Associate Degree in Diagnostic Medical Sonography at its Denver Learning Site. Currently, the Denver Learning Site offers the General Sonography track of the Associates Degree Program only.

Applicants who are applying for admission to the Associate Degree DMS Program must meet ALL of the following five (5) admission requirements:

- 1 Possess EITHER a Bachelor's Degree in any major OR be a graduate of an associate's degree in an allied health patient care related program that is a minimum of 24 calendar months, 60 semester credits or 90 quarter credits
- 2 Transfer 15 semester credits to American Institute College of Health Professions of a balance of General Education coursework, with a 2.0 or higher, from post-secondary institution accredited by a United States Department of Education recognized accrediting body.
- 3 Speak, read, and write English. An applicant with English as a second language may be asked to complete an appropriate assessment.
- 4 Complete the "Readiness for a Distance Education Program" Declaration
- 5 Initial the Acceptance of "Aptitude Requirements of the Profession" Declaration

IN ADDITION, although not required for Admission to the Diagnostic Medical Sonography program, PRIOR TO beginning the core courses associated with Term II of the DMS program, students must demonstrate

that they have successfully completed coursework in which they have earned college credit in the following four areas:

- 1 Algebra, Statistics or higher math
- 2 General Physics or Radiographic Physics
- 3 Communications and
- 4 Human Anatomy and Physiology

American Institute College of Health Professions includes, within the Term I curriculum of its DMS Program, a course that meets the requirement for item #4, Human Anatomy and Physiology.

American Institute College of Health Professions currently offers a fully online Algebra course that meets the Algebra requirement identified in item #1 above and a fully online General Physics course that meets the General Physics requirement identified in item #2 above. These two courses are available ONLY to DMS applicants or to DMS students currently enrolled into Term I of the AICHP DMS program. The two courses are offered on a cash basis for the cost of \$350 per course plus any fees associated with textbook purchase. Applicants to the program may request additional information about these course opportunities from their Admission Specialist.

Admissions applications are reviewed by the Program Director and Administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once Admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hardcopy letter, and a phone call.

Upon acceptance by the school, students are required to complete a physician's form which must be signed by a licensed physician indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to AICHP prior to the student's class start date. The cost of this process is paid by the student.

The following items are required to complete the application process:

- ❖ Application for Admission
- ❖ Registration Fee (if applicable)
- ❖ Readiness for a Distance Education Program Declaration
- ❖ Aptitudes Requirements of the Profession Declaration
- ❖ Writing Sample (Essay Questions)
- ❖ Letters of Recommendation
- ❖ Documentation providing evidence of required education
- ❖ Completed Financial Aid forms (for those wishing to apply)
- ❖ Program Director Interview
- ❖ Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

PROGRAM-SPECIFIC ADMISSIONS REQUIREMENTS:

Diagnostic Medical Sonography Bachelor Degree Program

American Institute College of Health Professions offers a Diagnostic Medical Sonography Program at its Celebration Campus.

Applicants who are applying for admission to the Bachelor Degree DMS Program must meet ALL of the following five (5) admission requirements:

- 1** Possess a minimum of a Bachelor's Degree in any major. (official transcript verification required)
- 2** Transfer 60 semester credits to American Institute College of Health Professions, with a 2.0 or higher, from post-secondary institutions accredited by a United States Department of Education recognized accrediting body. Of these 60 semester credits, a minimum of 36 semester credits must be a balance of General Education coursework. A minimum of 15 semester credits of the General Education coursework must be at the Bachelor's degree level.
- 3** Speak, read, and write English. An applicant with English as a second language may be asked to complete an appropriate assessment.
- 4** Complete the "Readiness for a Distance Education Program" Declaration
- 5** Initial the Acceptance of "Aptitude Requirements of the Profession" Declaration

IN ADDITION, although not required for Admission to the Diagnostic Medical Sonography program, PRIOR TO beginning the core courses associated with Term II of the DMS program, students must demonstrate that they have successfully completed coursework in which they have earned college credit in the following four areas:

- 1** Algebra, Statistics or higher math
- 2** General Physics or Radiographic Physics
- 3** Communications and
- 4** Human Anatomy and Physiology

American Institute College of Health Professions includes within the Term I curriculum of its DMS Program, a course that meets the requirement for item #4, Human Anatomy and Physiology.

American Institute College of Health Professions currently offers a fully online Algebra course that meets the Algebra requirement identified in item #1 above and a fully online General Physics course that meets the General Physics requirement identified in item #2 above. These two courses are available ONLY to DMS applicants or to DMS students currently enrolled into Term I of the AICHP DMS program. The two courses are offered on a cash basis for the cost of \$350 per course plus any fees associated with textbook purchase. Applicants to the program may request additional information about these course opportunities from their Admission Specialist.

Admissions applications are reviewed by the Program Director and Administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once Admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hardcopy letter, and a phone call.

Upon acceptance by the school, students are required to complete a physician's form which must be signed by a licensed physician indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to AICHP prior to the student's class start date. The cost of this process is paid by the student.

The following items are required to complete the application process:

- ❖ Application for Admission
- ❖ Registration Fee (if applicable)
- ❖ Readiness for a Distance Education Program Declaration
- ❖ Aptitudes Requirements of the Profession Declaration
- ❖ Writing Sample (Essay Questions)
- ❖ Letters of Recommendation
- ❖ Documentation providing evidence of required education
- ❖ Completed Financial Aid forms (for those wishing to apply)
- ❖ Program Director Interview
- ❖ Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS: Medical Assisting Associate Degree and Diploma Programs

American Institute College of Health Professions offers a Diploma and Associates Degree Program in Medical Assisting. Applicants who are applying for admission to either of the programs must:

- ❖ Possess a High School Diploma or GED.
- ❖ Complete the "Readiness for a Distance Education Program" Declaration

Admissions applications are reviewed by the Program Director and Administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once Admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hardcopy letter, and a phone call.

Prior to externship, students are required to complete a physician's form which must be signed by a licensed physician indicating that the student is in good health. Tuberculosis screening must be done no

sooner than 3 months of the start of externship and immunizations must be up-to-date. The cost of this process is paid by the student.

The following items are required to complete the application process:

- ❖ Application for Admission
- ❖ Registration Fee (If applicable)
- ❖ Readiness for a Distance Education Program Declaration
- ❖ Documentation providing evidence of required education
- ❖ Completed Financial Aid forms (for those wishing to apply)
- ❖ Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS: Health Information Technology Associate Degree Program

American Institute College of Health Professions offers an Associates of Science Program in Health Information Technology. Applicants who are applying for admission to the program must:

- ❖ Possess a High School Diploma or GED.
- ❖ Complete the “Readiness for a Distance Education Program” Declaration

Admissions applications are reviewed by the Program Director and Administrator to determine qualifications for acceptance. Applicants are accepted on a first-come basis once Admissions procedures are completed and an applicant is determined to be qualified. Applicants are notified of their acceptance by email, an official hardcopy letter, and a phone call.

At least thirty days prior to externship, students are required to complete a physician’s form which must be signed by a licensed physician indicating that the student is in good health. Tuberculosis screening must be done and immunizations must be up-to-date. These forms are due to AICHP at least 30 days prior to the student’s start date of externship. The cost of this process is paid by the student.

The following items are required to complete the application process:

- ❖ Application for Admission
- ❖ Registration Fee (if applicable)
- ❖ Readiness for a Distance Education Program Declaration
- ❖ Documentation providing evidence of required education
- ❖ Completed Financial Aid forms (for those wishing to apply)
- ❖ Enrollment Agreement

The school reserves the right to reject applicants if the items listed above are not successfully completed or the applicant is deemed unsuitable for the program.

TRANSFER OF ACADEMIC CREDIT

An applicant or student may earn transfer credit for a course previously taken, if the request is made prior to the start date of the course for which credit is sought. However, the student is required to complete at least 25% of their credits required for graduation at the American Institute College of Health Professions.

The Institution will review transcripts from previous institutions to determine if credit will be granted. A student petitioning for transfer credit must request an official transcript (or American Council on Education Registry Transcript) from the institution where transfer credit originates. The Institution may require the transcript be accompanied by a course syllabus or catalog of the Institution that describes the courses for which transfer credit is being sought. Transcripts from foreign institutions must be accompanied by an evaluation for equivalence to coursework taken in the United States.

Hours will be considered for transfer credit toward graduation if a grade of C or better was achieved and the course is judged as comparable. If transfer credit is awarded, the cost of the tuition will be pro-rated based on the number of credit hours accepted. The enrollment agreement will be amended to reflect the change in tuition and signed by the Administrator and Student.

Work experience or life-long learning credits are not accepted for any programs.

INSTITUTIONAL CANCELTION OR DELAY POLICY

The Institution reserves the right to delay or cancel a course or program due to a class size that is economically too small to offer. If the class is delayed, the students will remain scheduled into the next start date. If the course is cancelled, all students enrolled in that class will be re-scheduled into the next course being offered. The tuition rates will remain unchanged. A student does have the right to request a refund for that class if they choose to not continue enrollment in that course. In the event classes are permanently cancelled by the school, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

RE-ENTERING STUDENTS

Students wishing to re-enter a program should submit an Application for Admission and a letter requesting re-admission. An interview with the Program Director will be scheduled in order to review the student's past academic achievements and make a plan for re-entry. The student must also be current on their financial arrangements. The decision to allow re-entry will be made by the Administrator and the appropriate Program Director. Typically students are allowed no more than two interrupts. To re-enter a second time, a student will only be re-admitted in those circumstances where a verifiable emergency existed.

Because of the technical nature of the program, students who apply to reenter more than six (6) months after interrupting may be required to perform a “test-out” procedure for previously credited courses. Many of the courses are building blocks for future courses, and it is therefore essential that this knowledge be retained in order to progress satisfactorily. Application, utilization, and review are essential elements in a technical/trade education to assure retention of the information and proper preparation for new material. Therefore, it is in the student’s best interest to be assessed before they continue with the program.

The Institution does reserve the right to admit students on a probationary period. The student that is accepted for will sign a new Enrollment Agreement and will pay tuition and fees at the current rate. Financial credit will be given for credits already completed that will apply toward graduation.

GENERAL INFORMATION

STATEMENT OF NON-DISCRIMINATION

American Institute College of Health Professions admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

STUDENT RIGHTS AND RESPONSIBILITIES

All students have the right to know:

- ❖ The School's accrediting and licensing agencies
- ❖ The School's programs, facilities and faculty
- ❖ The cost of attending school
- ❖ The financial assistance available
- ❖ How the Financial Assistance office determines the student's financial need
- ❖ Each type of aid to be received and how it will be disbursed
- ❖ How to submit appeals under various school policies
- ❖ The School's method of determining satisfactory academic progress and how it affects the student's financial aid eligibility
- ❖ Interest rates, repayment amounts, cancellation and deferment provisions for all loans borrowed by the student
- ❖ The criteria for continued eligibility for financial aid
- ❖ Student completion and retention rates, placement rates, and student body diversification

All students have the following responsibilities:

- ❖ To review and consider all aspects of the School program before enrolling
- ❖ To complete financial aid applications accurately and truthfully
- ❖ To provide additional documentation, verification, correction, etc. as requested by the School or agency
- ❖ To read, understand and keep copies of all forms received
- ❖ To notify the School of any change in their financial circumstances
- ❖ To notify the School and the lender of a name or address change
- ❖ To understand the School's satisfactory academic progress policy
- ❖ To understand the School's refund policies
- ❖ To sign all required certification statements
- ❖ To repay all loans according to the promissory notes signed

NEW STUDENT ORIENTATION

Orientation is typically held prior to the first day of class or during the first week of the programs. During orientation the student will have the opportunity to learn about the instructional and support personnel associated with the school and to review school and academic policies. It is important that students know all of the resources that will be available to assist them throughout the educational process.

Orientation to the online environment is provided through a combination of self-paced tutorials, live tech checks, as well as participation in a Sandbox Course in which students may practice with the tools they will use in their online program. Students are also provided with an Online User Guide to assist them throughout their program.

STUDENT DRESS CODE

The Institution maintains a professional dress code for all students for reasons of safety as well as appearance. The dress code is designed so that students convey a message of professionalism, discipline and pride. You are to wear the following whenever you are participating in school activities unless notified otherwise by your instructor or program director. This includes all times when you are coming to school for scheduled laboratory classes, unscheduled times when you are coming for extra hands-on practice either with or without instructor guidance, and all clinic courses.

- ❖ Scrub top and bottom (provided by the school)
- ❖ White turtle neck or white T-shirt may be worn underneath the scrub top, if you are more comfortable, but it must be tucked into the scrub bottoms and at no time is to be seen hanging beneath the scrub top
- ❖ White socks
- ❖ White shoes that tie with closed toes and closed heels (Shoes may have a logo such as the Nike swish that are in another color but the shoe is to be white, not white with colored stripes or contrasting colors. When in doubt, check new shoe purchases with your instructor prior to wearing so they can be returned unworn if they are inappropriate.)
- ❖ Hair must be no longer than neck length or is to be tied back with an elastic or hair tie or is to be “put up” on top of head
- ❖ Single pierced earring in ears only. Earrings are to be very small hoop earring style or stud style, preferably gold or silver appearance
- ❖ Nails are to be no longer than $\frac{1}{4}$ inch past fingertip, preferably with no polish or with clear polish only
- ❖ Jewelry is limited to wedding bands or single ring
- ❖ Watch is required at all times
- ❖ White lab coat will be provided by the school for clinical training

STUDENT CONDUCT

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the national, state and local governments and for conducting themselves in a manner consistent with the best interests of the Institution and the student body.

AICHP reserves the right to dismiss any student for any reason including but not limited to:

- ❖ Failure to maintain satisfactory academic progress
- ❖ Failure to pay school fees or tuition in a timely manner
- ❖ Disruptive behavior
- ❖ Posing a danger to the health or welfare of students, faculty or staff
- ❖ Failure to comply with any published school rules or regulations
- ❖ Use of profanity
- ❖ Threatening behavior of any type
- ❖ Violation of the school's drug and alcohol policy
- ❖ Theft of property

STUDENT APPEAL PROCEDURE

The school tries its best to formulate and enforce school policies that support the Mission of the institution. At times, a student may be unable to meet the school's policy as it is described due to extenuating circumstances. A student who wishes to appeal the school's decision must submit their request in writing within three (3) business days of receiving notification of the school's decision. A student should explain all mitigating circumstances that may have existed. The school will review a student's request and make a determination if the student will be reinstated to satisfactory status. The student will be notified in writing of the decision within 10 business days. The decision is final and may not be appealed.

GRIEVANCE PROCEDURE

It is the hope of the American Institute College of Health Professions staff and faculty, that all students will have an enriching experience while completing their chosen program. However if a student has a concern or grievance, they are encouraged to resolve the grievance, whenever possible, in the following manner:

- 1** A complaint or grievance, involving an individual, fellow student, faculty member, or other staff member, should be taken to that individual first in an attempt at resolution of the issue.
- 2** If a complaint involves a policy, procedures, or financial issue, the student should address the concern to the person tasked with enforcing the school policy.
- 3** Should the complaint not be resolved after attempting to address the concern, the student should make an appointment with the Program Director or write a letter to that individual outlining the points of concern, doing so within three (3) business days of the offending occurrence. The student should receive a response to the letter within three (3) business days.

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- 4 If the complaint is still unresolved after working with the Program Director, then the student should provide a written (letter or e-mail) grievance petition indicating the concern to the Director of Education for the appropriate campus within three (3) business days of the offending occurrence. The petition needs to describe the problem and indicate the perceived deficiency of the school, or school personnel, and request a specific remedy to the unresolved situation. The Director of Education should respond to the letter, or e-mail, within three (3) business days of receipt.
 - 5 If there is a continued grievance, the student should make an appointment with the Administrator of the Campus or write a letter outlining the concerns. The Administrator should be available or respond to the letter within three (3) business days.
 - 6 If the issue continues, the student does have the right to contact the appropriate education commission: Commission for Independent Education, Florida Department of Education or the Colorado Department of Education, Division of Private Occupational Schools. Students have the right to also contact the Accrediting Institution: Accrediting Council of Independent Colleges and Schools (ACICS). The addresses are listed below:

Commission for Independent Education

Florida Department of Education

325 West Gaines Street, Suite 1414

Tallahassee, Florida 32399

(888) 224-6684 toll-free

Colorado Department of Higher Education

Division of Private Occupational Schools

1560 Broadway, Suite 1600

Denver, Colorado 80202

Phone: (303) 866-2723

Accrediting Council of Independent Colleges and Schools

750 First Street, NE, Suite 980

Washington, DC 20002-4223

Phone: (202) 336-6780

ELECTRONICS AND CELL PHONE USAGE

All electronic devices, iPods, cell phones, pagers, etc. are to remain in the “OFF” position during class time. Cell phones and pagers may be checked during breaks. If you have a special circumstance that requires that you be reached immediately, please see your instructor.

DRUG AND ALCOHOL POLICY

The school prohibits the possession, use or distribution of illegal drugs and/or alcohol on school premises or at any school event. Additional details of the health risks, legal penalties, sanctions and information on counseling and treatment can be requested from the Program Director or Administrator.

INCLEMENT WEATHER

AICHP will follow the directives of the public school system regarding school cancellations and late opening as a result inclement weather unless otherwise directed by the Administrator.

SMOKING

There is no smoking inside the school, including the restrooms and break areas. Please smoke only in designated smoking areas. Properly dispose of your cigarettes and matches by not leaving them scattered on the ground and ensure they are properly extinguished.

COMMUNICABLE DISEASE POLICY

Should a student contract a communicable disease, that information must be provided immediately to the American Institute College of Health Professions. Depending upon the circumstances, the student may be administratively withdrawn from certain courses, particularly clinic/lab courses, or externship and then return upon resolution of the disease.

SEXUAL HARASSMENT POLICY

The school is committed to treating its students and employees with dignity and respect. All students and employees have the right to be free from unwanted verbal, physical or sexual advances. Sexual harassment violates both Federal and State laws.

If it is determined that a student or employee appears to have been harassed, there will be appropriate disciplinary action taken. If a student is involved, there may be expulsion from the Institution and if an employee is involved, it may include termination from employment. If you experience any suspected harassment, it should immediately be reported to the Administrator or Program Director.

STUDENT'S RIGHT TO PRIVACY AND ACCESS TO RECORDS AND PROCEDURE TO INSPECT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records.

- 1** Each student enrolled at American Institute shall have the right to inspect and review the contents of his/her educational records, including grades, records for attendance and other information. Parents are not entitled to inspect and review financial records of their children. Parental access to a student's records may be allowed without prior consent if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
- 2** A student's educational records are defined as files, materials, or documents, including those in electronic format, that contain information directly related to the student and are maintained by the institution, except as provided by law. Access to a student's education records is afforded to school

officials who have a legitimate educational interest in the records. A school official is defined as a person employed or engaged by the school in a administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company (including its employees) with whom the school has contracted (such as an attorney, auditor, consultant or collection agent); a trustee serving on a governing board; or a person assisting another school official in performing his or her task. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility or commitment to the school.

- 3** Students may request a review of their educational records by submitting a written request to the Campus Director. The review will be allowed during regular school hours under appropriate supervision.
- 4** Students may request that the institution emend any of their educational records, if they believe the record contains information that is inaccurate, misleading or in violation of their privacy rights. The request must be made in writing and delivered to the Campus Director or Director of Education, with the reason for the request. Grades and course evaluations can be challenged only on the grounds that they are improperly recorded. The instructor or the administrator involved will review the request, if necessary meet with the student, and then determine whether to retain, change, or delete the disputed data. If the student requests a further review, the Campus Director or Director of Education will conduct a hearing, giving the student an opportunity to present evidence relevant to the disputed issues. The student will be notified of the final decision. Copies of student challenges and any written documentation regarding the contents of the student's records will be retained as part of the student's permanent record.
- 5** Directory information is information on a student that the school may release to third parties without the consent of the student. American Institute has defined directory information as the student's name, address(es), telephone number(s), e-mail address(es), birth date and place, program of study, dates of enrollment, attendance, and graduation, grades, honors and awards as well as credential awarded. If student does not want his or her directory information to be release to third parties without the student's consent, the student must present such a request in writing to the Registrar.
- 6** The written consent of the student is required before personally identifiable information from educational records of that student may be released to the third party, except for those disclosures referenced above, disclosures to accrediting commissions and government agencies, and other disclosures permitted by law.
- 7** A student who believes that American Institute has violated his or her rights concerning the release of or access to his or her records may file a complaint with the U.S. Department of Education.

TRANSCRIPTS

A transcript of final grades will be retained with the student's permanent record. An official transcript is provided to the student upon completion of his/her program at no charge. Requests for additional transcripts may be made in writing to the Registrar. There is a charge of \$5.00 for each transcript. A student is not eligible to receive a diploma or transcript if he or she is not in good financial standing with the school.

TRANSFERABILITY OF CREDIT TO OTHER SCHOOLS

The programs at the American Institute College of Health Professions are oriented towards job preparation, not continuing education. Transferability of credit is at the discretion of the accepting institution, and it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice. AICHP does not imply, promise or guarantee that any credits earned at AICHP will be transferable or accepted by any other institution. You should assume that credits earned at AICHP are not transferable to other institutions unless you have personally spoken to an authorized representative of the institution to which you wish to transfer any credits and obtained assurances that it will accept AICHP credits. Each institution has its own policies governing the acceptance of credit from other institutions. Students should inquire as to policies on credit transfer at any institution to which they seek admission.

REASONABLE ACCOMMODATIONS POLICY – INDIVIDUALS WITH DISABILITIES

AICHP does not discriminate against individuals on the basis of physical or mental disability and is fully committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by the Institution. To request an auxiliary aid or service, please contact the Administrator.

FINANCIAL INFORMATION

TUITION AND FEES

Students may pay by cash, check, money order or credit card for educational costs. Tuition is due based on the terms in the student enrollment agreement and any supplemental payment plan agreed to during the financial aid interview. Students who are unable to make timely tuition payments must speak with a representative in the Financial Aid office to continue in their program of study. Unexcused late payments may be cause for suspension or dismissal.

FEDERAL STUDENT FINANCIAL ASSISTANCE

Students cannot always afford to pay their educational costs in full at the beginning of their programs of study. Therefore, the school participates in various programs designed to assist students to meet their educational costs on a more affordable basis. The school is accredited by a nationally recognized accrediting commission and is approved by the U.S. Department of Education to offer federal financial assistance (Title IV) programs to eligible students.

Many students supplement Title IV assistance or pay for their educational costs with other programs such as Veterans benefits, agency sponsorship, employer reimbursement or in-house financing.

A student must apply for admission prior to completing a packaging appointment with the Financial Aid Department at the school. In general, financial aid is awarded based upon need. In order to assist applicants in completing their financing prior to beginning classes, the school makes available individual appointments for each applicant with a Financial Aid Advisor who will assist with form completion and answer questions that may arise. However, general information about Financial Aid is available to all prospective applicants in the Financial Aid Department.

In general, an applicant may be eligible for federal Title IV assistance if the applicant:

- ❖ Is enrolled as a regular student in one of the school's programs
- ❖ Has a valid Social Security Number
- ❖ Is a U.S. citizen or eligible non-citizen
- ❖ Is not in default on any Federal student loan
- ❖ Does not owe a repayment on any federal grant
- ❖ Possesses a high school diploma, its equivalency
- ❖ Has demonstrated Selective Service registration (males only)
- ❖ Has not been convicted of a drug offense while receiving federal financial aid
- ❖ Maintains satisfactory academic progress

The following federal aid programs are available to those students who qualify (subject to availability of funds):

- 1 Federal Pell Grant: This is a grant to assist undergraduates who have not earned a bachelor's or professional degree with education expenses. It does NOT have to be paid back. For 2011-2012, the maximum Pell Grant award is \$5,550.
- 2 Federal Supplemental Educational Opportunity Grant (FSEOG): The FSEOG is a grant program for undergraduate students with exceptional need with priority given to students with Federal Pell Grant eligibility. The federal government allocates FSEOG funds to participating schools. This is a limited pool of funds and the college will determine to whom and how much it will award based on federal guidelines. The range of awards are typically between \$100 - \$200 for the entire program.
- 3 Federal Work Study (FWS) is a financial aid program designed to assist students in meeting the cost of their education by working part-time while attending school. Positions may either be on-campus, off-campus or community service-related. Jobs on-campus must be student service positions. A candidate must demonstrate financial need to be awarded FWS. The number of positions available may be limited depending upon the institution's annual funding allocation from the federal government.
- 4 Federal Direct Subsidized Stafford Loan: This is a low interest fixed rate loan for students attending school at least half time. The interest rate for loans disbursed on or after July 1, 2010 is 4.5 percent. It MUST be paid back. Interest does not accrue while students are attending school, during their grace period, and during periods of deferments.
- 5 Federal Direct Unsubsidized Stafford Loan: This is a low interest fixed rate for independent students enrolled at least half-time. The interest rate is 6.8 percent. It MUST be paid back. Interest will accrue on this loan while students are in school, during their grace period, and during periods of deferment; the interest rate can be paid while the student is in school.
- 6 Federal Direct PLUS Loan: This is a low interest fixed rate loan for parents who want to borrow to help for their child's education. The interest rate is 7.9 percent. This loan is available only to parents without adverse credit histories. It MUST be paid back.

Annual Loan Limits – Stafford Loan			
Dependent Students (whose parents were not denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$2,000	\$5,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$2,000	\$6,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$2,000	\$7,500

Independent Students (and dependent students whose parents were denied a PLUS loan)	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
First-Year Undergraduate (Freshman)	\$3,500	\$6,000	\$9,500
Second-Year Undergraduate (Sophomore)	\$4,500	\$6,000	\$10,500
Third-Year and Beyond Undergraduate (Junior, Senior)	\$5,500	\$7,000	\$12,500

Aggregate Loan Limits – Stafford Loan			
	Combined Base Limit for Subsidized and Unsubsidized Loans	Additional Limit for Unsubsidized Loans	Total Limit for Unsubsidized Loans (minus subsidized amounts)
Dependent Undergraduate Students (whose parents were not denied a PLUS loan)	\$23,000	\$8,000	\$31,000
Independent Undergraduate Students (and dependent students whose parents were denied a PLUS loan)	\$23,000	\$34,500	\$57,500

OTHER SOURCES OF ASSISTANCE

There are many other sources of financial assistance. Various agencies provide educational benefits for eligible students. The student will need to contact the agency directly for more information. Some agencies that may make aid available include the new Workforce Investment Act, (WIA) Job Training Partnership Act (JTPA), Division of Workers' Rehabilitation (DWR), Division of Vocational Rehabilitation, (DVR), Employment and Training Administration (ETA), Social Security Administration, and the Veterans Administration.

Employer Sponsorship

Applicants currently employed are urged to look into any tuition reimbursement benefits offered by their employers. Tuition reimbursement is paid by companies directly to their employee, not to the school. Most companies require the employee to pay for their program and then reimburse the employee after completion of their program of study. Payments due to the school are not dependent on tuition reimbursement.

FEDERAL AID APPLICATIONS

Any student who wishes to apply for federal Title IV financial assistance must complete a **Free Application for Federal Student Aid (FAFSA)**. The FAFSA information is electronically transmitted to

the U.S. Department of Education's Central Processing Service (CPS) and the School receives in return a processed Institutional Student Information Record (ISIR). The ISIR is used to determine Federal Pell Grant and Federal Direct Loan eligibility. The Financial Aid Office will retain the ISIR as documentation of the student's eligibility. (If a student wishes to have a printed copy of their ISIR, it may be requested from the School's Financial Aid Office.)

CORRECTION OF INFORMATION

If, as the result of verification (described below) or another documentation process, it becomes necessary to correct any of the information on an ISIR, the Financial Aid Office will note the corrections on the current ISIR and submit the corrections to the Central Processor electronically after obtaining signed documentation. A new ISIR, showing the corrected information, is then generated.

If the applicant becomes ineligible for a Federal Pell Grant or other Title IV aid as the result of corrections in his/her information, the applicant will be so informed by the Financial Aid Office. If corrections result in a change in eligibility, the Financial Aid Office will complete an updated financial plan with the student.

REQUIREMENTS FOR VERIFICATION OF THE APPLICANT'S DATA ON THE FAFSA

A certain portion of FAFSAs submitted to the CPS are subject to a process called Verification. Verification means that the applicant is asked to "verify" or confirm that the information on the application is correct.

Verification requires the applicant and spouse or parent (if applicable) to sign a Verification Worksheet. In addition, the applicant may be required to submit a copy of the prior year's federal tax returns for each year a FAFSA is submitted to the Financial Aid Office. If the applicant is married, the return(s) must include the spouse's information. If the applicant is dependent, copies of the parents' prior year's tax returns are also required.

Time period within which required documentation must be provided. Except in instances where extenuating circumstances intervene, the required documentation must be provided within 30 days of the date the applicant is notified to do so. All financial aid disbursements are withheld until this process has been completed.

CONSEQUENCES OF FAILURE TO PROVIDE THE INFORMATION WITHIN 30-DAY PERIOD

Students will receive no disbursement of funds if they fail to provide the information required for verification within 30 days, and they may be dismissed from school. In addition, they will be expected to make cash payments in lieu of any expected financial aid disbursements to the School. If the results of the verification satisfy the requirements, the first disbursement of funds to which the student is entitled will be released. If the verification results are negative, the student will be called into the Financial Aid Office and the items that were not accurate will be discussed.

The student (and/or the family) will be required to correct inaccurate information by resubmitting the aid application (with corrected information) to the Central Processor.

If the School has reason to believe that any application has been intentionally submitted under false or fraudulent circumstances, such application will be referred to the Department of Education Office of the Inspector General.

DEFINITION OF FINANCIAL NEED

Financial need is calculated to determine a student's eligibility for some types of Title IV aid programs. Financial need is the difference between the student's cost of attending school and the amount of the student and/or family's financial resources. The need formula can be stated as follows:

COST OF ATTENDANCE minus EXPECTED FAMILY CONTRIBUTION minus OTHER ESTIMATED FINANCIAL ASSISTANCE = FINANCIAL NEED

A student's financial need may not be funded entirely or in some cases not at all by Title IV programs. Students are expected to pay any unfunded portions.

COST OF ATTENDANCE

The School's Financial Aid Office estimates the student's Cost of Attendance for aid eligibility determination purposes only, using nationally approved living expense guidelines. An average cost of attendance for a student attending school consists of allowances for room, board, personal, transportation and miscellaneous expenses, plus one academic year's tuition and fees. A sample cost of attendance for an 8-month period of attendance is as follows:

	PROGRAM A	PROGRAM B
First Academic Year Tuition (as indicated per Enrollment Agreement)*	\$ 12, 997.00	\$ 16,650.00
Fees (as indicated per Enrollment Agreement)*	\$ 25.00	\$ 25.00
Room and Board**	\$ 6,370.00	\$ 6,370.00
Personal	\$ 2,567.00	\$ 2,567.00
Miscellaneous	\$ 525.00	\$ 525.00
Transportation	\$ 931.00	\$ 931.00
Total Estimated Cost of Attendance***	\$ 23, 415.00	\$ 27,468.00

* These amounts are for illustration purposes only and do not necessarily represent actual tuition and fees for an eight month period of attendance. Students should refer to their **Enrollment Agreement** for actual or estimated costs.

** The School does not offer room and board. These estimates are used solely for purposes of eligibility determination.

*** The Total Estimated Cost of Attendance listed above is a sample used for illustration purposes only, and does not necessarily represent an actual cost of attendance for any particular student or program.

Furthermore, financial aid available does not typically cover the entire cost of attendance. Students and their families are expected to fund the difference. The Cost of Attendance should not be assumed to reflect all of the student's costs of coming to school.

EXPECTED FAMILY CONTRIBUTION

The student's Expected Family Contribution is calculated by the Central Processor and is a function of the information entered on the Free Application for Federal Student Aid. An Expected Family Contribution (EFC) figure is included in the ISIR that is produced by the Central Processor when the student's application is processed. The EFC is a measure of how much the student and his or her family can be expected to contribute to the cost of the student's education during the academic year.

REQUIREMENTS FOR THE REVIEW OF A FINANCIAL AID APPLICANT'S FINANCIAL AID HISTORY

It is a federal requirement that the school determine any and all federal Title IV aid previously received by any aid applicant. The school uses the National Student Loan Data System (NSLDS) to obtain the financial aid history of each financial aid applicant. The information is found on the ISIR. Financial aid disbursements are withheld until confirmation of previous aid is received.

REQUIREMENTS FOR CITIZENSHIP VERIFICATION

When a student applies for federal Title IV financial assistance, an electronic database match (for Social Security number, name and birth date) is conducted by the Central Processor to determine the student's eligibility status with the Social Security Administration and the United States Citizen and Immigration Service (USCIS). The results of those matches are reported on the student's ISIR.

If either match is unsuccessful, the student must resolve his or her citizenship status. The Financial Aid office will inform any applicant in this situation of the steps necessary to verify citizenship, which may include contacting the USCIS. Financial aid disbursements will not be made until citizenship status has been confirmed.

DISBURSEMENT PROCEDURES FOR TITLE IV AID

Title IV aid is disbursed in at two or three equal payments during each academic year using the following definitions and calculations: An academic year is defined as 24 semester credits and at least 30 weeks.

Federal Direct Loans are disbursed as a credit to the student's account. A student's first loan disbursement is made after the start of the program. The student's second and subsequent loan disbursements are scheduled for the beginning of each term in the academic year. When a student receives a Direct Loan credit, the student receives a notice advising the student or the parent (in the case of a PLUS loan) that the loan has been credited to the student's account and asking the student or parent if he/she continues to want all of the loan.

Federal Pell Grant disbursements are credited directly to a student's account at the beginning of each term. Each recipient is issued a receipt when a disbursement has been credited to his/her account.

If a credit balance occurs on a student's account, the student or parent in the case of PLUS borrowers may request that the excess funds be retained by the school to pay for future tuition and fee charges,

applied to other educationally related charges (i.e., books, supplies, equipment, etc.), or refunded to the Direct Loan Program to reduce the student's principal balance, all within the current academic year. Without a student's or parent's authorization(s), credit balances will be paid within 14 days to the student, or to the parent in the case of PLUS Loans.

HOW STANDARDS OF ACADEMIC PROGRESS AFFECT STUDENT AID

In order to qualify for student aid under Title IV programs, a student must meet the standards of satisfactory academic progress. Satisfactory Academic Progress (SAP) is discussed in detail in this Catalog, and the requirements are discussed in the section on Satisfactory Academic Progress later in this Catalog.

Students placed on Academic Warning/Academic Probation remain eligible for financial aid disbursements during the probationary period. If students fail to meet the conditions of their warning/probation by the end of their probationary period, they are suspended from financial aid eligibility pending any additional appeals. Students who are suspended from financial aid eligibility will also be terminated from the school.

FEDERAL FINANCIAL AID COUNSELING

Entrance Counseling

The institution ensures loan entrance counseling is conducted either online at the Department of Education website, studentloans.gov, before a borrower takes out a loan or a paper copy can also be completed in the financial aid office. The interview includes:

- ❖ an explanation of the use of a master promissory note (MPN);
- ❖ importance of repayment obligation;
- ❖ description of consequences of default;
- ❖ sample repayment schedules;
- ❖ information in reference to a borrower's rights and responsibilities; and
- ❖ other terms and conditions.

Exit Counseling

The institution ensures loan exit counseling is conducted at the financial aid office or via mail at completion of a program or withdrawal from the institution. The interview includes:

- ❖ an explanation of the use of a master promissory note (MPN);
- ❖ importance of repayment obligation;
- ❖ description of consequences of default;
- ❖ sample repayment schedules;
- ❖ information in reference to a borrower's rights and responsibilities; and
- ❖ other terms and conditions.

Loan Payment Calculator

The Loan Payment Calculator may be used to calculate monthly payments under the standard and extended repayment plans. You may refer to the following websites to access a Loan Payment Calculator: finaid.org/calculators/loanpayments.html or ed.gov/offices/OSFAP/DirectLoan/calc/html.

Statement of Educational Purpose

Federal financial aid is to be used solely for educational expenses related to a student's attendance at American Institute.

Referrals to the Office of Inspector General

American Institute is required by law to make referrals to the Office of Inspector General of any cases of suspected fraud and abuse involving the federal financial aid programs.

RETURN TO TITLE IV AND REFUND POLICIES

A recipient of federal Title IV financial aid who withdraws or is dismissed from school during a payment period or period of enrollment in which the student began attendance will have the amount of federal financial aid funds the student did not earn calculated according to a federal formula. This calculation will be based on the student's last date of attendance (LDA), which is the withdrawal date.

Schools are required to determine the amount of federal financial assistance that must be returned based upon the percentage of the payment period completed prior to withdrawing. The amount of federal financial assistance earned is based on the number of days attended up to the withdrawal date divided by the number of days in the program's payment period. After a student has attended more than 60 percent of the payment period or period of enrollment, the student will have earned 100 percent.

Once the amount of federal financial aid that was not earned has been calculated, federal regulations require that the school return the federal financial aid in the following order:

- 1** Federal Direct Loans
 - a** Unsubsidized Federal Direct Stafford Loans
 - b** Subsidized Federal Direct Stafford Loans
 - c** Federal Parent PLUS loans received on behalf of the student.
- 2** Federal Pell Grants
- 3** Federal SEOG

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, then the student (or parent, in the case of a Federal Parent PLUS loan) must return or repay, as appropriate, the remaining grant and loan funds. Loan funds are returned in accordance with the terms and conditions of the promissory note. If there are any grant funds to be returned by the student, the student is responsible for returning any overpayment that exceeds 50 percent of the amount of grant received. The student (or parent, if a Federal Parent PLUS loan) will be notified of the amount that must be returned or repaid, as appropriate.

If the student earned more federal financial aid funds than were received, the student (or parent in the case of a PLUS loan) may be eligible to receive a post-withdrawal disbursement. If the student or parent is eligible to receive a post-withdrawal disbursement of loan funds, the institution will ask for the student's or parent's (as applicable) permission to disburse the loan funds. The institution may automatically disburse the post-withdrawal disbursement of grant funds.

All returns of unearned Title IV funds will be made within forty-five (45) days of the school's date of determination of the student's withdrawal.

REFUND POLICY

If a student is unable to complete his or her training due to withdrawal or dismissal from the program, the Institution will calculate the amount of tuition and fees that are owed to the Institution. For refund calculation purposes, academic year tuition and fees will be divided into payment periods. Payment periods are defined as an equal portion of an academic year that represents the lesser half of the program or half of the academic year. There are typically two or three payment periods per academic year. When a student has completed sixty percent (60%) or less of a payment period, the tuition and fees shall be refunded on a pro-rata basis calculated as of the student's last date of attendance. When a student terminates his or her program of study after completing more than 60% of the payment period, the Institution may retain the entire cost of tuition and fees for the payment period. If the amount of funds retained on the student's behalf exceeds tuition costs, the school will issue a refund. Registration and application fees are not included in the pro-rata. All refunds due will be paid within forty-five (45) days of the student's date of determination.

In the event a student needs to withdraw from school, the student is required to advise the Registrar and/or Director of Education. Written notice is preferable but not required.

PROGRAM TERMINATION/CANCELLATION

In the event classes are permanently cancelled by the school, the student will be entitled to a refund of any tuition monies already paid for their cancelled classes.

ENROLLMENT CANCELLATION

A student may cancel his enrollment within three business days of signing the Enrollment Agreement. In the event that a student cancels his enrollment, all tuition and fees paid will be refunded. If a student cancels his enrollment after three business days, but prior to the first day of class, the student will receive a refund of all tuition and fees paid, except for the registration fee. If a student cancels his enrollment after three business days and after classes have begun, the Institutional Refund Policy will be applied. Students are asked to submit requests for cancellation in writing to the school. If the school rejects a student application for enrollment, all monies paid will be refunded.

INSUFFICIENT FUNDS POLICY

There is a \$25 fee for any checks returned for insufficient funds.

ACADEMIC INFORMATION

DEGREE GRADUATION REQUIREMENTS

Bachelor of Science Degree

A Bachelor of Science Degree will be awarded to a student who has:

- ❖ Completed all required coursework in a designated program of study of at least 120 semester credit hours, within the maximum required time frame
- ❖ Completed all required courses with a cumulative grade point average of 2.0 or greater
- ❖ Completed 36 semester credits or 54 quarter credit hours of general education
- ❖ Completed at least 25% of the coursework at American Institute College of Health Professions
- ❖ Met or resolved any financial obligations to the College
- ❖ Completed an Application for Graduation and obtained approval to graduate

Associate of Science Degree

An Associate of Science Degree will be awarded to a student who has:

- ❖ Completed all required coursework in a designated program of study of at least 60 semester credit hours, within the maximum required time frame
- ❖ Completed all required courses with a cumulative grade point average of 2.0 or greater
- ❖ Completed the minimum required hours of general education
- ❖ Met or resolved any financial obligations to the College
- ❖ Completed an Application for Graduation and obtained approval to graduate

DIPLOMA GRADUATION REQUIREMENTS

A Diploma will be awarded to a student who has:

- ❖ Completed all required coursework in a designated program within the maximum required time frame
- ❖ Completed all required courses with a cumulative grade point average of 2.0 or greater
- ❖ Met or resolved any financial obligations to the College
- ❖ Completed an Application for Graduation and obtained approval to graduate

GRADUATION AWARDS

Honors Graduate From Associate and Diploma Programs:

Any graduate who has obtained a program grade point average of 3.50 or higher will be considered an Honors Graduate and will have such status appropriately noted on the graduation exercises program and on the student's degree/diploma. Other graduation awards may be noted on the graduation exercises program on the student's degree/diploma.

Honors Graduate from Baccalaureate Program:

An honors graduate from a baccalaureate program is eligible for one of the following designations and will have such status appropriately noted on the graduation exercises program and on the student's degree/diploma.

DEFINITION OF A CREDIT HOUR

The Institution offers its program in semester credit hours. A credit hour is defined as follows:

- ❖ One semester credit hour for at least 15 hours of lecture (theory); or
- ❖ One semester credit hour for at least 30 hours of supervised laboratory instruction; or
- ❖ One semester credit hour for 45 hours on a clinical rotation.

For our online courses, the credit hour awards are calculated using a method that includes the documentation of live class participation as well as the documentation of the completion of out-of-class assignments and activities.

For Financial Aid credits, where required by law, the institution uses federally defined clock-to-credit conversion to determine the enrollment status for Financial Aid processing. The conversion formula is; 37.5 hours of instructional and approved homework hours = 1 Financial Aid credit.

APPROACH TO ACADEMIC DELIVERY

Theory Classes

Theory/Lecture/Seminar classes are held using synchronous/asynchronous distance technologies and incorporate an online learning management system and interactive online virtual classroom.

Laboratory Classes

Laboratory classes are conducted at the institution's campus facility with laboratory sessions varying from half day to full day and evening depending upon the program and the term in which students are enrolled. Additional practice time may also be available to students to build laboratory skills and arrangements may be made through their instructors.

Clinical/Externship/Practicum Classes

Clinical/externship/practicum experiences are located in facilities that provide either diagnostic imaging services for the diagnostic sonography programs or patient care services for the medical assisting program and patient records for the health information technology programs.. The locations may vary depending on the course objectives and services offered at the clinical/externship/practicum facility.

Class Schedules

Class schedules are subject to change each term. Students are given academic class schedules for each term at least two weeks prior to the start of the term.

MAXIMUM COURSE LOADS

For the diagnostic medical sonography program, courses are delivered in 12 week terms. A full-time academic load for students typically does not exceed 12 semester credits per term. Prior approval must be received from the Program Director in the event that a student seeks to register for a course load greater than 12 semester credits in any individual term. Additional charges may be incurred for course loads in a term that are greater than full-time.

For all other programs, courses are delivered in 5 week & 8 week modules. A full-time academic load for students typically does not exceed 7 semester credits per module. Prior approval must be received from the Program Director in the event that a student seeks to register for a course load greater than 7 semester credits in any individual module. Additional charges may be incurred for course loads in a term that are greater than full-time.

GENERAL EDUCATION COURSES

General education courses are available on a rotating basis for those students needing to complete additional credit and course requirements for the program.

For the Diagnostic Medical Sonography programs: Bachelor of Science Diagnostic Medical Sonography students will transfer in a minimum of 36 semester hours or 54 quarter credit hours or complete additional credits. Associate Degree Diagnostic Medical Sonography students will transfer in a minimum of 15 semester hours or 22.5 quarter credit hours or complete additional credits. The listing of courses is found in the Course Description section of the catalog. The Program Director may be contacted for the schedule of general education courses offered each term. There may be an additional charge for the general education courses if the total semester credits for the term exceeds twelve (12). Approval from the Program Director is required for terms greater than full-time.

For the Medical Assisting Associate Degree program, students will complete the general education courses following the completion of the Medical Assisting Diploma program per the term-by-term schedule. There is no additional cost for the general education coursework beyond the cost of the Medical Assisting Associate Degree program.

For all other programs, the General Education courses will be taken with the core courses throughout the programs.

ATTENDANCE POLICY

The technical nature and complexity of the program requires that students attend each class, lab session, or clinical rotation. It is also expected that students will arrive at their training prepared to do their work and in appropriate dress. Acquisition of the skills needed for success in classes and in the workplace can only be mastered with regular class participation.

Therefore, in the theory and laboratory courses, students are allotted 1 (one) unexcused absence per course. Excused absences are at the discretion of the Program Director. In the clinical/externship/practicum courses, 100% of the hours must be completed prior to the start of the next term.

Students must attend a combined minimum of 80% of all hours for DMS and 70% for all other programs within the total program in order to graduate from the program.

GRADING SYSTEM FOR DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

A final grade will be determined by compiling a weighted average of grades awarded for the course during the module and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments and final examinations. Weighted averages will be specified in each individual course syllabus.

LETTER	PERCENTAGE	DESCRIPTION	QUALITY POINTS/HOUR
A	93-100	Excellent	4.0
B	86-92	Average	3.0
C	80-85	Average Minimal	2.0
F	Below 80	Fail	0.0
P	Pass	Pass	Not effected
W		Withdrawn	Not effected
I		Incomplete	Not effected
TR		Transfer Credit	Not effected

A grade of “I” indicating an “Incomplete” may be issued, at the discretion of the faculty, if a student is missing required coursework at the end of the term. At the end of each term, a student will be notified via written advisory of any missing work and/or assignments. The written advisory will specify and detail missing work as well as the time frame within which student will be required to submit the work in question. All missing work must be submitted within two (2) weeks of the end of the term. Until the missing work is submitted as specified in the advisory the student will retain a grade of “Incomplete” for that course. Once the work is submitted within the time frame specified in the written advisories the student’s missing work grades will be entered and the student’s final grade will be calculated accordingly. If the student fails to complete the required coursework, the student will receive a grade of “0” for assignments missed and the student’s final grade will be calculated accordingly.

A student may be issued a “W” grade for courses if the student withdraws from the course prior to completing 50% of the term or does not achieve satisfactory attendance performance for the course.

Instructors will issue grades at the end of each term. Students will receive a copy of their grade from their instructor or registrar. The student’s grades may also be viewed on the student portal.

If a student receives a grade of “F”, “W”, or FAIL for courses in any term, that course must be repeated in its entirety. A student must receive permission from the Program Director to repeat an individual course while continuing coursework in a future term if the student is not repeating an entire term. Students cannot repeat an individual course more than once. Second failure or incompleteness of the same course will result in automatic withdrawal from the program.

For the students enrolled in Diagnostic Medical Sonography Program all Laboratory Courses are Pass/Fail. The final grade will be determined by compiling a weighted average of grades awarded throughout the course. If the weighted grade is 80% or above, the Student will be awarded a grade of PASS. If a grade of FAIL (F) is received, the GPA will be affected and treated as a failing grade with a 0 for Quality Points per Hour.

Clinic Courses are Pass/Fail. If all workbook exercises, assigned protocols and clinical training hours have been successfully completed, the Student will be awarded a grade of PASS. If work is incomplete or unsatisfactory, a grade of FAIL (F) will be assigned and the GPA will be affected with a 0 as Quality Points per Hour.

Failure of more than one course in the same term will result in dismissal from the program. This includes theory, lab and clinic courses.

Any student, repeating a theory course, must maintain scanning skills by attending a minimum of 50% of the lab hours from the previous lab course in which they were successful.

Once a student has failed and successfully repeated a course in one term, any future failures in future terms will result in dismissal from the program.

GRADING SYSTEM FOR ALL OTHER PROGRAMS AND COURSEWORK

A final grade will be determined by compiling a weighted average of grades awarded for the course during the module and may include laboratory projects, written tests/quizzes, class participation, professionalism, attendance, outside assignments and final examinations. Weighted averages will be specified in each individual course syllabus.

LETTER	PERCENTAGE	DESCRIPTION	QUALITY POINTS/HOUR
A	90-100	Excellent	4.0
B	80-89	Average	3.0
C	70-79	Average Minimal	2.0
F	Below 70	Fail	0.0
P	Pass	Pass	Not effected
W		Withdrawn	Not effected
I		Incomplete	Not effected
TR		Transfer Credit	Not effected

A grade of "I" indicating an "Incomplete" may be issued, at the discretion of the faculty, if a student is missing required coursework at the end of the term. At the end of each term, a student will be notified via written advisory of any missing work and/or assignments. The written advisory will specify and detail missing work as well as the time frame within which student will be required to submit the work in question. All missing work must be submitted within two (2) weeks of the end of the module. Until the missing work is submitted as specified in the advisory, the student will retain a grade of "Incomplete" for that course. Once the work is submitted within the time frame specified in the written advisories the student's missing work grades will be entered and the student's final grade will be calculated accordingly.

If the student fails to complete the required coursework, the student will receive a grade of “0” for assignments missed and the student’s final grade will be calculated accordingly.

A student may be issued a “W” grade for courses if the student withdraws from the course prior to completing 50% of the term or does not achieve satisfactory attendance performance for the course.

Instructors will issue grades at the end of each term. Students will receive a copy of their grade from their instructor or registrar. The student’s grades may also be viewed on the student portal.

If a student receives a grade of “F”, “W”, or FAIL for courses in any module, that course must be repeated in its entirety. A student must receive permission from the Program Director to repeat an individual course while continuing coursework in a future module if the student is not repeating an entire module. Students cannot repeat an individual course more than once. Second failure or incompleteness of the same course will result in automatic withdrawal from the program.

Laboratory Courses are Pass/Fail. The final grade will be determined by compiling a weighted average of grades awarded throughout the course. If the weighted grade is 80% or above, the Student will be awarded a grade of PASS. If a grade of FAIL (F) is received, the GPA will be affected and treated as a failing grade with a 0 for Quality Points per Hour.

Clinic Courses are Pass/Fail. If all workbook exercises, assigned competencies and clinical training hours have been successfully completed, the Student will be awarded a grade of PASS. If work is incomplete or unsatisfactory, a grade of FAIL (F) will be assigned and the GPA will be affected with a 0 as Quality Points per Hour.

SATISFACTORY ACADEMIC PROGRESS

All students are expected to maintain satisfactory progress toward graduation. At the time a student begins his or her program of study, the student is considered to be making satisfactory academic progress (SAP). Satisfactory academic progress is measured in terms of cumulative grade point average (CGPA) standards (qualitative measures) and successful course completion percentage (quantitative measures). Students must successfully complete all program requirements within the Maximum Time Frame in order to remain enrolled in the program and qualify for graduation.

SAP is measured at the end of each term. Term lengths vary by program. A student is expected to be meeting the minimum qualitative and quantitative measures at each review period to be making Satisfactory Academic Progress as follows:

Cumulative Grade Point Average (CGPA)

Students must achieve the minimum grade point averages at the specified evaluation points in order to remain enrolled as a regular student, as shown in the Satisfactory Academic Progress Tables below. A cumulative grade point average of 2.0 is required for graduation.

Incomplete grades “I” are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed. Upon resolution of the incomplete grade, the student’s academic progress will be re-evaluated.

Grades of “W” indicate that the student withdrew or was withdrawn from the course prior to its completion. These grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage as courses attempted but not successfully completed.

A failing grade of “F” will be included in the CGPA until the course is repeated and a passing grade is achieved. When a passing grade is earned for a course, only the passing grade will be used to determine the CGPA. However, both attempts are used in the calculation of the successful course completion percentage. “Pass” or “Fail” grades are not included in the calculation of the CGPA but are counted in the successful course completion percentage.

Satisfactory Academic Progress Tables

Program Name: Diagnostic Medical Sonography

Total Credit Hours: 120 (60 credits are transferred into the program)

Evaluation Point	Rate of Progress (Credit Hours Completed/Credit Hours Attempted)	Minimum Grade Point Average
Term 1	50%	1.5
Term 2	60%	1.75
Term 3 and subsequent terms	67%	2.0

Program Name: Associate of Science in Health Information Technology

Total Credit Hours: 63

Evaluation Point	Rate of Progress (Credit Hours Completed/Credit Hours Attempted)	Minimum Grade Point Average
Term 1	50%	1.5
Term 2	60%	1.75
Term 3 and subsequent terms	67%	2.0

Program Name: Associate of Science Degree in Medical Assisting

Total Credit Hours: 64

Evaluation Point	Rate of Progress (Credit Hours Completed/Credit Hours Attempted)	Minimum Grade Point Average
Term 1	50%	1.5
Term 2	60%	1.75
Term 3 and subsequent terms	67%	2.0

Program Name: Diploma in Medical Assisting

Total Credit Hours: 40

Evaluation Point	Rate of Progress (Credit Hours Completed/Credit Hours Attempted)	Minimum Grade Point Average
Term 1	50%	1.5
Term 2	60%	1.75
Term 3 and subsequent terms	67%	2.0

Program Name: Diploma in Medical Coding and Billing

Total Credit Hours: 48

Evaluation Point	Rate of Progress (Credit Hours Completed/Credit Hours Attempted)	Minimum Grade Point Average
Term 1	50%	1.5
Term 2	60%	1.75
Term 3 and subsequent terms	67%	2.0

Maximum Time in Which to Complete Requirements

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in the table below.

Program	Credit Hours in Program	Midpoint of the Maximum Time Frame	Maximum Time Frame (Credit Hours)
Bachelor of Science Degree in Diagnostic Medical Sonography	120 (60 credits are transferred into the program by the student upon enrollment)	90	180
Associate of Science Degree in Diagnostic medical Sonography	75 (15 credits are transferred into the program by the student upon enrollment)	56	112
Diploma in Medical Assisting	40	30	60
Associate of Science Degree in Medical Assisting	64	48	96
Associate of Science Degree in Health Information Technology	63	47	94
Diploma in Medical Coding and Billing	48	36	72

Rate of Progress Towards Completion Requirements

A course successfully completed is any course in which a grade of “C” or above or a “Pass” has been earned. The successful course completion percentage is calculated as the cumulative number of credits successfully completed divided by the number of credits attempted in the term. Any course for which the student has a final grade is counted as attempted for purposes of calculating successful course completion percentage.

In addition to the CGPA requirements, a student must successfully complete at least 67% of all credits attempted in order to be considered as making satisfactory academic progress. Credits attempted are

defined as those credits for which students are enrolled and have incurred a financial obligation. As with the determination of CGPA, the completion requirements will be reviewed at the end of each term after grades have been posted to determine if the student is progressing satisfactorily.

WARNING AND PROBATION

Student progress is evaluated at the end of each academic term. Students will be placed on Warning and then Probation when the CGPA and/or successful course completion percentage does not meet the minimum requirements. Students will be notified in writing of their academic status by the Academic Dean. Any action plan to improve performance will be made between the student and the Program Director of the specific program and a written advising form will be placed in the student's academic file. The student and Program Director must sign the advising form. The plan will be closely monitored by the Instructor and Program Director. During the periods of Warning and Probation, students are considered to be making satisfactory academic progress and remain eligible for financial aid.

Students will be placed on Warning the first grading period in which the CGPA or the rate of progress falls below the values specified above. At the end of the next grading period, the student will be removed from Warning and returned to regular status if the student meets or exceeds the minimum standards, or will be placed on Probation if they continue to fall below the specified values.

Students on Probation will be evaluated at the end of their grading period of monitoring. Students who raise their CGPA and rate of progress at or above the minimum may be removed from Probation and return to regular status. If a student does not meet the minimum CGPA or rate of progress requirement at the time of evaluation, the student will be dismissed from school. If at any point it can be determined that it is mathematically impossible for a student to meet the minimum requirements, the student must be dismissed from the school.

Notification of academic dismissal will be in writing. The Conduct Policy section of this catalog describes other circumstances that could lead to student dismissal for non-academic reasons. As a dismissed student, a tuition refund may be due in accordance with the institution's stated refund policy.

Students on Warning and Probation are required to participate in academic advising as deemed necessary by the institution as a condition of their academic monitoring. Students who fail to comply with these requirements may be subject to dismissal even though their CGPA or rate of progress may be above the dismissal levels.

How Transfer Credits/Change of Program Affect SAP

Credit that has been transferred into the institution by the student has no effect on the percentage of completion calculation in the SAP, nor does it have any effect on the grade point average requirement for the SAP. Transfer credit is considered when computing the maximum time frame allowed for a program of study. For example, a student transfers from institution A to institution B and is able to transfer 30 credits that they earned at institution A into a program at institution B. The program requires 200 credits to graduate. Thus, the maximum time frame for this student's new program at institution B will be one and one half times ($150\% \times 200 = 300$ credits). The 30 transfer hours will be added to the attempted and earned hours when the time frame is being calculated.

When a student elects to change a program at American Institute, the student's earned credits and grades will be transferred into the new program as applicable, including transfer credit. Credits earned at the school in the original program of study will be used when computing grade point average, rate of progress and maximum time frame. Transfer credits from another institution that are applicable to the new program of study will not be calculated in the grade point average or rate of progress, but will be considered as credits attempted and earned in the time frame calculated. For example, a student transfers from program A to program B. The student is able to transfer 30 external credits and 10 credits earned in program A into program B. Program B requires 200 credits to graduate. Thus, the maximum time frame for this student's new program will be one and one half times (150%) x 200 – 300 credits. The 30 external transfer hours will be added to the attempted and earned hours when the time frame is being calculated and the 10 credits earned in program A will be included in the grade point average, rate of progress and the time frame calculations.

Appeal

A student who has been academically dismissed may appeal the determination if special or mitigating circumstances exist. Any appeal must be in writing and must be submitted to the Academic Dean within 10 calendar days of receiving notification of his/her dismissal. The student should explain in writing what type of circumstances contributed to the academic problem and what plans the student has to resolve those potential problems in the future. The decision of the Academic Dean is final and may not be further appealed.

For the appeal of non-academic dismissal, please refer to the grievance policy within the institution's catalog.

REINSTATEMENT AFTER SUCCESSFUL APPEAL OF TERMINATION

A student who did not complete the prior term who was academically dismissed may apply for reinstatement to the institution by submitting a written request to the Academic Dean. The request should be in the form of a letter explaining the reasons why the student should be readmitted. A student may be required to wait at least one term before they are eligible for reinstatement. The decision regarding readmission will be based upon factors such as grades, attendance, student account balance, conduct, and the student's commitment to complete the program. Dismissed students who are readmitted must sign a new Enrollment Agreement and will be charged tuition consistent with the existing published rate. The readmitted student will be eligible to apply for federal financial aid. A student who is academically dismissed after the completion of the term who successfully appeals prior to the start of the next term will not have to sign a new Enrollment Agreement, will be charged tuition according to the original Enrollment Agreement and will be eligible to apply for federal financial aid.

CLINICAL ROTATIONS

Clinical/externship/practicum training courses are designed to be instructional by nature by providing students with hands-on experience. Clinical/externship/practicum training is a cooperative effort between the school, student and the clinical site. It is usual that the clinical hours will be assigned during daytime hours regardless of your schedule for theory or lab classes. It is important that each student make

arrangements to accommodate their clinical assignments. Students must provide their own transportation to clinical sites and lab classes. Some clinical sites may require a criminal background check and drug testing prior to commencement of the student's clinical assignment at the site.

Students enrolled in the Diagnostic Medical Sonography program participate in clinical training courses concurrent with theory and laboratory course enrollment.

Students enrolled in all other programs participate in clinical/externship/practicum training courses following the completion of their laboratory and theory courses.

The school maintains liability insurance on all students and faculty while attending clinical sites.

All students enrolled in clinic/externship/practicum courses are supervised by approved facility staff under the guidance of an AICHP faculty member. As a simulated work environment, the clinical/externship/practicum site expects the student to obey all rules and regulations regarding the site and clinical assignment. This includes punctuality and reliability of attendance. The clinical site has the right to remove any student who demonstrates disregard for program and/or clinical site policies and procedures.

Clinical/externship/practicum assignments are determined based upon the following ordered criteria: student opportunities to meet the educational objectives of the specific clinic course, likely mentor/student rapport, and proximity to the student's place of residency. Students enrolled in the Diagnostic Medical Sonography programs are assigned to clinical rotations concurrent with theory and laboratory courses so withdrawal from the program due to declination of a clinical rotation assignment requires withdrawal from theory and laboratory courses as well.

DISTANCE EDUCATION COURSES

The American Institute College of Health Professions offers some of its programs in a hybrid format and others in a fully online environment. For the hybrid programs, theory courses are delivered using on-line/distance education platform while any associated laboratory courses are delivered on campus. The clinical externship/practicum rotations are located at healthcare facilities that provide either Diagnostic Medical Sonography services to patients for our Diagnostic Medical Sonography clinical rotations or provide general patient care services to patients for our Medical Assisting and patient records for our Health Information Technology program. The Diagnostic Medical Sonography rotations are supervised by a faculty member from the campus and there is a clinical mentor assigned at the job site to work with each student.

Distance Education Mode of Delivery

Online Theory Classes

The theory courses are delivered using an array of distance technologies. The primary distance technology is a virtual online classroom that the students will access per their class schedule by logging into a URL via the World Wide Web. The advantage of this platform is that the student can access the classroom from anywhere there is Internet access as long as the computer being used has met the requirements described on page 44.

Personalized Student Web Pages

Students will have 24/7 access to all of their course documents, course calendars, links to important websites, tests, grades, instructor emails, assignment drop boxes, and discussion board postings through a learning resource web portal. Students have unique usernames and log-ins that direct them to their personal web pages associated with the courses in which they are enrolled. This allows students to always have their course materials close at hand even when they are not at home. As long as they can access the Internet, they can access their course materials.

Student Identity Verification

Throughout their courses and programs, in order to access any of the credit-awarding distance education coursework, students must verify their identity through a combination of the following possible processes and procedures: course registration verification through the registrar's office, unique sign-on usernames and passwords, live proctor review of a form of photographic identification, some form of biometrics such as a fingerprint scanner or web cam.

Student Privacy Protection Associated with Identity Verification

All identity verification methods will include privacy protection for the student, whether through internal processes or third party processes. The Learning Management System used by the College includes an internal process for protection of student information associated with usernames and passwords that includes a system in which no passwords are visible in the database, but are encrypted and stored in a 28 character GUID, then hashed.

Expenses Associated with Student Identity Verification Processes

The school will assume expenses associated with identity verification unless the associated expenses have been previously identified as a required resource or equipment for enrolling into the program.

Distance Education Resources and Equipment

The student participating in a distance education program will be required to have a computer (a laptop is recommended), reliable high speed Internet access and a microphone and speaker set up or combination headset with built-in microphone. The student may be required to download free software such as Apple Quicktime or Power Point Viewer. There is a Wizard that students will run that will provide step-by-step instructions for preparing their computers prior to their first online class. Tutorials are available for novice computer users and technical support is available through both the platform and the campus IT departments.

The online platform supports the following commonly used browsers:
Internet Explorer 5.0+, Netscape 7.0+, and Mozilla 1.0+

The online platform supports the following operating systems:
Windows 2000+, Mac OSX 10.2+ or Linux
128 MB RAM (256 MB recommended)

Many of the assignments will be prepared using Microsoft Word so students will need to be able to access Microsoft Word documents posted by their instructors and to complete their assignments using similar word processing software. There are no additional costs to the student associated with participation in the distance education delivery of courses.

Exam Proctoring

Although there are some examinations that are open book and unsupervised, there are other examinations that may require a proctor. The proctor may, at times, be a faculty member of the school and may require the student to visit the school during the scheduled examination time. At other times, the student who lives outside of a reasonable driving distance of the campus may be required to identify an approved proctor that meets the school's criteria. Additionally, the student may be required to use a "tech" proctor typically consisting of a web cam provided by the school. The tech proctor may include a photo identification process and possibly a fingerprinting process in order for the student to access an examination.

STUDENT SERVICE INFORMATION

EMPLOYMENT SERVICES

The School provides job search assistance for graduates in good standing. Guidance regarding resumes, local and national job search assistance is available. The School cannot and does not promise or guarantee employment upon graduation.

DISTANCE EDUCATION TUTORIALS

Students enrolled in distance education program have access to tutorials to assist them with the technologies associated with their online theory courses. Contact the Instructor or Program Director for information.

TECHNICAL SUPPORT

Students have access to technical support services through the “Virtual Classroom” platform providers as well as through the Learning Resource web portal providers. Support is 24/7 and is provided through a variety of communication avenues, including online, phone, and email support. Instructors may also provide some technical support.

FACULTY OFFICE HOURS

Students enrolled in distance courses have access to faculty during the regularly scheduled Office Hours 10 minutes prior to each live, online theory class as well as other scheduled times throughout the week. On-Line Faculty, Lab Faculty and Clinical Coordinators are available via email and phone to answer both technical and content questions related to the course.

ADVISING

The staff and faculty at AICHP are available for advising and consultation. Those students who may need specialized counseling in a particular area will be referred to qualified counselors in the community. It is the goal of the AICHP staff and faculty to assist all students in making their educational experience as enriching and successful as possible.

LEARNING RESOURCES

AICHP is committed to providing quality education which enables students to develop and exhibit the professional skills, personal behaviors and track record of reliability necessary to successfully obtain entry-level employment in the respective healthcare fields for which they are trained. The Institution's learning resources are customized to fit the profile of our program of study. The publications entail reference materials, text books, lab manuals, dictionaries, various testing preparatory material, as well as Internet accessible information. The Learning Resource Center is staffed by a full-time Librarian to assist the students in their search for educational materials and resources.

The materials of the Learning Resource Center (LRC) support the program offered at the American Institute College of Health Professions. As is appropriate for the courses of study, the collection consists mostly of items in the areas of human anatomy and physiology, the promotion of health, diseases and disease prevention, pharmacology, medical terminology, medical specialties, sonographic science, physics, and medical careers /technology. Other books available in the LRC cover computer software, job search and interviewing skills, self help/improvement and basic math and reading.

In addition to the hard copy collection, the room is equipped with a computer station with Internet access for research and tutoring purposes. The LRC has medical journals and publications, as well as an Internet guide, listing Internet sites relevant to the program of study.

The school subscribes to LIRN (Library and Information Resource Network) that all students can access via the Internet from on campus, their home computers or anywhere they have Internet access through a log in provided to them by the institution. Online databases covering health and other related topics can be readily accessed through this network. The collections of databases are comprised of medical/health related subjects, business, legal, and psychology information.

DVDs and videos are available for listening and viewing in the classrooms and the diagnostic medical sonography laboratory is equipped with Internet access and links to relevant ultrasound sites.

The school also has a Virtual Library for easy access by our students, from their home-based computers or from where ever they have Internet access. The Virtual Library supports our online theory course delivery format. It has been established within the Learning Management System that all students enrolled into the allied health programs use for all of their online course materials. The Virtual Library includes a tutorial as well as links to online resource materials. This addition supplements the online resources available as part of the campus resources which students may also access while on campus.

PROGRAM INFORMATION

PROFESSIONAL CREDENTIALS FOR THE DIAGNOSTIC MEDICAL SONOGRAPHER

The American Registry for Diagnostic Medical Sonography® (ARDMS®) is an independent, nonprofit organization that administers examinations and awards credentials in the areas of diagnostic medical sonography. ARDMS credentials document personal achievement of recognized professional standards. Credentials awarded by ARDMS are widely accepted in the medical community by ultrasound and vascular professional organizations. The College does not control the prerequisite requirements for ARDMS nor can it guarantee that graduates WILL be eligible to take ARDMS registry exams in the future. You may want to refer to the ARDMS website directly for further information at www.ardms.org.

Graduates of the Bachelor of Science Degree in Diagnostic Medical Sonography – Cardiac Concentration may be eligible to apply for specialty areas within the Registered Diagnostic Cardiac Sonography (RDCS) credential examinations under 2008 ARDMS Prerequisite 1, 3A, or 3B.

Graduates of the Bachelor of Science Degree in Diagnostic Medical Sonography – General Concentration program may be eligible to apply for specialty areas within the Registered Diagnostic Medical Sonography (RDMS) credential examinations under 2008 ARDMS Prerequisite 1, 3B, or 3B.

The American Institute College of Health Professions (AICHP) cannot and does not promise that AICHP graduates will be eligible to take these registry examinations upon graduation or at any time in the future or will be capable of passing such certifications. The qualifications required to take these examinations is determined solely by the issuing agency.

The Diagnostic Medical Sonography program has been designed to cover the materials necessary to prepare graduates for the ARDMS RDMS or ARDMS RDCS registry examination. Individual success on the examination will be dependent upon the graduate and the College does not guarantee that graduates will pass the respective ARDMS examinations.

PREGNANCY POLICY for Diagnostic Medical Sonography

Pregnancy does not preclude attendance in any of the programs offered by AICHP unless the student has been counseled otherwise by her physician. The American Institute College of Health Professions does not endorse the repeated scanning of pregnant students. Pregnant students may be asked to receive prior approval from their physician before attending lab or clinical classes. This additional requirement would be at the student's expense.

ASSOCIATE OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Offered at the Denver, Colorado Campus

**Credential awarded upon successful completion –
Associate of Science Degree in Diagnostic Medical Sonography**

**Total Semester Credits – 75
Total Months in Program – 18**

Program Objectives

The program is designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer. The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

- 1** Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- 2** Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician
- 3** Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- 4** Exercise discretion and judgment in the performance of sonographic and/or other non-invasive diagnostic procedures
- 5** Demonstrate appropriate communication skills with patients and colleagues
- 6** Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health

Program Description

The Diagnostic Medical Sonography program is 18 months, full-time. The program includes two tracks. The cardiac track focuses on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the heart. The general track focuses on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, superficial structures, gynecology and obstetrics. Both tracks include an introduction to vascular sonography. The program begins with introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks. The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with online theory courses delivered using an array of distance technologies.

ASSOCIATE OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY				Semester Cr		
MINIMUM TRANSFER CREDITS Minimum of 15 semester credits of the transferred credits must be in a balance of the general education areas of science, mathematics, humanities, social sciences and the arts.				15		
INTRODUCTORY COURSES				Semester Cr		
Term I	BIO 112: Anatomy, Physiology and General Pathology			3.0		
	IMG 113: Introduction to Sonography			3.0		
	IMG 114: Introduction to Basic Scan Techniques			2.5		
CARDIAC TRACK		Semester Cr	GENERAL TRACK	Semester Cr		
Term II	DMSC 121: Doppler Physics and Hemodynamics for the Cardiac Sonographer		3.0	DMSG 121: Doppler Physics and Hemodynamics for the General Sonographer	3.0	
	DMSC 122: Cardiac Cross Sectional Anatomy & Imaging Techniques		3.0	DMSG 122: Abdomino-pelvic Cross Sectional Anatomy & Imaging Techniques	3.0	
	DMSC 224: Basic Cardiac and Vascular Scan Techniques		2.5	DMSG 124: Basic Abdomino-pelvic and Vascular Scan Techniques	2.5	
Term III	DMS 230: Ultrasound Physics & Instrumentation I		3.0	DMS 230: Ultrasound Physics & Instrumentation I	3.0	
	DMSC 431: Cardiac Sonography I	3.0	DMSG 231: Abdomen/Superficial Structures Sonography I	1.5		
			DMSG 232: Obstetrics/Gynecology Sonography I	1.5		
	DMSC 236: Cardiac Scan Lab I		1.0	DMSG 236: General Scan Lab I		1.0
	DMSC 237: Cardiac Clinic I		3.0	DMSG 237: General Clinic I		3.0
Term IV	DMS 240: Ultrasound Physics & Instrumentation II		1.5	DMS 240: Ultrasound Physics & Instrumentation II	1.5	
	DMSC 241: Cardiac Sonography II	3.0	DMSG 241: Abdomen/Superficial Structures Sonography II	1.5		
			DMSG242: Obstetrics/Gynecology Sonography II	1.5		
	DMSC 246: Cardiac Scan Lab II		1.0	DMSG246: General Scan Lab II		1.0
	DMSC 247: Cardiac Clinic II		5.0	DMSG 247: General Clinic II		5.0
Term V	DMS 250: Ultrasound Physics & Instrumentation Review		1.5	DMS 250: Ultrasound Physics & Instrumentation Review	1.5	
	DMSC 251: Cardiac Sonography III	3.0	DMSG 251: Abdomen/Superficial Structures Sonography III	1.5		
			DMSG 252: Obstetrics/Gynecology Sonography III	1.5		
	DMSC 256: Cardiac Mastery Lab		0	DMSG 256: General Mastery Scan Lab		0
	DMSC 257: Cardiac Clinic III		7.0	DMSG 257: General Clinic III		7.0
Term VI	DMSC 261: Cardiac Sonography Review		3.0	DMSG 261: General Sonography Review		3.0
	DMSC 262: Cardiac Sonography Emerging Technologies		1.0	DMSG 262: General Sonography Emerging Technologies		1.0
	DMSC 267: Cardiac Clinic IV		7.0	DMSG 267: General Clinic IV		7.0
TOTAL SEMESTER CREDITS TRANSFERRED				15		
TOTAL SEMESTER CREDITS – SONOGRAPHY PROGRAM				60		
TOTAL SEMESTER CREDITS ASSOCIATE'S DEGREE				75		

BACHELOR OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY

Offered at the Celebration, Florida Campus

**Credential awarded upon successful completion –
Bachelor of Science Degree in Diagnostic Medical Sonography**

Total Semester Credits – 120

Total Months in Program – 18

Program Objectives

The program is designed to provide students adequate opportunity to acquire the knowledge, skills, and professional behaviors required of an entry-level sonographer. The objectives of the program, therefore, are those stated in the “Description of the Profession of Diagnostic Medical Sonographer” as stated below:

- 1** Obtain, review, and integrate pertinent patient history and supporting clinical data to facilitate optimum diagnostic results
- 2** Perform appropriate procedures and record anatomic, pathologic and/or physiologic data for interpretation by a physician
- 3** Record, analyze, and process diagnostic data and other pertinent observations made during the procedure for presentation to the interpreting physician
- 4** Exercise discretion and judgment in the performance of sonographic and/or other noninvasive diagnostic procedures
- 5** Demonstrate appropriate communication skills with patients and colleagues
- 6** Provide patient education related to medical ultrasound and/or other non-invasive diagnostic techniques, and promote the principles of good health

Program Description

The Diagnostic Medical Sonography program is 18 months, full-time. The program includes two tracks. The cardiac track focuses on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the heart. The general track focuses on the use of ultrasound for diagnosing pathological and pathophysiological conditions of the abdomen, superficial structures, gynecology and obstetrics. Both tracks include an introduction to vascular sonography. The program begins with introductory ultrasound courses designed to build a solid foundation in scanning techniques and normal anatomy recognition followed by advanced courses that focus on pathological conditions and patient-focused case studies. The program consists of sequenced and integrated theory, lab, and clinical instructional tracks. The program is delivered using a blended format; a combination of hands-on face-to-face training in lab and clinic combined with online theory courses delivered using an array of distance technologies.

BACHELOR OF SCIENCE IN DIAGNOSTIC MEDICAL SONOGRAPHY				Semester Cr		
MINIMUM TRANSFER CREDITS Minimum of 36 semester credits of the transferred credits must be in a balance of the general education areas of science, mathematics, humanities, social sciences and the arts.				60		
INTRODUCTORY COURSES				Semester Cr		
Term I	BIO 312: Anatomy, Physiology and General Pathology			3.0		
	IMG 313: Introduction to Sonography			3.0		
	IMG 314: Introduction to Basic Scan Techniques			2.5		
CARDIAC TRACK			Semester Cr	GENERAL TRACK	Semester Cr	
Term II	DMSC 321: Doppler Physics and Hemodynamics for the Cardiac Sonographerr		3.0	DMSG 321: Doppler Physics and Hemodynamics for the General Sonographer		3.0
	DMSC 322: Cardiac Cross Sectional Anatomy & Imaging Techniques		3.0	DMSG 322: Abdomino-pelvic Cross Sectional Anatomy & Imaging Techniques		3.0
	DMSC 324: Basic Cardiac and Vascular Scan Techniques		2.5	DMSG 324: Basic Abdomino-pelvic and Vascular Scan Techniques		2.5
Term III	DMS 430: Ultrasound Physics & Instrumentation I		3.0	DMS 430: Ultrasound Physics & Instrumentation I		3.0
	DMSC 431: Cardiac Sonography I		3.0	DMSG 431: Abdomen/Superficial Structures Sonography I		1.5
				DMSG 432: Obstetrics/Gynecology Sonography I		1.5
	DMSC 436: Cardiac Scan Lab I		1.0	DMSG 436: General Scan Lab I		1.0
	DMSC 437: Cardiac Clinic I		3.0	DMSG 437: General Clinic I		3.0
Term IV	DMS 440: Ultrasound Physics & Instrumentation II		1.5	DMS 440: Ultrasound Physics & Instrumentation II		1.5
	DMSC 441: Cardiac Sonography II		3.0	DMSG 441: Abdomen/Superficial Structures Sonography II		1.5
				DMSG 442: Obstetrics/Gynecology Sonography II		1.5
	DMSC 446: Cardiac Scan Lab II		1.0	DMSG 446: General Scan Lab II		1.0
	DMSC 447: Cardiac Clinic II		5.0	DMSG 447: General Clinic II		5.0
Term V	DMS 450: Ultrasound Physics & Instrumentation Review		1.5	DMS 450: Ultrasound Physics & Instrumentation Review		1.5
	DMSC 451: Cardiac Sonography III		3.0	DMSG 451: Abdomen/Superficial Structures Sonography III		1.5
				DMSG 452: Obstetrics/Gynecology Sonography III		1.5
	DMSC 456: Cardiac Mastery Lab		0	DMSG 456: General Mastery Scan Lab		0
	DMSC 457: Cardiac Clinic III		7.0	DMSG 457: General Clinic III		7.0
Term VI	DMSC 461: Cardiac Sonography Review		3.0	DMSG 461: General Sonography Review		3.0
	DMSC 462: Cardiac Sonography Emerging Technologies		1.0	DMSG 462: General Sonography Emerging Technologies		1.0
	DMSC 467: Cardiac Clinic IV		7.0	DMSG 467: General Clinic IV		7.0
TOTAL SEMESTER CREDITS TRANSFERRED				60		
TOTAL SEMESTER CREDITS – PROGRAM				60		
TOTAL SEMESTER CREDITS BACHELOR'S DEGREE				120		

PROFESSIONAL CREDENTIALS FOR THE MEDICAL ASSISTANT

There are two credentials associated with the field of Medical Assisting, the Certified Medical Assistant (CMA) and the Registered Medical Assistant (RMA). There may be other credentials offered through other credentialing bodies for which our graduates qualify.

Graduates of the Medical Assistant program offered at American Institute College of Health Professions (AICHP) are not eligible to take the Certified Medical Assistant (CMA) examinations offered by the American Association of Medical Assistants (AAMA).

Graduates are able to take the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). The RMA is a nationally recognized voluntary certification that could enhance employment opportunities. The Medical Assisting program has been designed to cover the materials necessary to prepare graduates for the RMA credentialing examinations. Individual success on the examination will be dependent upon the graduate and the College does not guarantee that graduates will pass the exam.

DIPLOMA IN MEDICAL ASSISTING (DAY)

Offered at the Celebration, Florida Campus

Credential awarded upon successful completion – Diploma in Medical Assisting

Total Semester Credits – 40

Total Months in Program – 11

Program Objective

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

Program Description

The Medical Assisting Diploma program is 40 weeks in length and focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment. The program is delivered using a blended format; a combination of hands-on, face-to-face training in lab and clinic combined with both live instructor-led seminars and recorded lectures delivered in our online virtual classroom. Students earn a diploma and may enter the field of Medical Assisting at the completion of the program.

MEDICAL ASSISTING DIPLOMA PROGRAM – DAY			
TERM	MODULE	COURSES	Semester Cr
Term I	A	MA 101: The Administrative Medical Assistant (Theory)	3.0
		MA 102: Applied Medical Office Procedures (Lab)	2.5
	B	MA 103: Healthcare Communications (Theory)	3.0
		MA 104: Applied Medical Assisting procedures I (Lab)	2.5
	C	MA 105: Introduction to Clinical Procedures (Theory)	3.0
		MA 106: Applied Clinical Procedures (Lab)	2.5
Term II	A	MA 121: Principles of Finance (Theory)	3.0
		MA 122: Applied Computerized Billing (Lab)	2.5
	B	MA 123: Pharmacology and Protective Practices (Theory)	3.0
		MA 124: Applied Medical Assisting Procedures II (Lab)	2.5
	C	MA 125: Clinical Procedures and Quality Control (Theory)	3.0
		MA 126: Applied Diagnostic and Phlebotomy(Lab)	2.5
Term III (Externship)	A	MA 131: Clinical Case Scenarios	1.0
		MA 137: Clinical Practicum I	2.5
	B	MA 133: Exam Review and Preparation	1.0
		MA 138: Clinical Practicum II	2.5
TOTAL DIPLOMA PROGRAM SEMESTER CREDITSS			40.0

DIPLOMA IN MEDICAL ASSISTING (EVE)

Offered at the Celebration, Florida Campus

**Credential awarded upon successful completion –
Associate of Science Degree in Medical Assisting**

**Total Semester Credits – 40
Total Months in Program – 16**

Program Objective

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

Program Description

The Medical Assisting Diploma evening program is 64 weeks in length, and focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment. The program is delivered using a blended format; a combination of hands-on, face-to-face training in lab and clinic combined with both live instructor-led seminars and recorded lectures delivered in our online virtual classroom. Students earn a diploma and may enter the field of Medical Assisting at the completion of the 64 weeks.

DIPLOMA MEDICAL ASSISTING PROGRAM – EVENING			
TERM	MODULE	COURSES	Semester Cr
Term I	A	MA 101: The Administrative Medical Assistant (Theory)	3.0
		MA 102: Applied Medical Office Procedures (Lab)	2.5
	B	MA 103: Healthcare Communications (Theory)	3.0
		MA 104: Applied Medical Assisting procedures I (Lab)	2.5
Term II	A	MA 105: Introduction to Clinical Procedures (Theory)	3.0
		MA 106: Applied Clinical Procedures (Lab)	2.5
	B	MA 121: Principles of Finance (Theory)	3.0
		MA 122: Applied Computerized Billing (Lab)	2.5
Term III	A	MA 123: Pharmacology and Protective Practices (Theory)	3.0
		MA 124: Applied Medical Assisting Procedures II (Lab)	2.5
	B	MA 125: Clinical Procedures and Quality Control (Theory)	3.0
		MA 126: Applied Diagnostic and Phlebotomy(Lab)	2.5
Term IV (Externship)	A	MA 131: Clinical Case Scenarios	1.0
		MA 137: Clinical Practicum I	2.5
	B	MA 133: Exam Review and Preparation	1.0
		MA 138: Clinical Practicum II	2.5
TOTAL DIPLOMA PROGRAM SEMESTER CREDITS			40.0

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ASSISTING (DAY)

Offered at the Celebration, Florida Campus

**Credential awarded upon successful completion –
Associate of Science Degree in Medical Assisting**

**Total Semester Credits – 64
Total Months in Program – 20**

Program Objective

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

Program Description

The Medical Assisting Associate of Science program is 72 weeks in length, the first 40 weeks of which focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment. The first 40 weeks is delivered using a blended format; a combination of hands-on, face-to-face training in lab and clinic combined with both live instructor-led seminars and recorded lectures delivered in our online virtual classroom. Students earn a diploma and may enter the field of Medical Assisting at the completion of the 40 weeks. The remaining 32 weeks of the program focuses on general studies taught exclusively through an array of our innovative distance technologies. These courses are designed to build the depth and breadth of knowledge necessary to prepare the students for advancement within the field. The Associate Degree in Medical Assisting is awarded at the completion of the 72-week program.

ASSOCIATE OF SCIENCE IN MEDICAL ASSISTING PROGRAM – DAY			
TERM	MODULE	COURSES	Semester Cr
Term I	A	MA 101: The Administrative Medical Assistant (Theory)	3.0
		MA 102: Applied Medical Office Procedures (Lab)	2.5
	B	MA 103: Healthcare Communications (Theory)	3.0
		MA 104: Applied Medical Assisting procedures I (Lab)	2.5
	C	MA 105: Introduction to Clinical Procedures (Theory)	3.0
		MA 106: Applied Clinical Procedures (Lab)	2.5
Term II	A	MA 121: Principles of Finance (Theory)	3.0
		MA 122: Applied Computerized Billing (Lab)	2.5
	B	MA 123: Pharmacology and Protective Practices (Theory)	3.0
		MA 124: Applied Medical Assisting Procedures II (Lab)	2.5
	C	MA 125: Clinical Procedures and Quality Control (Theory)	3.0
		MA 126: Applied Diagnostic and Phlebotomy (Lab)	2.5
Term III (Externship)	A	MA 131: Clinical Case Scenarios	1.0
		MA 137: Clinical Practicum I	2.5
	B	MA 133: Exam Review and Preparation	1.0
		MA 138: Clinical Practicum II	2.5
GENERAL EDUCATION COURSES			
Term IV (Gen Eds)	A	ENL 150: Creative Writing	3.0
		SOC 140: Sociology	3.0
	B	PSY 140: Psychology	3.0
		AML 160: Early American Literature	3.0
Term V (Gen Eds)	A	PHI 130: Philosophy	3.0
		HUM 130: Humanities	3.0
	B	COM 150: Communications Law and Ethics	3.0
		WHIS 174: Contemporary History of Civilization	3.0
TOTAL GENERAL EDUCATION CREDITS			24.0
TOTAL DEGREE PROGRAM SEMESTER CREDITS			64.0

ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ASSISTING (EVENING)

Offered at the Celebration, Florida Campus

**Credential awarded upon successful completion –
Associate of Science Degree in Medical Assisting**

Total Semester Credits – 64

Total Months in Program – 24

Program Objective

The program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as well as establishing the broader knowledge base required for advancement within the field.

Program Description

The Medical Assisting Associate of Science Evening program is 96 weeks in length, the first 64 weeks of which focuses on the acquisition of the knowledge, skills and behaviors suitable to employment in both the front office and back office of a diagnostic and/or therapeutic patient care environment. The first 64 weeks is delivered using a blended format; a combination of hands-on, face-to-face training in lab and clinic combined with both live instructor-led seminars and recorded lectures delivered in our online virtual classroom. Students earn a diploma and may enter the field of Medical Assisting at the completion of the 64 weeks. The remaining 32 weeks of the program focuses on general studies taught exclusively through an array of our innovative distance technologies. These courses are designed to build the depth and breadth of knowledge necessary to prepare the students for advancement within the field. The Associate Degree in Medical Assisting is awarded at the completion of the 96-week program.

ASSOCIATE OF SCIENCE MEDICAL ASSISTING PROGRAM – EVENING			
TERM	MODULE	COURSES	Semester Cr
Term I	A	MA 101: The Administrative Medical Assistant (Theory)	3.0
		MA 102: Applied Medical Office Procedures (Lab)	2.5
	B	MA 103: Healthcare Communications (Theory)	3.0
		MA 104: Applied Medical Assisting procedures I (Lab)	2.5
Term II	A	MA 105: Introduction to Clinical Procedures (Theory)	3.0
		MA 106: Applied Clinical Procedures (Lab)	2.5
	B	MA 121: Principles of Finance (Theory)	3.0
		MA 122: Applied Computerized Billing (Lab)	2.5
Term III	A	MA 123: Pharmacology and Protective Practices (Theory)	3.0
		MA 124: Applied Medical Assisting Procedures II (Lab)	2.5
	B	MA 125: Clinical Procedures and Quality Control (Theory)	3.0
		MA 126: Applied Diagnostic and Phlebotomy (Lab)	2.5
Term IV (Externship)	A	MA 131: Clinical Case Scenarios	1.0
		MA 137: Clinical Practicum I	2.5
	B	MA 133: Exam Review and Preparation	1.0
		MA 138: Clinical Practicum II	2.5
GENERAL EDUCATION COURSES			
Term V (Gen Eds)	A	ENL 150: Creative Writing	3.0
		SOC 140: Sociology	3.0
	B	PSY 140: Psychology	3.0
		AML 160: Early American Literature	3.0
Term VI (Gen Eds)	A	PHI 130: Philosophy	3.0
		HUM 130: Humanities	3.0
	B	COM 150: Communications Law and Ethics	3.0
		WHIS 174: Contemporary History of Civilization	3.0
TOTAL GENERAL EDUCATION CREDITS			24.0
TOTAL DEGREE PROGRAM SEMESTER CREDITS			64.0

PROFESSIONAL CREDENTIALS FOR THE REGISTERED HEALTH INFORMATION TECHNICIAN (RHIT)

There are a few credentials associated with the field of Health Information Technology. The Registered Health Information Technician (RHIT), Certified Coding Specialist Physician based (CCS-P), Certified Coding Associate (CCA) are all offered by the American Health Information Management Association (AHIMA). There are other coding credentials offered through the American Academy of Professional Coders (AAPC) for which our graduates qualify. These are the Certified Professional Coder (CPC), Certified Professional Coder-Hospital Outpatient (CPC-H) and the Certified Professional Coder-Payer (CPC-P).

The AHIMA Credential

The American Health Information Management Association (AHIMA) is the premier association of health information management (HIM) professionals. AHIMA's more than 61,000 members are dedicated to the effective management of personal health information required to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

The AAPC Credential

The AAPC was founded in 1988 to provide education and professional certification to physician-based medical coders and to elevate the standards of medical coding by providing student training, certification, and ongoing education, networking and job opportunities. Currently, the AAPC has a membership base of 100,000 worldwide, of which more than 64,000 are certified.

AAPC credentialed coders have proven mastery of all code sets, Evaluation and Management principles and documentation guidelines. CPC's and other AAPC credentialed coders represent the best in outpatient coding.

The American Institute College of Health Professions (AICHP) cannot and does not promise that AICHP graduates will be eligible to take these examinations upon graduation or at any time in the future or will be capable of passing such examinations. The qualifications required to take these examinations is determined solely by the issuing agency.

The HIT program has been designed to cover the materials necessary to prepare graduates for the AHIMA and AAPC credentialing examinations. Individual success on the examinations will be dependent upon the graduate and the College does not guarantee that graduates will pass the examinations.

ASSOCIATE OF SCIENCE DEGREE IN HEALTH INFORMATION TECHNOLOGY – ONLINE

**Credential awarded upon successful completion –
Associate of Science Degree in Health Information Technology**

**Total Semester Credits – 63
Total Months in Program – 20**

Program Objective

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains associated with the profession of Health Information Technology.

Program Description

The Health Information Technology Associate of Science program is 80 weeks in length, focusing on the acquisition of the knowledge, skills and behaviors suitable to the profession of Health Information Technology. The program is delivered using a blended format that includes a combination of synchronous and asynchronous online activities and laboratory activities. Students earn an Associate of Science degree and may enter the field of Health Information Technology upon graduation.

ASSOCIATE OF SCIENCE HEALTH INFORMATION TECHNOLOGY PROGRAM – ONLINE			
TERM	MODULE	COURSES	Semester Cr
Term I	A	AH110: Introduction to Healthcare Computer Information Systems	3.0
		HT120: Introduction to Health Information Management	3.0
	B	AH160: Medical Law and Ethics	3.0
		AH120: Medical Terminology	3.0
Term II	A	HT101: Introduction to US Healthcare Delivery	2.0
		HT121: Healthcare Data Quality and Management	4.0
	B	BIO120: Essentials Anatomy and Physiology	3.0
		AH150: Pharmacology	3.0
Term III	A	HT240: Health Information Systems Management & Supervision	4.0
		HT140: International Classifications of Diseases Coding I	2.0
	B	AH170: Pathophysiology	3.0
		HT102: Healthcare Reimbursement	3.0

GENERAL EDUCATION COURSES			
Term IV	A	HT141: International Classifications of Diseases Coding II	2.0
		SOC140: Sociology	3.0
	B	HT142: CPT Coding	2.0
		ENL210: Interpersonal Communications	3.0
		PSY140: Psychology	3.0
Term V	A	HT143: Advanced Coding	2.0
		HT247: Health Information Practicum and Review	4.0
	B	AML160: Early American Literature	3.0
		MTH210: Algebra	3.0
TOTAL GENERAL EDUCATION CREDITS			15.0
TOTAL DIPLOMA PROGRAM SEMESTER CREDITS			48.0
TOTAL ASSOCIATE OF SCIENCE SEMESTER CREDITS			63.0

PROFESSIONAL CREDENTIALS FOR THE MEDICAL CODER & BILLER

Graduates of the Medical Coding and Billing program are encouraged to take certification examinations given by the American Health Information Management Association (AHIMA) and the American Association of Professional Coders (AAPC). These certification examinations are voluntary but obtaining them may enhance employment opportunities.

Graduates are eligible to take the Certified Coding Associate (CCA) examination offered by AHIMA and the Certified Professional Coder-Apprentice (CPC-Apprentice) examinations offered by AAPC upon graduation. Graduates may apply for the official CPC credential after completing at least two years of coding experience after graduation as defined by AAPC. Other exams offered by these agencies may require significant additional work experience and/or graduation from a program accredited by AHIMA.

DIPLOMA IN MEDICAL CODING AND BILLING

Offered Online

**Credential awarded upon successful completion –
Diploma in Medical Coding & Billing**

**Total Semester Credits – 48
Total Months in Program – 15**

Program Objective

The objective of the Medical Coding and Billing Program is to provide students with the skills and knowledge that will enable them to qualify for entry-level positions as a medical coding and billing professional. Since they will be trained in depth with CPT, ICD-9, Insurance and Reimbursements, students will be capable of a wide variety of entry-level positions.

Program Description

The Medical Coding and Billing program at American Institute College of Health Professions is designed to prepare students for careers in a variety of healthcare settings, including medical offices, hospitals, clinics and skilled-care facilities. The curriculum is structured to include didactic instruction in several areas, including, but not limited to, billing practices and systems, coding and reimbursement systems, data abstracting, health record maintenance, or healthcare computer applications. The final portion of curriculum includes a simulated computerized practicum experience. At the completion of the program, graduates who have diligently attended classes, studied, and practiced their skills should have the necessary skills to seek entry-level employment in the field of medical coding and billing. The Medical Coding and Billing program is offered online. Normal completion time for the entire program is 11 months, excluding vacation periods and holidays.

MEDICAL CODING AND BILLING DIPLOMA PROGRAM			
TERM	MODULE	COURSES	Semester Cr
Term I	A	M207: Medical law & Ethics	4.0
		M307: Medical Terminology	4.0
	B	M113: Healthcare Computer Applications	2.0
		M112: Medical Insurance & Billing	3.0
Term II	A	M212: Physiological Concepts I	4.0
		M308: Pathophysiology	3.0
	B	M215: Physiological Concepts II	4.0
		M303: ICD Medical Coding I	3.0
Term III	A	M301: CPT Medical Coding Concepts	3.0
		M305: Computerized Medical Billing	3.0
	B	M302: CPT Medical Coding Systems	3.0
		M303A: ICD-9-CM Coding II	3.0
Term IV (Externship)	A	M304: Medical Coding Integration	3.0
		M306: Advance Coding	3.0
	B	M309: MBC Certification	1.0
		M316: Practicum Experience	2.0
TOTAL DIPLOMA PROGRAM SEMESTER CREDITS			48.0

COURSE DESCRIPTIONS

LOWER AND UPPER DIVISION COURSES

Lower division courses are typically those courses that are broad based in nature. Lower division courses are designated with a course number in the 100's or 200's. Upper division courses are typically those courses that provide foundation or are specific to your chosen program of study. Upper division courses are designated with a course number in the 300's or 400's.

AH102 – MEDICAL TERMINOLOGY

Theory course delivered using a combination of lectures and seminars focusing on developing a basic medical terminology vocabulary for use in the health care setting. This course will explore topics of medical terminology, abbreviations and definitions with associated anatomy, roots, prefixes, and suffixes commonly used in the medical field, and terminology related to body systems and disorders. 2.0 Semester Credits.

AH 110 – INTRODUCTION TO HEALTHCARE COMPUTER INFORMATION SYSTEMS

This course is delivered using a combination of lecture and lab focusing on the information needed to accommodate the evolving computer information systems in the healthcare field. This course explores the communication between IT departments and the medical community, along with solutions to common problems associated with healthcare computer information systems. 3.0 semester credits.

Prerequisite(s): None

AH150 – PHARMACOLOGY

Theory course delivered using a combination of lectures and seminars focusing on the study of drugs and drug therapies. This course explores topics in drug identification, drug actions, drug names, routes of administration, dosage calculations, and adverse effects of drugs on the human body. 3.0 Semester Credits.

AH160 – MEDICAL LAW AND ETHICS

Theory course delivered using a combination of lectures and seminars focusing on the legal and ethical issues faced by health care consumers, practitioners, and administrators. The course will explore topics in the legal aspects of health care at the federal, state, and local level, licensure and accreditation standards, elements of fraud and abuse, criminal and civil claims against health care providers, corporate and individual liability, HIPAA, and legal and ethical decision-making. 3.0 Semester Credits.

AH170 – PATHOPHYSIOLOGY (HIV/AIDS)

Theory course delivered using a combination of lectures and seminars focusing on the study of human diseases. This course explores topics in the description of disease, etiology, sign and symptoms of disease, diagnostic procedures, and the treatment of specified diseases. 3.0 Semester Credit.

Prerequisite(s): BIO120

BIO 312 – ANATOMY, PHYSIOLOGY & GENERAL PATHOLOGY

Theory course delivered using a combination of lectures and seminars focusing on the organ systems scanned by diagnostic medical sonographers. Emphasis is on the interrelatedness of the organ systems

and the concept of homeostasis. General pathology is discussed by introducing the disease categories of neoplasms, infection, vascular disease, congenital aberrations and trauma. Pathophysiology is addressed as it impacts the normal functioning of the organ systems. 3 semester credits. Prerequisite(s): none

BIO120 – ESSENTIALS OF ANATOMY AND PHYSIOLOGY

Theory course delivered using a combination of lectures and seminars focusing on an introduction to essentials of anatomy and physiology of the human body. This course will explore topics in the relationship between structure and function of the human body, the integration of body systems to maintain homeostasis, common diseases and disorders of the human body, and the promotion of individual health. 3.0 Semester Credits.

DMS 430 – ULTRASOUND PHYSICS AND INSTRUMENTATION I

Theory course delivered using a combination of lectures and seminars focusing on the physical characteristics of sound, its impact on tissue and tissue's impact on the sound wave, parameters of continuous and pulsed sound waves, system components and transducer architecture. 3 semester credits. Prerequisite(s): IMG 313, DMSC 321 or DMSG 321

DMS 440 – ULTRASOUND PHYSICS AND INSTRUMENTATION II

Theory course delivered using a combination of lectures and seminars focusing on the components of an ultrasound system. Topics covered include types of transducers, beam formation, receiver components, image storage and displays. 1.5 semester credits. Prerequisite(s): DMS 430

DMS 450 – ULTRASOUND PHYSICS AND INSTRUMENTATION REVIEW

Theory course delivered using a combination of lectures and seminars focusing all sonographic physical principles relevant to the application of ultrasound technology to the field of medical diagnosis. Emphasis is on examination preparation and test-taking skills as all content is reviewed. 1.5 semester credits. Prerequisite(s): DMS 440

DMSC 321 – DOPPLER PHYSICS & HEMODYNAMICS FOR THE CARDIAC SONOGRAPHER

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the cardiovascular system and the Doppler physics techniques used to gather the information and display it on the screen. Aliasing and other imaging pitfalls will be covered as well as Color flow Doppler, spectral Doppler, and power angio. Both normal and abnormal patterns of blood flow will be discussed. 3 semester credits. Prerequisite(s): Algebra (higher level mathematics or statistics), general physics or radiographic physics, BIO 312, IMG 313.

DMSC 322 – CARDIOVASCULAR CROSS SECTIONAL ANATOMY & IMAGING TECHNIQUES

Theory course delivered using a combination of lectures and seminars focusing on the cross sectional anatomy of the heart and its position within the thorax as well as the scan planes used to scan the heart. Emphasis will be on the anatomical relationships between arterial and venous vascular segments relevant to the cardiac sonographer as well as the levels within the heart and the effect of transducer manipulation on imaging planes. Other imaging techniques relevant to the heart will be discussed. 3 semester credits. Prerequisite(s): BIO 312, IMG 314.

DMSC 324 – BASIC CARDIAC AND VASCULAR SCAN TECHNIQUES

This is a combination of hands-on laboratory and theory course in which students are introduced to cardiac scan techniques including basic 2-D echocardiographic gray scale views and extracranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. The format emphasizes the skill development required to perform ultrasound studies. Students learn through drill and practice, role-playing, independent problem-solving activities and a teamwork approach to completing exercises. 2.5 semester credits. 88 hours of lab/16 hours of theory. Prerequisite(s): IMG314

DMSC 431 – CARDIAC SONOGRAPHY I

Theory course delivered through a combination of lectures and seminars focusing on the basic adult echo exam including the 12-lead ECG, continuation of 2-D views and addition of off-axis 2-D views as well as M-mode, and Doppler assessment cardiac structures identified in all 2-D views, indications for performing an echocardiogram, patient signs and symptoms and the most commonly seen pathologies. Pathologies focus on the most common valvular disease, myopathies, carditis, and effusions. 3 semester credits. Prerequisite(s): DMSC 321, DMSC 322

DMSC 436 – CARDIAC SCAN LAB I

Hands-on laboratory course in an instructional setting in which students are scanning all 2-D gray scale imaging views associated with the echocardiogram, including off axis views, with emphasis on obtaining and holding each view, identifying all visualized structures, optimizing each view and correlating cardiac mechanical activity with the electrical tracing of the conduction system. 1 semester credit. 44 hours of lab. Prerequisite(s): DMSC 324

DMSC 437 – CARDIAC CLINIC I

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. 160 hours of clinic. 3 semester credits. Prerequisite(s): DMSC 321, DMSC 322 and DMSC324

DMSC 441 – CARDIAC SONOGRAPHY II

Theory course delivered through a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the cardiovascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. 3 semester credits. Prerequisite(s): DMSC 431

DMSC 446 – CARDIAC SCAN LAB II

Hands-on laboratory course in an instructional setting in which students optimize all 2-D gray scale imaging views associated with the echocardiogram, hone Doppler assessment techniques to include both color flow and spectral Doppler calculations in all appropriate views, and obtain M-mode and gray scale linear measurements. 44 hours of lab. 1 semester credit. Prerequisite(s): DMSC 436

DMSC 447 – CARDIAC CLINIC II

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students scan short tasks on multiple patients as well as performing other sonographic duties with direct

supervision. Students focus on scanning 2-D echocardiographic views; begin the process of taking a patient history and document pathological findings. 230 hours of clinic. 5 semester credits. Prerequisite(s): DMSC 437

DMSC 451 – CARDIAC SONOGRAPHY III

Theory course delivered through a combination of lectures and seminars focusing on congenital anomalies and the more advanced assessment techniques including: trans-esophageal echo and interventional echocardiography. 3 semester credits. Prerequisite(s): DMSC 441

DMSC 456 – CARDIAC MASTER SCAN LAB

Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. 4 hours of lab. Non-credit course. Prerequisite(s): DMSC 446

DMSC 457 – CARDIAC CLINIC III

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students obtain all 2D views, perform Doppler assessments with calculations and obtain linear measurements on most patients with limited mentor supervision. 325 hours of clinic. 7 semester credits. Prerequisite(s): DMSC 447

DMSC 461 – CARDIAC SONOGRAPHY REVIEW

Theory course delivered using a combination of lectures and seminars focusing on an in-depth review of adult echocardiographic assessment and pathological conditions with an emphasis on test taking skills and registry preparation. 4 quarter credits. Prerequisite(s): DMS 450, DMSC 451.

DMSC 462 – CARDIAC SONOGRAPHY EMERGING TECHNOLOGIES

Theory course delivered using a combination of lectures and seminars presenting a discussion of the more advanced and emerging assessment techniques including: color tissue Doppler, 3-D/4-D and strain imaging. 3 semester credits. Prerequisite(s): DMSC 451

DMSC 467 – CARDIAC CLINIC IV

The application of sonographic knowledge and skills in a cardiac sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. 325 hours of clinic. 7 semester credits. Prerequisite(s): DMSC 457

DMSG 321 – DOPPLER PHYSICS & HEMODYNAMICS FOR THE GENERAL SONOGRAPHER

Theory course delivered using a combination of lectures and seminars focusing on the factors that affect blood flow throughout the body with an emphasis on the extracranial cerebrovascular system, peripheral arterial system, peripheral venous system and abdominal, visceral blood flow. Both normal and abnormal patterns of blood flow will be discussed. 3 semester credits. Prerequisite(s): Algebra (higher level mathematics or statistics), general physics or radiographic physics, BIO 312, IMG 313.

DMSG 322 – ABDOMINO-PELVIC CROSS SECTIONAL ANATOMY & IMAGING TECHNIQUES

Theory course delivered using a combination of lectures and seminars focusing on the concept of cross sectional anatomy and how it relates to the 3 dimensional anatomy being scanned by the sonographer. Course focus in on the abdominal organs, emphasizing scanning planes, directional orientation and slice thickness created by the scan beam as well as correlations with other imaging techniques. 3 semester credits. Prerequisite(s): BIO 312, IMG 314.

DMSG 324 – BASIC ABDOMINO-PELVIC AND VASCULAR SCAN TECHNIQUES

This is a combination of hands-on laboratory and theory course in which students are introduced to abdominal scan protocols and extracranial cerebrovascular, abdominal aorta, and peripheral arterial/venous waveform characteristics. The format emphasizes the skill development required to perform ultrasound studies. Students learn through drill and practice, role-playing, independent problem-solving activities and a teamwork approach to completing exercises. 2.5 semester credits. 88 hours of lab/16 hours of theory. Prerequisite(s): IMG 314.

DMSG 431 – ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY I

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the abdomen, superficial structures and vascular system: including normal sonographic patterns, normal variants, indications for scanning the abdomen, basic abdominal protocols and most common pathologies. 1.5 semester credits. Prerequisite(s): DMSG 321, DMSG 322

DMSG 432 – OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY I

Theory course delivered using a combination of lectures and seminars focusing on the detailed anatomy and sonographic assessment of the gravid and non-gravid female pelvis: including normal sonographic patterns, normal variants, indications for scanning the pelvis, basic obstetrical and gynecological protocols and most common pelvic pathologies. 1.5 semester credits. Prerequisite(s): DMSG 321, DMSG 322

DMSG 436 – GENERAL SCAN LAB I

Hands-on laboratory course in an instructional setting in which students scan all basic protocols of the abdominal and superficial organs as well as the uterine environment, dating of the pregnancy and the basic fetal anatomy survey. 44 hours of lab. 1 semester credit. Prerequisite(s): DMSG 324 or DMSG 325

DMSG 437 – GENERAL CLINIC I

Students will orient to the clinical environment of a sonographer by interacting with patients and staff, and by observing, assisting with and performing various patient care and sonographic duties with direct supervision. Students become familiar with the equipment, policies, procedures, and the concept of scanning protocols in a clinical setting. 160 hours of clinic. 3 semester credits. Prerequisite(s): DMSG 321, DMSG 322, AND DMSG 326 or DMSG 325

DMSG 441 – ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY II

Theory course delivered using a combination of lectures and seminars focusing on more advanced scanning techniques as the sonographer investigates less common disease processes that may impact multiple organ systems of the abdomen, superficial structures and vascular system. All pathologies will be considered. Case studies will present both sonographic and medico-legal challenges. 1.5 semester credits. Prerequisite: DMSG 431

DMSG 442 – OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY II

Theory course delivered using a combination of lectures and seminars focusing on the gravid and non gravid pelvis and the associated pathological conditions. Emphasis is on the correlation between patient history, lab values, pathological process, sonographic appearance and writing a preliminary report. All pathologies and fetal anomalies will be considered. Case studies will present both sonographic and medico-legal challenges. 1.5 semester credits. Prerequisite(s): DMSG 432

DMSG 446 – GENERAL SCAN LAB II

Hands-on laboratory course in an instructional setting in which emphasis is on tricks and tips for image optimization, particularly while scanning the more challenging patients. Students use the more advanced machine functions while increasing speed of scanning. 44 hours of lab. 1 semester credit. Prerequisite(s): DMSG 436

DMSG 447 – GENERAL CLINIC II

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan some abdominal protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. Students are able to take a patient history, identify and document pathological findings, prepare a preliminary report, and present findings to the physician. 5 semester credits. 230 hours of clinic. Prerequisite(s): DMSG 437

DMSG 451 – ABDOMINAL/SUPERFICIAL STRUCTURES SONOGRAPHY III

Theory course delivered using a combination of lectures and seminars focusing on musculoskeletal assessment using ultrasound as well as procedures-guidance, transplant evaluation, and pediatric emergencies. 1.5 semester credits. Prerequisite(s): DMSG 441

DMSG 452 – OBSTETRICAL/GYNECOLOGICAL SONOGRAPHY III

Theory course delivered using a combination of lectures and seminars focusing on the neonate and its relationship to prenatal sonographic findings, the associated indications, scan techniques, sonographic appearance and pathology recognition of the newborn. 1.5 semester credits. Prerequisite(s): DMSG 442

DMSG 456 – GENERAL MASTERY SCAN LAB

Hands-on laboratory course in an instructional setting in which students are assessed for mastery and fluency on all program specific protocol skills. 4 hours of lab. Non-credit course. Prerequisite(s): DMSG 446

DMSG 457 – GENERAL CLINIC III

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan abdominal, superficial, gynecological and obstetrical protocols of diagnostic quality with limited mentor supervision, striving for completeness and diagnostic quality. 7 semester credits. 325 hours of clinic. Prerequisite(s): DMSG 447

DMSG 461 – GENERAL SONOGRAPHY REVIEW

Theory course delivered using a combination of lectures and seminars focusing on presenting unusual cases and an in-depth review of abdominal/superficial structures, obstetrical and gynecological ultrasound assessment and pathological conditions with an emphasis on test taking skills and registry preparation. 3 semester credits. Prerequisite(s): DMSG 451, DMSG 452.

DMSG 462 – GENERAL SONOGRAPHY EMERGING TECHNOLOGIES

Theory course delivered using a combination of lectures and seminars focusing on advanced techniques and emerging technologies in the field of general ultrasound. 1 semester credits. Prerequisite(s): DMSG 451, DMSG 452.

DMSG 467 – GENERAL CLINIC IV

The application of sonographic knowledge and skills in a general sonography patient care setting in which students scan protocols independently with only indirect mentor supervision, develop their pathology recognition skills, and scan more challenging patients. Students gain fluency (quality plus speed) and confidence in their problem-solving abilities while applying good ethical practices. At a minimum, student skills are consistent with an entry level sonographer. 7 semester credits. 325 hours of clinic. Prerequisite(s): DMSG 457

HT101 – INTRODUCTION TO US HEALTHCARE DELIVERY

Theory course delivered using a combination of lectures and seminars focusing on an introduction to the healthcare delivery system in the United States. The course explores the different types of health professionals employed in various types of facilities, as well as the development and evolution of healthcare delivery systems in the United States. 3.0 Semester Credits.

HT102 – HEALTHCARE REIMBURSEMENT

Theory course delivered using a combination of lectures and seminars focusing on an overview of reimbursement and payment processes and methods. This course will explore topics in insurance policies, third party policies, prospective payment and managed care capitation, policies related to regulatory information technology, and data exchange among providers. 3.0 Semester Credits.

HT120 – INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

Theory course delivered using a combination of lectures and seminars focusing on the health information management profession and functions. The course explores topics related to filing and numbering methods, record management, retention, record storage, and organization department relationships. Students will also learn proper techniques of healthcare documentation, concepts and processes associated with healthcare providers, and accreditation and regulatory body processes. 3.0 Semester Credits.

HT 121 – HEALTHCARE DATA QUALITY AND MANAGEMENT

This course is delivered using a combination of lecture and lab that focus on an overview of quality improvement methodologies. This course will focus on topics of the expansion of the use of health information and data for utilization review, risk management, the organizational approaches to quality assessment activities, the methodologies of analyzing data, and quality improvement programs and methodologies. 3.0 semester credits. Prerequisite(s): HT120

HT 140 – INTERNATIONAL CLASSIFICATIONS OF DISEASES CODING I

This course is delivered using a combination of lecture and lab focusing on the principles and guidelines of ICD-9-CM to code diagnoses and procedures based on patient records and properly sequencing of coding. This course explores topics in the use of ICD coding in an inpatient setting, in relation to the severity of illnesses, in case-mix analysis system, and encoding software tools. 2.0 semester credits. Prerequisite(s): BIO120 and AH140

HT 141 – INTERNATIONAL CLASSIFICATIONS OF DISEASES CODING II

This course is delivered using a combination of lecture and lab focusing on the continuation of the study of principles and guidelines of ICD-9-CM to code diagnoses and procedures based on patient records and properly sequencing of coding. This course explores topics in the use of ICD coding in an inpatient setting, in relation to the severity of illnesses, in case-mix analysis system, and encoding software tools. 2.0 semester credits. Prerequisite(s): HT140

HT 142 – CPT CODING

This course is delivered using a combination of lecture and lab focusing on the use of CPT coding in a clinical classification system. This course will explore topics in the CPT coding of patient records with practice in coding and sequencing diagnoses, the use of guidelines for Evaluation and Management (E/M) codes, the use of modifiers, the use and purpose of Healthcare Common Procedure Coding System (HCPCS), and the use of encoding software tools. 2.0 semester credits. Prerequisite(s): BIO120 & AH102

HT 143 – ADVANCE CODING

This course is delivered using a combination of lecture and lab focusing on the use of CPT coding in a clinical classification system. This course will explore topics in the CPT coding of patient records with practice in coding and sequencing diagnoses, the use of guidelines for Evaluation and Management (E/M) codes, the use of modifiers, the use and purpose of Healthcare Common Procedure Coding System (HCPCS), and the use of encoding software tools. 2.0 semester credits. Prerequisite(s): HT141 & HT142

HT 240 – HEALTH INFORMATION MANAGEMENT AND SUPERVISION

This course is delivered using a combination of lecture and lab focusing on general management functions, and the concepts of supervisory management for health information environments. This course will explore topics in staffing, training, performance, productivity procedures, 3.0 semester credits. Prerequisite(s): None

HT247 – HEALTH INFORMATION PRACTICUM SEMINAR AND REVIEW

This is the last class in AICHP HIT/AS Degree Program. Students must have completed the HIT Program classes or their equivalent prior to starting the practicum onsite at an affiliated healthcare organization. Supervised onsite experience performing CAHIIM/AHIMA-required HIT competencies for an affiliated healthcare organization. Content includes confidentiality, privacy and security of health information retention, retrieval storage and release of health information; electronic health records and compliance with reimbursement, regulatory and accreditation requirements for health information. Students have status of learners, are not considered employees, and are not to replace employed staff. Clinical practice is conducted as a non-paid, laboratory experience. Students will also do an in-depth review of health information principles and applications to prepare Health Information Technology graduates for the American Health Information Management Association's national RHIT examination. Focus is on reviewing materials covered in the HIT Program, as well as learning techniques in test-taking and studying for the examination. Students use links to mock test questions, discussion boards and other resources to prepare them for the national exam. 4.0 Semester Credits. Prerequisite(s): All Courses except Co-requisite HT247.

IMG 313 – INTRODUCTION TO SONOGRAPHY

Theory course delivered using a combination of lectures and seminars introducing the multiple disciplines associated with medical sonography including: the history of ultrasound, the medical legal issues

surrounding the practice of ultrasound, the qualities required of individuals practicing in the field, the basic skills and obligations associated with patient care, relevant medical and sonographic terminology, communication skills and acoustic principles. 3 semester credits. Prerequisite(s): None

IMG 314 – INTRODUCTION TO BASIC SCAN TECHNIQUES

Combination of lab and theory course in an instructional setting in which students are introduced to the basic skills of ultrasound scanning. Emphasis is on basic knobology, scan techniques including patient positioning, transducer selection, image orientation, labeling, transducer manipulation, image recording, equipment safety, and protocol basics. 2.5 semester credits. 88 hours of lab/16 hours of theory.

Prerequisite(s): none

M112 – MEDICAL INSURANCE & BILLING (3 CREDITS)

This course is a step-by-step guide to understanding the different types of medical insurance and the importance of completing accurate claims. Students will be given a general overview of the life cycle of an insurance claim, basic instructions for filling out the universal claim form, and the terminology common to most insurance programs and claims. Diagnostic and procedural coding, ICD-9 and CPT, will be covered with coding exercises to reinforce the student's ability to accurately code the most common procedures and all diagnoses encountered in the office. Other areas covered are the major government-sponsored programs, Blue Cross/Blue Shield insurance programs, Workers' Compensation, and Disability Compensation Programs. Prerequisite(s): none

M113 – HEALTHCARE COMPUTER APPLICATIONS (3 CREDITS)

This course provides students with a general overview of computers and related information technology, with a focus on data-entry, communication, and practical skill development. Students will explore computer hardware and software, commonly used office applications, specifically Microsoft Word, PowerPoint and Excel, and the role of computer technology in the field of healthcare. Prerequisite(s): none

M207 – MEDICAL LAW AND ETHICS (4 CREDITS)

The legalities and ethical behavior associated with a medical practice or facility are discussed with emphasis on the legal and ethical responsibilities of health care practitioners. Federal regulations and guidelines pertinent to medical practices are reviewed. Students will develop an understanding of dealing with patients within a professional code of ethics. Basic concepts of office administration and human resource management are covered. Prerequisite(s): none

M212 – PHYSIOLOGICAL CONCEPTS I (4 CREDITS)

This course is a basic study of the structure and functions of the human body. It is designed to provide the fundamental knowledge of how each system functions. The organization of the human body from the molecular level to the coordinated organism is introduced. The anatomy and physiology of the integumentary system will be discussed. The skeletal system and the muscular system will be covered in detail. Disorders and medical treatments particular to each system will be highlighted. Medical terminology common to each system will be presented. Prerequisite(s): none

M215 – PHYSIOLOGICAL CONCEPTS II (4 CREDITS)

This course is a continuation of Physiological Concepts I.

M301 – CPT MEDICAL CODING CONCEPTS (3 CREDITS)

Current Procedural Terminology (CPT) will be taught to give the student a better understanding of the procedural coding system for reporting medical services and procedures. Students will learn to code procedure charges and services by utilizing the CPT Manual and Guidelines.

M302 – CPT MEDICAL CODING OF SYSTEMS (3 CREDITS)

This course presents further instruction into the various sections of CPT coding. Surgical Procedures in every subsection will be presented. Radiology, Pathology, and Laboratory and Medicine Codes will be demonstrated. Special emphasis will be on problem solving in CPT coding and the integration of all coding systems. Prerequisite(s): M301

M303 – ICD MEDICAL CODING I (3 CREDITS)

This course presents a general overview of ICD coding. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will be covered. Third-party reimbursement systems of Medicare will be presented, as well as the issues of fraud and abuse.

M303A – ICD MEDICAL CODING II (3 CREDITS)

This course presents further instructions in the various chapters of ICD-9-CM Chapters. Students will become familiar with all 3 volumes of the ICD manual and will become proficient in medical and surgical coding. Official Guidelines for coding and reporting and system-specific coding will be covered. Third-party reimbursement systems of Medicare will be presented, as well as the issues of fraud and abuse. Prerequisite(s): M303

M304 – MEDICAL CODING INTEGRATION (3 CREDITS)

This course is to provide practice in developing the student's knowledge of CPT and ICD coding through a hands-on, realistic approach. The software used will enable students to reduce the time it takes to build or review a claim and improve overall coding accuracy. Prerequisite(s): M303A, M306

M305 – COMPUTERIZED MEDICAL BILLING (2 CREDITS)

This course provides a realistic hands-on experience using the skills essential for success in a medical office setting. Students will have the opportunity to input patient information, schedule appointments, and process the day-to-day billing, reports, and insurance claims. The course utilizes MediSoft Patient Accounting for Windows, which is widely used by medical office administrators.

M306 – ADVANCE CPT CODING (2 CREDITS)

This course will prepare the medical coder to have an advantage in the field by acquiring advanced coding skills. Students will learn how to code in the clinic outpatient and hospital outpatient settings for a better understanding of the complete coding picture. HCPCS coding will be covered. Prerequisite(s): M301

M307 – MEDICAL TERMINOLOGY (4 CREDITS)

This course is a systems approach to the study of anatomy and physiology with the study of diseases and symptoms affecting each system. Systems studied include digestive, urinary, nervous, cardiovascular, respiratory, lymphatic, renal/urinary, and reproductive.

M308 – PATHOPHYSIOLOGY (3 CREDITS)

Study of the general mechanisms of disease at the cellular and molecular levels, including abnormalities of fluid distribution, the inflammatory process, abnormal immune mechanisms, and neoplastic disease, followed by an application of the basic principles of pathologic processes to diseases of the neuralgic, endocrine, reproductive, hematologic, cardiovascular, pulmonary, renal and digestive systems.

M309 MCB – CERTIFICATION REVIEW (1 CREDIT)

This course provides students with a review of program material in preparation for selected employment and certification opportunities. Prerequisite(s): Completion of all courses with the exception of M316

M316 – PRACTICUM EXPERIENCE (2 CREDITS)

This course must be completed in the final term of the curriculum and includes a simulated computerized practicum experience. Students will assign ICD-9-CM and CPT-4 and HCPCS codes to actual medical records utilizing an encoder and codebooks. Students will also complete sample certification exams in preparation for coding certifications. Prerequisite(s): Completion of all courses

MA 101 – THE ADMINISTRATIVE MEDICAL ASSISTANT

Theory course delivered using a combination of lectures and seminars focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills and maintaining an office environment. 3.0 semester credits. Prerequisite(s): None; Co-Requisite: MA102

MA 102 – APPLIED MEDICAL OFFICE PROCEDURES

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on scheduling and monitoring of patient appointments, telephone techniques, patient reception and processing, written communication and mail processing, medical records management, computer skills and maintaining an office environment. 2.5 semester credits. Prerequisite(s): None; Co-Requisite: MA101

MA 103 – HEALTHCARE COMMUNICATIONS

Theory course delivered using a combination of lectures and seminars focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, assisting the physician, interpersonal skills and human behavior, and communication skills. 3.0 semester credits. Prerequisite(s): None; Co-Requisite: MA104

MA 104 – APPLIED MEDICAL ASSISTING PROCEDURES I

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on professional behaviors in the workplace, medical law and ethics, patient history and interview, universal precautions, infection control, vital signs, assisting the physician, interpersonal skills and human behavior, and communication skills. 2.5 semester credits. Prerequisite(s): None; Co-Requisite: MA103

MA 105 – INTRODUCTION TO CLINICAL PROCEDURES

Theory course delivered using a combination of lectures and seminars focusing on the role of the clinical laboratory, divisions of the clinical laboratory, CLIA, techniques to minimize risk (CDC guidelines), cell and

tissue overview, collection and preparing specimens, quality control, obtaining urine specimen, and the urinary system. 3.0 semester credits. Prerequisite(s): None; Co-Requisite: MA106

MA 106 – APPLIED CLINICAL PROCEDURES AND INFECTION CONTROL

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collection and preparing specimens, quality control, obtaining urine specimen, and CPR training. 2.5 semester credits. Prerequisite(s): None; Co-Requisite: MA105

MA 121 – PRINCIPLES OF FINANCE

Theory course delivered using a combination of lectures and seminars focusing on professional fees, billing, and collecting, banking services and procedures, billing and collection, medical practice management, computer concepts, medical emergencies, health information management, diagnostic coding, procedural coding, the endocrine system, and the reproductive system. 3.0 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106; Co-Requisite: MA122

MA 122 – APPLIED COMPUTERIZED BILLING

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on Managed Care, ICD – 9 Coding, and CPT Coding, financial procedure, Medisoft medical software, and computer concepts in medical billing. 2.5 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106; Co-Requisite: MA121

MA 123 – PHARMACOLOGY AND PROTECTIVE PRACTICES

Theory course delivered using a combination of lectures and seminars focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, giving immunizations and documenting the patient record, the digestive system, the integumentary system, and the nervous system. 3.0 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106; Co-Requisite: MA124

MA 124 – APPLIED MEDICAL ASSISTING PROCEDURES

Laboratory course delivered on campus focusing on understanding standard precautions for patient safety, calculating pharmaceutical doses, preparing and administering parenteral medications, preparing and administering oral medications, giving immunizations and documenting the patient record, administering EKG, nutrition and diets for patients, and x-ray and diagnostic radiology. 2.5 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106; Co-Requisite: MA123

MA 125 – CLINICAL PROCEDURES AND QUALITY CONTROL

Theory course delivered using a combination of lectures and seminars focusing on techniques to minimize risk (CDC guidelines), collecting and preparing specimens, the musculoskeletal system, the blood system, and the respiratory system. 3.0 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105 & MA 106; Co-Requisite: MA126

MA 126 – APPLIED DIAGNOSTICS AND PHLEBOTOMY

Laboratory course delivered on campus using a combination of hands-on practice activities and simulated real-world activities focusing on techniques to minimize risk (CDC guidelines), collecting and preparing

specimens, EKG and ECG, vision tests, hearing tests, and spirometry. 2.5 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105 and MA 106; Co-Requisite: MA125

MA 131 – CLINICAL CASE SCENARIOS

Theory course delivered using a combination of lectures and seminars focusing on advanced topics in clinical and administrative medical assisting skills. Students are presented with clinical scenarios for evaluation, interpretation, development of decision-making strategies and resolution. 1.0 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105, MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 and MA 126

MA 133 – EXAM REVIEW AND PREPARATION

Theory course delivered using a combination of lectures and seminars focusing on preparing the student for certified medical assistant (CMA) or registered medical assistant (RMA) certification testing. 1.0 semester credits. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105, MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 and MA 126

MA 137 – CLINICAL PRACTICUM I

This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. 2.5 semester credits. 120 contact hours. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105, MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 and MA 126

MA 138 – CLINICAL PRACTICUM II

This course provides supervised placement in a non-classroom setting at a health care facility, medical office or other appropriate site. This experience enables the student to synthesize and apply concepts and skills learned in the Medical Assisting program. The Externship experience is divided evenly between clinical and administrative areas to permit student involvement in the total environment of the facility. 2.5 semester credits. 120 contact hours. Prerequisite(s): MA 101, MA 102, MA 103, MA 104, MA 105, MA 106, MA 121, MA 122, MA 123, MA 124, MA 125 , MA 126 and MA 137

MAT301 – ALGEBRA (DMS PRE-REQUISITE)

Theory course delivered using a combination of lectures and seminars focusing on introducing and reinforcing basic algebra techniques. Topics will include: algebraic vocabulary, order of operations, Pythagorean Theorem, solving equations and inequalities, exponent concepts, operations with exponents, scientific notation, the metric system, slope, Y-intercept, graphing equations and inequalities, operations with logarithms, word problems, and direct and indirect proportion. 2.0 semester credits. Prerequisite(s): None

MTH 162 – INTRODUCTION TO STATISTICS

A basic introductory statistics course aimed at mastering the elementary analytical concepts of the subject. The course is designed for students with basic mathematical skills, but not for mathematicians. Topics covered in this course include: Descriptive Statistics, Experimental Analysis (Test Procedures), Probability (Distribution and Theory), Hypothesis Testing, Analysis of Variance, Correlation and Regression Analysis. 3 semester credits. Prerequisite(s): none

PHL 174 – MEDICAL ETHICS FOR MEDICAL PROFESSIONALS

This course of study is designed to teach the skills necessary for the student to identify, analyze and resolve ethical problems in patient care situations, and choose among the options that can be done and those that ought to be done, for a given patient in a given clinical setting. Additionally through the use of case studies we will review some of the following topics: Ethical Theories and Major Moral Principles, Research Ethics, Euthanasia and Physician Assisted Suicide, informed consent, patients, others, autonomy, truth telling and confidentiality. 3 semester credits. Prerequisite(s): none

PHY 301 – GENERAL PHYSICS (DMS PRE-REQUISITE)

Theory course introducing the relevant subtopics within the field of physics. Topics include: kinematics, kinetics, energy, and waves theory. 2 semester credits. Prerequisite: none

SOC 150 – CONFLICT MANAGEMENT

Education in basic processes and skills of interactions (one-on-one, small group, and large group). Emphasis on developing language, nonverbal, and conflict management skills will be emphasized. Uses role playing and case studies in community organizations to assist students in developing the skills needed for managing conflict. 3 semester credits. Prerequisite(s): none

GENERAL EDUCATION COURSES – 100 LEVEL

AML 160 – EARLY AMERICAN LITERATURE

Theory course delivered using a combination of lectures and seminars focusing on American literature to become aware of the controversial and invigorating ideas contained in America's literary history. Students will examine the interactions between the writers' purpose, subjects, and audience expectation in early American literature. 3.0 semester credits. Prerequisite(s): None

COM – 150 COMMUNICATIONS LAW AND ETHICS

Theory course delivered using a combination of lectures and seminars focusing on an examination of the law of the field of communications detailing its history and effects on media. Students will explore current ethical issues related to media and will analyze legal and ethical issues affecting the media, including the First Amendment, defamation, privacy, newsgathering, obscenity, and copyright and broadcasting/telecommunications. 3.0 semester credits. Prerequisite(s): None

ENL 150 – CREATIVE WRITING

Theory course delivered using a combination of lectures and seminars focusing on diction, poetry, short stories, and playwriting. Students discover ways to use language creatively, to select the best form for their ideas, and to identify audiences for their writing creative works. 3.0 semester credits. Prerequisite(s): None

HUM 130 – HUMANITIES

Theory course delivered using a combination of lectures and seminars focusing on humanities as a whole in relation to history, philosophy, religion, visual art, literature, music, and human cultural achievements in eastern and western cultures. 3.0 semester credits. Prerequisite(s): None

PHI 130 – PHILOSOPHY

Theory course delivered using a combination of lectures and seminars focusing on introducing the main problems and questions of philosophy. Students will learn how to inquire into complex problems and begin to formulate their own philosophy on real world topics by utilizing methods of inquiry, analysis, and criticism. 3.0 semester credits. Prerequisite(s): None

PSY 140 – PSYCHOLOGY

Theory course delivered using a combination of lectures and seminars focusing on basic concepts in the study of behavior and the mental processes. Students will explore neuroscience and behavior, sensation and perception, learning, memory, the cognitive process, the lifespan, health and wellness, the social context of behavior, statistical reasoning and research methods. 3.0 semester credits. Prerequisite(s): None

SOC 140 – SOCIOLOGY

Theory course delivered using a combination of lectures and seminars focusing on fundamental social theories and research methods used by sociologists to examine the interactions between social structures and individuals. Other concepts such as culture, socialization, social structures and institutions, groups and organizations, stratification, deviance, crime, race, ethnicity, and gender will be explored. 3.0 semester credits. Prerequisite(s): None

WHIS 174 – CONTEMPORARY HISTORY OF CIVILIZATION

Theory course delivered using a combination of lectures and seminars focusing on history of civilization from the eighteenth century to the twentieth century. Students will analyze the roots of modern society, revolution worldwide, the rise of industrialization, imperialism, colonialism, and trace the roots of modern warfare. 3.0 semester credits. Prerequisite(s): None

GENERAL EDUCATION COURSES – 200 LEVEL

ENL 210 – INTERPERSONAL COMMUNICATIONS SKILLS

This course is designed to help students understand the theory and develop the skills necessary for effective communication. The course explores communication principles, verbal and nonverbal messages, message reception and sending, interpersonal listening and feedback, non-directive responding, paraphrasing, describing feelings, behaving assertively, managing conflict and facilitating consensus in small groups. 3.0 semester credits. Prerequisite(s): none

MTH 210 – ALGEBRA

Theory course delivered using a combination of lectures and seminars focusing on the concepts and applications associated with algebra. Topics include: linear functions, equations, and inequalities, systems of equations in two variables, polynomial functions, rational and radical equations and inequalities, quadratic, exponential and logarithmic functions, ratios, proportions, variation, and graphing. 3.0 semester credits. Prerequisite(s): None

CATALOG ADDENDUM

Effective DECEMBER 1, 2011

TUITION AND FEE SCHEDULE BY PROGRAM

PROGRAM	REGISTRATION AND TECHNOLOGY FEES	TOTAL TUITION
BACHELOR OF SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY <ul style="list-style-type: none">• GENERAL CONCENTRATION• CARDIAC CONCENTRATION	\$100.00	\$33,300.00
ASSOCIATE OF APPLIED SCIENCE DEGREE IN DIAGNOSTIC MEDICAL SONOGRAPHY <ul style="list-style-type: none">• GENERAL CONCENTRATION• CARDIAC CONCENTRATION	\$50.00	\$31,950.00
ASSOCIATE OF SCIENCE DEGREE IN MEDICAL ASSISTING	\$550.00	\$19,800.00
DIPLOMA IN MEDICAL ASSISTING	\$550.00	\$17,400.00
ASSOCIATE OF SCIENCE DEGREE IN HEALTH INFORMATION TECHNOLOGY	\$100.00	\$28,000.00
DIPLOMA IN MEDICAL CODING AND BILLING SPECIALIST	\$100.00	\$13,995.00

* Charges are incurred per academic year. The academic year for the Diagnostic Medical Sonography Program is 36 weeks. The academic year for all other Programs is 30 weeks.

Students with approved transfer credit towards any academic year's coursework will receive a pro-rated tuition credit.

For no additional cost, the Diagnostic Medical Sonography Program includes textbooks, two ARDMS exams if taken within 90 days of graduation, SDMS membership, and professional liability insurance.

Additional costs incurred by the student during the program may include the following: Transcript fees (if required); Health Form from physician, Immunizations, and TB testing; Background Check and Drug-Testing (if requested by healthcare agency); American Heart Association BLS CPR training

STAFF AND FACULTY

Campus President

Sunny Sharma

B.Com in Accounting
M.B.A. in Management

Carleton University, Ottawa – Canada
University of Miami, Coral Gables, FL

Director and Academic Dean

Edna Murugan (Hybrid Programs)

PhD in Adult/Post-Secondary Education
MS in Adult/Post-Secondary Education
BA in Management Information System

Capella University, Minneapolis, MN
Capella University, Minneapolis, MN
Union Institute & University, Cincinnati, OH

Office Manager

Laverne Grajales

General Studies (Current)

Valencia Community College, Kissimmee, FL

Director of Admissions

Nirmal Vaghasiya

BS in Organizational Management

Northern Illinois University, Decalb, IL

Director of Education (Online Programs)

Dr. David Vaillancourt

Bachelor of Science, Psychology, Science, Education
Master of Science, Education
Doctor of Education, Instructional Technology
and Distance Education

Samford University, Birmingham, AL
Samford University, Birmingham, AL

Nova Southeastern University, Fort Lauderdale, FL

Director of Online Services

Robert Chase Binz

BA in Journalism and Mass Communications
MS in Technical Communication/
Communication Management

University of Northern Colorado, Greeley, CO

Colorado State University, Denver, CO

Student Finance Manager

Justin Clarke

B.S. in Business Administration

University of Central Florida, Orlando, FL

Director of Career Services

Jacqueline V. Schueler

Diploma, Medical Assisting

Bryman College, Anaheim, CA

Librarian

Michael Taylor

MLIS (Master of Science in Library
and Information Studies)

BIS (Bachelor of Science in Information Studies)

AA (Associate of Arts)

Florida State University

Florida State University

Valencia Community College

Registrar

Heather Johnson

Master of Business Administration

Bachelor of Business Administration

Associate of Science, Court Reporting

Florida Metropolitan University

Florida Metropolitan University

Orlando College

Program Director, Health Information Technology

Andrea Johnson

MBA, Healthcare Management

BS in Health Information Management

Registered Health Information Admin.

Certified Professional Coder

American Intercontinental University, Atlanta GA

Macon State College, Macon GA

AHIMA

AAPC

Program Director, Medical Assisting

Maira Velez-Burgos

BS in Healthcare/Education

AA in General Education

Diploma in EMT

Medical Assisting Diploma

Certified Medical Assistant

University of Central Florida, Orlando, FL

Valencia Community College, Orlando, FL

Seminole Community College, Oviedo, FL

Career Training Institute, Orlando, FL

AAMA

Program Director, Respiratory Therapy

Monica Schibig

MA in Education

BHS in Respiratory Therapy

Registered Respiratory Therapist (RRT)

Respiratory Care Practitioner (RCP)

Fontbonne University, St. Louis, MO

University of Missouri – Columbia, Columbia, MO

National Board Respiratory Care

State of Florida

Program Director, Diagnostic Medical Sonography

Kimberly Holman

BS in Business/Marketing

Masters of Health Services

General Ultrasound Program

ARDMS – RDMS, RVT

St. Mary of the Woods College

Evansville, IN

University of S. Indiana

Abdomen, OB/GYN, Vascular

Faculty

Angelena Zehm

AS in Diagnostic Medical Sonography

BS in Biology

ARDMS – RDMS, RVT, RDCS

Chippewa Valley College

Metro State University

OB/GYN, Adult Echocardiography,

Vascular Technology, Breast

Faculty

Carol Artrip

MMS in Medical Science

AS in Diagnostic Medical Ultrasound

RDCS, RVT

Adult Echocardiography, Vascular Technology

Nova Southeastern University, Davie, FL

Barna College of Health Sciences, Sunrise, FL

ARDMS

Faculty

David Broy
MS in Electrical Engineering
BS in Electrical Engineering

University of Missouri, Rolla, MO
University of Missouri, Rolla, MO

Faculty

Dawn Nutt
BS in Radiology
Certificate in DMS
ARDMS

Misericordia University, PA
University of Medicine and Dentistry, PA
AB OB/GYN

Faculty (2012)

Deborah Lane (Gen Ed)
MA In Marriage & Family Counseling
BA In Psychology

St. Thomas University
University of Florida

Faculty

John Gilbreth
BA in Government/History
Certificate in Cardiovascular Technology
Registered Diagnostic Cardiac Sonographer ARDMS
(Adults)
Registered Diagnostic Cardiac Sonographer ARDMS
(Pediatrics)

St. Lawrence University, Canton, NY
Sanford Brown Institute, White Plains, NY

Faculty

Karen Giacomini
Certificate – Medical Sonics
BS in Biology
ARDMS – RDCS, RVT

Bowman Gray, Winston Salem, North Carolina
Rhode Island College, Providence, RI
Adult Echocardiography, Vascular Technology

Faculty

Karlen Kochar, M. Re.
BS in Physics
MRe in Religious Education

Stetson University, Deland, FL
Saskatchewan, CAN

Faculty (2012)

Kathy Karasek (Gen Ed)
B.S. in Arts – English Major

Texas A & M University

Faculty

Latisha Tomblin
BS in Biology
Associate in Sonography
ARDMS

Florida A & M University, Tallahassee, FL
Sanford Brown Institute, Tampa, FL
AB BR OB/GYN

Faculty

Laura Douresseaux

MS in Health Care Management

BS in Health Information Management

Registered Health Information Administrator (RHIA)

University of New Orleans

University of Louisiana at Lafayette, Lafayette, LA

American Health Information Mgmt. Association

Faculty

Linda Beaulieu

MS – Strategic Leadership

BS in Health Administration

AS in Diagnostic Medical Sonography

AA – General Studies

RDCS, RVT

Adult Echocardiography, Vascular Technology

Laboratory Instructor/Clinical Coordinator

Mountain State University, Orlando, FL

University of Phoenix, Orlando, FL

Florida Hospital of Health Sciences, Orlando, FL

Valencia Community College Orlando, FL

ARDMS

Cardiac Sonography

Faculty

Lynda Fosnaugh

Certificate in Adult Echocardiography

A.S. in Medical Laboratory Technician

B.S. Cardiopulmonary Sciences

M.Ed. in Education

RDCS Adult Echocardiography

Arizona Heart Institute, Phoenix, AZ

Indiana Wesleyan University, Marion, IN

University of Central Florida, Orlando, FL

North Central University, Prescott, AZ

ARDMS

Faculty

Kimberly Voorheis

Certificate – Diagnostic Medical Sonography

Certificate – Radiologic Technology

A.A. in Organizational Communication

B.S. in Health Science

M.S. in Health Services Administration

ARDMS-ARRT

Clinical Coordinator

Florida Institute of Ultrasound, Pensacola, FL

Cayuga Medical Center, Ithaca, NY

Rollins College, Winter Park, FL

University of St. Francis, Joliet, IL

University of St. Francis, Joliet, IL

Abdomen, Obstetrics/Gynecology, Breast

Diagnostic Medical Sonography Program –

General Concentration

Faculty

Marquita Williams

BS in Diagnostic Imaging

AS in Sonography

ARDMS – RDMS

Florida Hospital College of Health Sciences

Florida Hospital College of Health Sciences

Abdomen, Obstetrics/Gynecology, Breast

Faculty

Mary Berner

AAS, Radiological Technology

Certificate in Radiologic Technology

ARDMS

Delmar College, Corpus Christi, TX

Memorial Medical Center, Corpus Christi, TX

AB OB/GYN

Faculty

Misty Sliman
BS in Health Science
AAS in Radiography
Certificate in DMS
AB OB/GYN

Nova Southeastern University, Ft. Lauderdale, FL
Hinds Community College, Raymond, MS
Institute of Ultrasound Diagnostic, Mobile, AL
ARDMS

Faculty

Sheryl James
MBA in Healthcare Management
BA in Organization Management
AA in Health Service Administration
Certified Medical Assistant

AIU, Hoffman Estates, IL
Warner Southern College, Lake Wales, FL
Keiser College, Daytona Beach, FL
AAMA

DENVER CAMPUS

Site Director/Faculty

Sherry Gohr Bumford BA, RDMS
Certificate, Diagnostic Medical Sonography
Certificate, Limited Scope Radiography
A.A. Biology Emphasis
B.A. Public and Environmental Affairs Emphasis
RDMS in Abdomen, Ob/Gyn, Breast

Sanford Brown College – Atlanta, GA
Concorde Career Institute – Denver, CO
Indiana University – Bloomington, IN
Indiana University – Bloomington, IN
ARDMS

DMS Clinical Coordinator

Betsy J. Williams RDMS
Certificate – Diagnostic Medical Sonography
Certificate, Medical Assisting
Certificate, Emergency Medical Technician
Certificate, Telemetry Nursing
RDMS in Abdomen, Ob/Gyn,

Central California School – San Luis Obispo, CA
Central California School – San Luis Obispo, CA
Mt. San Jacinto College – Temecula, CA
Mt. San Jacinto College – Temecula, CA

Admissions Specialist

Edward Nance
B.A. – Political Science

University of Northern Colorado – Greeley, CO

ACADEMIC CALENDAR 2012

All program except Diagnostic Medical Sonography (DMS)

Term Begin	Term End	Term Name
1/3/2012	4/29/2012	Winter 2012
5/7/2012	8/26/2012	Spring 2012
9/4/2012	12/21/2012	Fall 2012
1/2/2013	4/28/2013	Winter 2013
5/6/2013	8/25/2013	Spring 2013
9/2/2013	12/22/2013	Fall 2013
1/2/2014	4/27/2014	Winter 2014
5/5/2014	8/24/2014	Spring 2014
9/1/2014	12/21/2014	Fall 2014

Diagnostic Medical Sonography

Term Begin	Term End	Term Name
1/9/2012	4/1/2012	DMS Winter 2012
4/9/2012	7/1/2012	DMS Spring 2012
7/9/2012	9/30/2012	DMS Summer 2012
10/1/2012	12/23/2012	DMS Fall 2012
1/7/2013	3/31/2013	DMS Winter 2013
4/8/2013	6/30/2013	DMS Spring 2013
7/8/2013	9/29/2013	DMS Summer 2013
9/30/2013	12/22/2013	DMS Fall 2013
1/6/2014	3/30/2014	DMS Winter 2014
4/7/2014	6/29/2014	DMS Spring 2014
7/7/2014	9/28/2014	DMS Summer 2014
9/29/2014	12/21/2014	DMS Fall 2014

ACADEMIC CALENDAR 2012

Breaks – All programs except DMS

Break Begin	Break End	Break Name
4/30/2012	5/6/2012	Spring 2012 Break
8/27/2012	9/2/2012	Summer 2012 Break
12/24/2012	1/1/2013	Winter 2012 Break
4/29/2013	5/5/2013	Spring 2013 Break
8/26/2013	9/1/2013	Summer 2013 Break
12/23/2013	1/1/2014	Winter 2013 Break
4/28/2014	5/4/2014	Spring 2014 Break
8/25/2014	8/31/2014	Summer 2014 Break
12/22/2014	1/4/2015	Winter 2014 Break

Breaks – DMS

Break Begin	Break End	Break Name
4/2/2012	4/8/2012	DMS Spring 2012 Break
7/2/2012	7/8/2012	DMS Summer 2012 Break
12/24/2012	1/6/2013	DMS Winter 2012 Break
4/1/2013	4/7/2013	DMS Spring 2013 Break
7/1/2013	7/7/2013	DMS Summer 2013 Break
12/23/2013	1/5/2014	DMS Winter 2013 Break
3/31/2014	4/6/2014	DMS Spring 2014 Break
6/30/2014	7/6/2014	DMS Summer 2014 Break
12/22/2014	1/4/2015	DMS Winter 2014 Break

ACADEMIC CALENDAR 2012

Holidays

Date	Holiday
1/16/2012	Martin Luther King Day
1/21/2013	
1/20/2014	
2/20/2012	President's Day
2/18/2013	
2/17/2014	
5/28/2012	Memorial Day
5/27/2013	
5/26/2014	
7/4/2012	Independence Day
7/4/2013	
7/4/2014	
9/3/2012	Labor Day
9/2/2013	
9/1/2014	
11/22/2012	Thanksgiving Day
11/28/2013	
11/27/2014	
11/23/2012	Day after Thanksgiving
11/29/2013	
11/28/2014	