

AMERICAN COLLEGE OF HEALTH & SCIENCES



College Catalog 2026-2027

Volume Number IX

2800 North State Road 7, Margate, FL 33063

Office (954) 773-3848 * Fax (561) 516-7498

<https://americancollegefl.edu>

American College of Health & Sciences is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399, license #5091.

Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224- 6684, info@americancollegefl.org

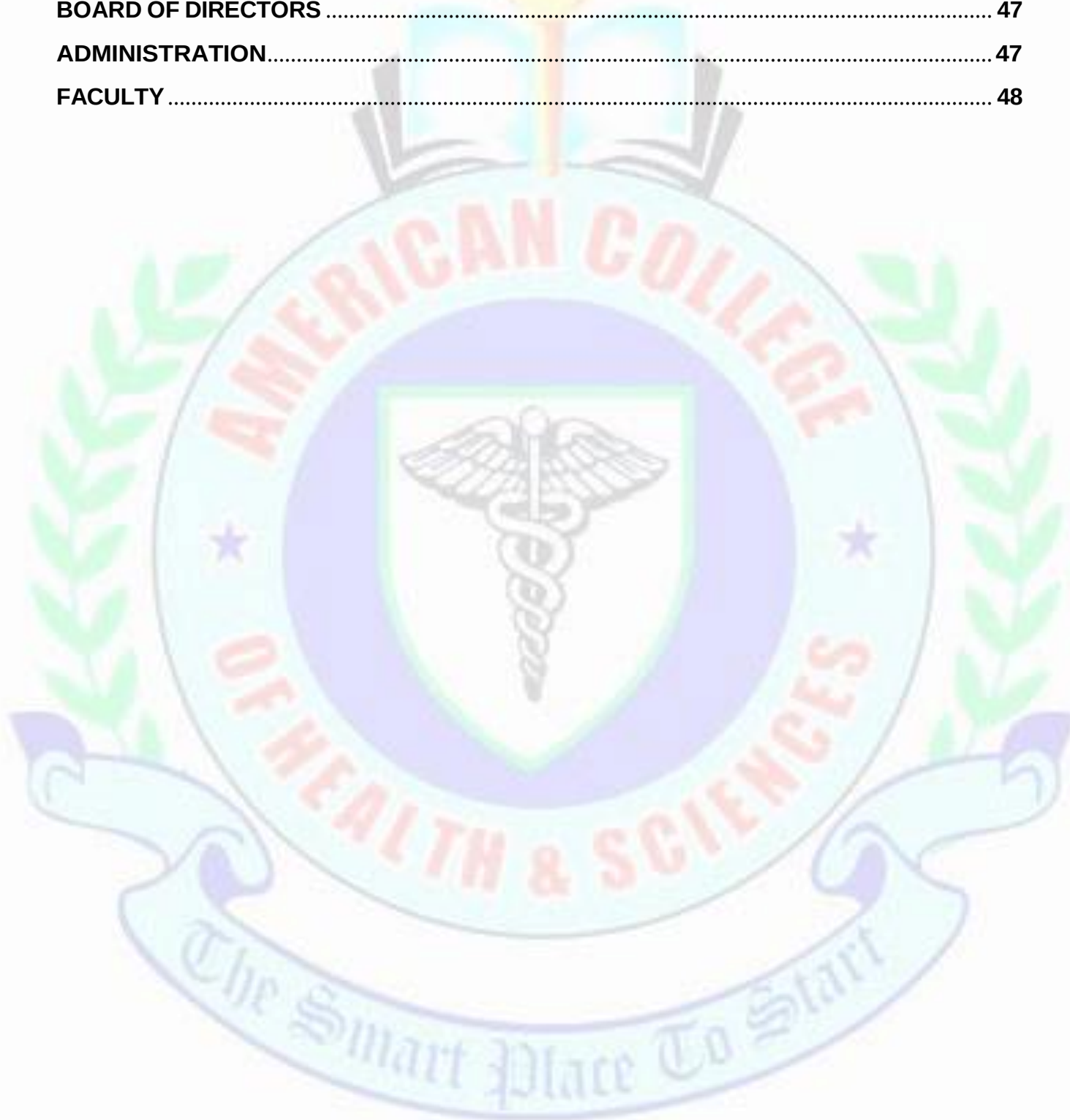
TABLE OF CONTENTS

MISSION STATEMENT.....	7
OBJECTIVES.....	7
VISION STATEMENT.....	7
GUIDELINES	8
STRATEGIC DIRECTIONS.....	8
EDUCATIONAL PHILOSOPHY.....	8
ABOUT ACHS	9
OUR HISTORY	9
SCHOOL OWNERSHIP & MANAGEMENT.....	9
LOCATION.....	9
PHYSICAL FACILITY	10
ACCREDITATION.....	10
ACHS HOURS.....	10
2024 ACADEMIC CALENDAR	11
HOLIDAYS.....	12
ADMISSIONS	12
GENERAL ENTRANCE REQUIREMENTS	12
ADMISSIONS PROCEDURES	13
LANGUAGE OF INSTRUCTION.....	13
STUDENT PHYSICAL LOCATION POLICY.....	13
ANTI-DISCRIMINATION POLICY	14
TRANSFER OF CREDIT POLICIES	14
POLICY FOR GRANTING CREDIT FOR NON-TRADITIONAL LEARNING.....	14
TRANSFER OF CREDIT BY EXAMINATION.....	14
POLICY FOR GRANTING CREDIT FOR LIFE EXPERIENCE	14
ASSOCIATE OF SCIENCE IN NURSING	16
PROGRAM DESCRIPTION	16
DISCLOSURE OF LICENSURE REQUIREMENTS.....	16
PROGRAM OBJECTIVES	16

ADDITIONAL PROGRAM REQUIREMENTS	16
PROGRAM LENGTH.....	16
METHOD OF DELIVERY	17
CURRICULUM OUTLINE.....	17
DEFINITION OF A UNIT OF CREDIT	18
DEFINITION OF A CLOCK HOUR.....	18
COURSE NUMBERING SYSTEM.....	18
COURSE DESCRIPTIONS	19
CLINICAL HEMODIALYSIS TECHNICIAN PROGRAM	27
PROGRAM DESCRIPTION	27
PROGRAM OBJECTIVES	27
ADMISSION REQUIREMENTS.....	27
PROGRAM LENGTH.....	27
METHOD OF DELIVERY	27
PROGRAM OUTLINE.....	28
COURSE DESCRIPTIONS	28
ACADEMIC POLICIES & PROCEDURES	30
ATTENDANCE POLICY.....	30
TARDINESS.....	30
MAKE-UP WORK	31
AUDITING A CLASS.....	31
WITHDRAWAL PROCESS.....	31
PROGRAM CHANGES	31
LEAVE OF ABSENCE	31
GRIEVANCE PROCEDURES.....	32
FINANCIAL INFORMATION	33
TUITION AND FEES	33
PAYMENT AND FINANCIAL POLICIES	33
CANCELLATION & REFUND POLICY.....	34
ACADEMIC STANDARDS	35
GRADE POINT AVERAGE (GPA).....	35

SATISFACTORY ACADEMIC PROGRESS	35
QUALITATIVE CRITERIA	35
QUANTITATIVE CRITERIA	36
MAXIMUM TIME FRAME (MTF).....	36
SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION	36
ACADEMIC WARNING	37
PROBATION.....	37
APPEALS.....	37
RE-ESTABLISHING ACADEMIC PROGRESS.....	38
ACADEMIC DISMISSAL / WITHDRAWAL.....	38
READMISSION FOLLOWING ACADEMIC DISMISSAL	38
GRADING SYSTEM.....	38
IMPACT OF OTHER ACTIONS	39
GRADUATION REQUIREMENTS.....	39
PROFESSIONAL STANDARDS CODE OF CONDUCT	41
STANDARDS OF CONDUCT	41
GRADE APPEAL PROCEDURES	42
SANCTIONS	42
STUDENT SUPPORT SERVICES.....	43
ACADEMIC ADVISEMENT	43
FINANCIAL ADVISEMENT	43
CAREER SERVICES.....	43
ORIENTATION	43
TUTORING.....	44
STUDENTS WITH DISABILITIES	44
LEARNING RESOURCE SERVICE.....	44
STUDENT RECORDS.....	44
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	44
DRUG-FREE WORKPLACE.....	45
HEALTH SERVICES	45
IMMUNIZATION POLICIES	45

STUDENT RIGHTS AND RESPONSIBILITIES	45
CAMPUS EMERGENCY SITUATIONS.....	46
CAMPUS SECURITY	46
CAMPUS SAFETY.....	46
ADMINISTRATION & FACULTY	47
BOARD OF DIRECTORS	47
ADMINISTRATION.....	47
FACULTY	48





WELCOME TO ACHS

MESSAGE FROM THE PRESIDENT

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

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

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

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

Yours truly,

Delilah Bartolome, MSN, RN, CHN

Delilah Bartolome, MSN, RN, CHN
President

INSTITUTIONAL INFORMATION

MISSION STATEMENT

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

OBJECTIVES

The primary objectives of ACHS are to:

- Provide and maintain an excellent educational environment that is intellectually stimulating.
- Offer courses and programs that prepare graduates to immediately enter the workforce.
- Foster teaching effectiveness and high-ranking learning outcomes.
- Assure the sustainability of the school.

VISION STATEMENT

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

BUDGET

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

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

GUIDELINES

In accordance with the school mission, the following guidelines and beliefs are adopted. Academic Integrity should guide our teaching and learning practice and be followed by students and faculty.

Equality of providing education to all students regardless of their ethnic, religious, political, educational or any other background.

STRATEGIC DIRECTIONS

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

EDUCATIONAL PHILOSOPHY

At ACHS, we believe that every learner is unique and warrants learning in a secure, caring, and stimulating atmosphere. The ultimate purpose of learning is to provide an individual with information, activities and resources where he or she can evolve from basic to mastery in knowledge, skills and thinking processes. Learning is dynamic and impacts the growth of an individual emotionally, intellectually, physically and socially. ACHS has a desire to support the best teaching and learning experiences for all stakeholders to achieve the fullest potential in these areas.

For this reason, ACHS follows professional industry and government guidelines for cutting edge education featuring a culturally diversified body of faculty and students. In collaboration, we focus on continuously improving the institution's development and achieving our long-term goals and objectives. The faculty at ACHS believes it is the role of the educator to facilitate learning for the acquisition and expansion of knowledge and skills that are meaningful for long term applications. The best practices are adopted in classroom and curriculum management. The forum is designed to establish a community of learners, exchange of ideas, and sustain high standards and be motivational for the continuity of progressive learning. Therefore, the faculty holds the responsibility of being prepared, goal centered, and outcome driven, creative and reliable for the achievement of the best results for the individual learner.

The philosophy is a reflection of the faculty's interest to uphold the standard of educational excellence and a relentless commitment to professional success and regard for industry standards. The learner's capacity will be measured in several aspects including intellectual ability, critical thinking, emotional balance, maturity, self-actualization as well as professional ethics and personal responsibility. Nonetheless, there are expectations for the learner to respond to the ideals and principles of the study. The philosophy is adopted to drive an openness and willingness for instruction. The learner will be measured as an active

participant in the community of learners, who reflect similar yet different opinions and, likewise, possess the capacity to meet the requirements for progressive study. Furthermore, the philosophy will be deemed successful in accordance with the extent of faculty-learner exchanges, the achievement of known benchmarks, placement and passing rates on licensure and certification examinations.

ABOUT ACHS

OUR HISTORY

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

SCHOOL OWNERSHIP & MANAGEMENT

American College of Health & Sciences is an LLC company established in the State of Florida to do business as American College of Health & Sciences. Officers:

Delilah Bartolome - 50% - President

Elmo Angelo Bartolome 50% - Treasurer

GENERAL INFORMATION

LOCATION

ACHS is located along the coast of the Atlantic Ocean just to the west of Fort Lauderdale at Evergreen Plaza. ACHS is located within the medical complex of Universal Kidney Centers and POM MRI, and stands on the opposite corner across the street from North West Hospital. The facility is easily accessible via Interstate 95 (2 miles west), and the Florida Turnpike. In addition, the Metro bus stop is also located ½ blocks from the school on the east side of the street and also across the street, on the west side. The address is 2800 N. State Road 7, Margate, Fl. 33063; tel. number is (954) 773-3848 and fax number is (561) 516-7498

PHYSICAL FACILITY

ACHS is a two-story building, approximately 12,000 square feet of air-conditioned space. Parking is available for students, faculty and administration. The ACHS environment is highly conducive to learning with a facility consisting of 5 clinical areas, 25 workstations, 8 classrooms, and 8 restrooms; including 2 ADA restrooms, a high technological Learning Resources Center and lounges for faculty, administration, and students.

ACCREDITATION

American College of Health & Sciences is institutionally accredited by the Accrediting Bureau of Health Education Schools, ABHES.

Accrediting Bureau of Health Education Schools

6116 Executive Boulevard, Suite 730

North Bethesda, Maryland 20852

Phone: 301 291 7550

Website: www.abhes.org

ASSOCIATE OF SCIENCE IN NURSING

The Associate of Science in Nursing program is approved by the Florida Board of Nursing.

Florida Board of Nursing

4052 Bald Cypress Way

Tallahassee, Florida 32399

Phone: 850 245 4125

CLINICAL HEMODIALYSIS TECHNICIAN

The Clinical Hemodialysis Technician program prepares students for applicable professional certification through the Board of Nephrology Examiners Nursing Technology, BONENT.

BONENT

100 South Washington Street

Rockville, Maryland 20850

Phone: 202 462 1252

ACHS HOURS

ADMINISTRATION OFFICE

Monday -Thursday

10am -5pm

Friday

10am – 3pm

Saturdays By Appt Only

COLLEGE CAMPUS HOURS

Monday - Friday

10am -5pm

Saturdays

10am – 1pm

(based on class schedules)

2026 ACADEMIC CALENDAR

Associate of Science in Nursing	
Spring 2025	
Term Starts	January 4, 2026
Semester Ends	April 22, 2025
Semester Break	April 23 – 30, 2026
Summer 2025	
Term Starts	May 1, 2026
Semester Ends	August 14, 2026
Summer Break	August 15 – 23, 2026
Fall 2025	
Semester Starts	August 26, 2026
Semester Ends	December 13, 2026
Holiday Break	December 16 – January 2

Clinical Hemodialysis Technician	
Spring 2025	
Program Starts	January 8, 2026
Program Ends	April 26, 2026
Break	April 29 – May 3, 2026
Summer 2025	
Program Starts	May 6, 2026
Program Ends	August 16, 2026
Summer Break	August 19 – 23, 2026
Fall 2025	
Program Starts	August 26, 2026
Program Ends	December 13, 2026
Holiday Break	December 16 – January 3

HOLIDAYS

ACHS is closed on the following holidays:

Thursday, January 1, 2026 New Year's Day

Monday, January 19, 2026 Martin Luther King Jr. Day

Friday, April 3, 2026 Good Friday

Monday, May 25, 2026 Memorial Day

Friday, June 19, 2026 Juneteenth

Saturday, July 4, 2026 Independence Day

Monday, September 7, 2026 Labor Day

Thursday, November 26, 2026 Thanksgiving Day

Friday, December 25, 2026 Christmas Day

ACHS reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities. Students will be notified of any administrative or policy changes.

ADMISSIONS

GENERAL ENTRANCE REQUIREMENTS

The following are required for admission into all programs offered at ACHS:

All Applicants must:

- be 18 years or older to apply. If an applicant is under the age of 18 at the time of enrollment, a parent or guardian must enroll the student, and a parent's or guardian's signature is required on the Enrollment Agreement.
- provide a valid government issued identification.
- Provide evidence of high school graduation or one of the following:
 - High school diploma or official college transcript or
 - General Education Diploma (GED) certificate; or
 - An associate's degree; or
 - Successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at another institution; or
 - Enrollment in a bachelor's degree program where at least 60 semester or trimester credit hours have been successfully completed, including credit hours transferred into the bachelor's degree program.

****All credits considered for admission must be from an institution that is accredited by an agency recognized by the US Department of Education and/or CHEA if awarded by a US Institution. All foreign transcripts must be translated (if in a language other than English) and evaluated by a member of NACES to determine US equivalency.***

- submit official transcripts from all other institutions intended for transfer of credit (please refer to transfer of credit policy).

In addition to the above-mentioned requirements, please note additional program-specific entrance requirements listed under the program outlines.

ADMISSIONS PROCEDURES

All applicants will follow the procedures as part of the admissions process:

- Complete the Prospect Application and sign *Admissions Pending Enrollment* in Prospect Application.
- Visit the Office of Admissions for an interview with the Admissions & Finance Director.
- Meet with the Executive Director to discuss and determine any credits that will be accepted for transfer (in the ASN program).

Following admissions, students must complete the following:

1. Sign the policy and procedures statement on the enrollment agreement, acknowledging responsibility for its contents.
2. Complete and sign the following documents:
 - a. Authorization to Obtain Employment Information
 - b. New Student Orientation
 - c. Entrance Exams & Graduation Requirements
 - d. Drug Free Statement & Campus Security Policy Form
 - e. Catalog Acknowledgement
 - f. Library Acknowledgement

LANGUAGE OF INSTRUCTION

The language of instruction is only English.

STUDENT PHYSICAL LOCATION POLICY

At the time of enrollment to ACHS, a government issued identification must be provided in order to determine and confirm the student's physical location, as reported in the application and the Enrollment Agreement. Students are responsible for promptly notifying the College of any changes to their physical address, with updates submitted in writing using the Address Change Notification Form. If a student moves to a new Address (within or outside the state) during their enrollment at ACHS, they must fill out and submit this form to inform the institution of their new address. Students who no longer reside in the state of Florida will have to withdraw from the program

ANTI-DISCRIMINATION POLICY

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

TRANSFER OF CREDIT POLICIES

POLICY FOR TRANSFERABILITY OF CREDITS TO OTHER INSTITUTIONS

ACHS cannot guarantee the transferability of hours or credits earned at ACHS. ACHS is institutionally accredited by the Accrediting Bureau of Health Education Schools,(ABHES). ACHS does not hold separate programmatic accreditation for its individual educational programs; therefore, any decision on the transferability of hours or credits is at the sole discretion of the receiving institution.

POLICY FOR GRANTING CREDIT FOR PREVIOUS EDUCATION

ACHS will consider credits awarded at other accredited institutions of higher learning to be accepted as 'transfer credit (TC)', provided that these course subjects are comparable to courses offered and applicable toward a credential awarded at ACHS.

Coursework for consideration must have been completed at an institution accredited by an agency recognized by the US Department of Education or CHEA. Credits earned at institutions outside the US must be evaluated for US equivalency by a member of NACES (www.naces.org) or AICE (www.aice-eval.org) and translated if completed in a language other than English. The following will apply:

- a) The student must submit an official transcript from his or her previous school, documenting hours and grades earned.
- b) In certain circumstances, a course description may be required to evaluate comparability of coursework to that offered at ACHS.
- c) Transfer credit is given for courses with a "TC".
- d) No more than 75 percent of the total curriculum may consist of transferred credits.

POLICY FOR GRANTING CREDIT FOR NON-TRADITIONAL LEARNING

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

TRANSFER OF CREDIT BY EXAMINATION

ACHS does consider credits for transfer by examination for students.

POLICY FOR GRANTING CREDIT FOR LIFE EXPERIENCE

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

PROGRAMS OF STUDY

Associate of Science in Nursing Program

Clinical Hemodialysis Technician (CHT) Program



ASSOCIATE OF SCIENCE IN NURSING

PROGRAM DESCRIPTION

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

DISCLOSURE OF LICENSURE REQUIREMENTS

The ASN program is designed to meet the requirements for licensure within the State of Florida. The program may not meet the requirements for other states outside of Florida. Students are advised that if they intend to seek licensure elsewhere that they must contact the applicable State Board of Nursing for information on that state's requirements.

PROGRAM OBJECTIVES

The purpose of this program is to prepare students for employment as a Nurse. The students can apply to the Florida Board of Nursing to take the RN NCLEX Exams to acquire the Florida Nursing License. This will allow the student to work at a professional level of Nursing. The student will be able to seek employment at a hospital, clinic, home health center, schools and doctor's office. Licensure eligibility and authorization are determined by the FBON and graduation does not guarantee licensure.

ADDITIONAL PROGRAM REQUIREMENTS

In addition to the general admissions requirements of the college, Nursing applicants will be required to receive a score of 80% or better on the HESI entrance test.

Proof of the following will be required prior to clinical assignment:

- Medical and drug clearance
- Active BLS certification
- Level II background screening
- Immunization
- Two letters of recommendation are needed for admission
- HESI Entrance with 80% minimum score

PROGRAM LENGTH

Program Total - 80 Semester Credits and 1875 Clock Hours

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

METHOD OF DELIVERY

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

DISCLOSURE:

Students are required to pass the RN-NCLEX exam before working as a professional registered nurse. Students are advised that any criminal record or conviction may adversely affect their ability to sit for the exam and/or practice in the field.

CURRICULUM OUTLINE

COURSE #	COURSE TITLE	Clock Hours	Semester Credits
MICRO11*	Microbiology	45	3
MICRO11L*	Microbiology Lab	30	1
MATH010*	College Algebra	45	3
PSYC011*	General Psychology	45	3
ENGC011*	English Composition	45	3
HGD001	Human Growth & Development*	45	3
COM012	Introduction to Nursing Informatics*	30	2
ANAP001	Anatomy & Physiology I	45	3
ANAP001CL	Anatomy & Physiology I Lab	30	1
ANAP002	Anatomy & Physiology II	45	3
ANAP002L	Anatomy & Physiology II Lab	30	1
NUTR012	Nutrition	30	2
NURG001	Fundamentals of Nursing/Nursing Process	60	3
NURG002	Introduction to Nursing	60	3
NURG002CL	Introduction to Nursing Process Clinical Lab	45	1
NURG003	Health Assessment	45	2
NURG004	Gerontology Nursing	30	2
NURG004CL	Gerontology Nursing Clinical	45	1
NURG005	Medical Surgical Nursing I	60	3

NURG005CL	Medical Surgical I Clinical	135	3
NURG006	Nursing Pharmacology	30	2
NURG007	Psychiatric/Mental Health Nursing	30	2
NURG007CL	Psychiatric/Mental Health Nursing Clinical	45	1
NURG008	Maternal Child Health	60	3
NURG008CL	Maternal Child Health Clinical	90	2
NURG009	Community Based Nursing	30	2
NURG009CL	Community Based Nursing Clinical	45	1
NURG010	Medical Surgical Nursing II	60	3
NURG010CL	Medical Surgical Nursing II Clinical	135	3
NURG011	Pediatric & Adolescent Health	45	3
NURG011CL	Pediatric & Adolescent Health Clinical	90	2
NURG012	Advanced Medical Surgical NSG III	45	3
NURG012CL	Advanced Medical Surgical NSG III Clinical	135	3
NURG013	Nursing Leadership & Management & NCLEX Review	45	3
NURG013CL	Nursing Leadership Clinical – Adaptive Quizzing	45	1

* Denotes a General Education Course

DEFINITION OF A UNIT OF CREDIT

One Semester Credit Hour means 15 hours of didactic, 30 hours of laboratory, and 45 hours of clinical.

DEFINITION OF A CLOCK HOUR

A contact/clock hour is defined as defined as 50 minutes of instruction with a 10 minute break.

COURSE NUMBERING SYSTEM

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

COURSE DESCRIPTIONS

GENERAL EDUCATION COURSES

MATH010 College Algebra

3 Credits

This course is an introduction to algebra for nurses and involves applying basic mathematical concepts, including equations, ratios, and proportions, to healthcare-related calculations. It helps nurses solve medication dosage problems, interpret lab results, and make various clinical decisions that require mathematical reasoning. **Pre-Requisite(s) – None; Co-Requisite(s) – None**

ENGC011 English Composition

3 Credits

This course develops the student's ability to organize ideas and use critical thinking skills. The course will also review English grammar and writing mechanics. Students will learn to construct persuasive arguments and critical essays. They will practice personal reflection; analyze literature, film, and journalism; participate in the peer-review and editing processes; and learn about proper use of citations. **Pre-Requisite(s) – None; Co-Requisite(s) – None**

PSYC011 General Psychology

3 credits

This course provides the student with a general overview of the field of psychology including the scientific approach to basic principles of human behavior. Emphasis is placed on topics such as learning motivation, perception, feeling and emotion, intelligence, and personality. **Pre-Requisite(s) – None; Co-Requisite(s) – None**

MICRO11 Microbiology

3 Credits

This course will teach students the study of microscopic organisms such as bacteria, viruses, fungi and protozoa. **Pre-Requisite(s) – None; Co-Requisite(s) – MICRO11L**

MICRO11L Microbiology Lab

1 Credit

This laboratory course will introduce students for handling microbes, methods of identification of microorganisms (microscopic and by diagnostic media), preparation of stain slide and wet mounts, aseptic techniques, isolation of single colony, preparation of pure culture, inoculation and interpretation of select diagnostic test. **Pre-Requisite(s) – None; Co-Requisite(s) – MICRO11**

HGD001 Human Growth & Development

3 Credits

Human Growth and Development is planned to acquaint students with developmental concepts in psychology and to give you an understanding of the basic dynamics, which underlie human behavior at various stages in the lifespan. You will have the opportunity to study human development from conception through childhood. Course content will include important theoretical models of human development and such specific topics as genetics, learning, intelligence, socialization, personality, sex-role identification, language acquisition, and moral development. **Pre-Requisite(s) - PSYC011, Math010, ENGC011; Co-Requisite(s)-None**

COM012 Introduction to Nursing Informatics

2 Credits

This course is designed to acquaint the student to the elements of the communication process and how communication is affected by culture. Included in the course is a discussion on how the student can meet the client's communication needs, which will require the application of nursing process and critical thinking. Content related to the nurse-client relationship, therapeutic/non-therapeutic. **Pre-Requisite(s) – None; Co-Requisite(s) – None**

NURSING PREREQUISITE COURSES

ANAP001 Anatomy & Physiology I

3 Credits

This course describes the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth. **Pre-Requisite(s) – None; Co-Requisite(s) – ANAP001L**

ANAP001L Anatomy & Physiology I Lab

1 Credit

This course supports the theory above and provides a practical, hands-on approach to describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: respiratory system, cardio-vascular system, muscular-skeletal systems, nervous system, skin, and sensory systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth. **Pre-Requisite(s) – None; Co-Requisites - ANAP001**

ANAP002 Anatomy & Physiology II

3 Credits

This course describes the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: reproductive system, urinary systems, digestive systems, and endocrine system. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth. **Pre-Requisites(s) - ANAP001, ANP001L; Co-Requisite(s) - ANAP002L**

ANAP002L Anatomy & Physiology II Lab

1 Credit

This course supports the theory above and provides a practical, hands-on approach to describe the relationships of body systems in providing client care. Describe the structure and function of the various body systems. Understand the diseases that affect this body system. This course will teach the following systems: reproductive system, urinary systems, digestive systems, and endocrine systems. Teaching the client how the body functions. Understanding the human development process and the different stages of human growth. **Prerequisites – ANP001; Pre-Requisites(s) - ANAP001, ANP001L; Co-Requisite(s) - ANAP002**

NUTR012 Nutrition

2 Credits

This course will teach the student how to evaluate and create a diet for patients with specific needs. The student will understand the type of diet a person should be on to promote healthy living. The student will learn the relationship of nutrition and medication therapy. **Pre-Requisite(s) - MATH010, ENGC011; Co-Requisite(s) – None**

NURSING CORE COURSES

NURG001 Fundamental of Nursing / Nursing Process

3 Credits

This course is an introduction to fundamentals of nursing concepts and issues related to the care of clients based on Maslow's Hierarchy of Needs. The course content will be presented with the framework of the health-wellness continuum, and normal physiological, psychological, and socio-cultural needs of the client. It will also acquaint the student with the nursing process components such as assessment, nursing diagnosis, planning, implementation, and evaluation. Included in the course is a discussion about the patient's multiple needs. Critical thinking concepts are integrated in the course to enable the student to make appropriate nursing judgments. **Pre-Requisite(s) - ANAP001, ANP001L, ANAP002, ANAP002L, NUTR012; Co-Requisite(s)-none**

NURG002 Introduction to Nursing

3 Credits

This course is an introduction to the philosophy of nursing, nursing history, Maslow's Hierarchy of Needs, and legal and ethical issues in nursing. Concurrent with theory, the nursing student will have beginning client-care experiences in the skills lab and hospital setting. **Pre-Requisite(s) - ANAP001, ANP001L, ANAP002, ANAP002L, NUTR012; Co-Requisite(s)- NURG002CL**

NURG002CL Introduction to Nursing Clinical

1 Credit

This course will provide students with a safe realistic environment in which to improve patient safety and quality of care. Students are introduced to the best practices in patient safety and quality of care and to learn to think critically, solve problems, and provide care in a safe non-threatening environment where mistakes can be made with no risk to the patient. **Pre-Requisite(s) - ANAP001, ANP001L, ANAP002, ANAP002L, NUTR012; Co-Requisite(s)- NURG002**

NURG003 Health Assessment

2 Credits

Health Assessment is a plan of care that identifies the specific needs of a person and how those needs should be addressed. Evaluation of the health status by performing physical exams after taking health history. Pre-Requisite(s) - ANAP001, ANP001L, ANAP002, ANAP002L, NUTR012; Co-Requisite(s)- NURG002

NURG004 Gerontology Nursing

2 Credits

This course focuses on nursing care of the older adult client with common health and wellness needs. Emphasis will be on classroom and clinical application of critical thinking and caring

therapeutic nursing interventions in acute, chronic and community health settings for the older adult populations. Concepts and issues examined include: Impact of cultural beliefs and ethnic diversity of the older adult; legal, ethical and social issues; nurse-client relationship; biological/social and psychological theories of aging; pharmacological issues in aging; physical assessment of normal aging changes / functional consequences; common chronic illness/implications/risk factors affecting the older adult client's health and wellness; and end-of-life care/issues. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) - NURG004CL**

NURG004CL Gerontology Nursing Clinical

1 Credit

This course is on optimum health care for the aging client within the framework of the nursing process. Emphasis is on understanding variable responses of elderly clients to pathological conditions, and variable responses of elderly clients to pathological conditions, and maintaining a level of function that promotes quality of life. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) - NURG004**

NURG005 Medical Surgical Nursing I

3 Credits

This basic course focuses on the nursing care of adult clients with common disorders. Emphasis will be placed on nursing care of the client with integumentary, endocrine, gastrointestinal, cardiac, respiratory, urinary, and musculoskeletal disorder problems associated with fluid and electrolytes, acid base balance, infections and the stress response will be addressed. Working as an effective member of the health care team and beginning leadership skills will be presented. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) - NURG005CL**

NURG005CL Medical Surgical I Clinical

3 Credits

Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic and community health care settings. Basic Emphasis will be placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions in chronic and community health care settings. Basic concepts and issues will be examined including the recognition of the impact of cultural and ethnic diversity of the client. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) NURG005**

NURG006 Nursing Pharmacology

2 Credits

This course focuses on the effects of drug therapy on human body systems. The body systems include: the central nervous system, autonomic nervous system, cardiovascular, renal, include: the central nervous system, autonomic nervous system, cardiovascular, renal, endocrine, respiratory, and gastrointestinal systems. Also included are anti-infective, anti-inflammatory, immune and biological modifiers, chemotherapeutic, hematological, dermatologic ophthalmic and optic agents. In addition, this course will cover laboratory practice of medication administration. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) – None**

NURG007 Psychiatric/ Mental Health Nursing

2 Credits

This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. This course focuses on the application of the nursing process, critical thinking, and

caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. Basic mental health concepts and issues examined include cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client neuro- bio-psychosocial theories/therapies and factors affecting health and wellness of clients who have common psychiatric/mental health needs/disorders across the lifespan. These include, for example, anxiety, mood, thought, cognition, and personality and eating disorders. Emphasis is placed on client advocacy, and collaboration among members of the mental health care team. Cover care of patients with mental disabilities, mental disorders, personality problems, behavioral problems, and care of the well- minded clients. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) - NURG007CL**

NURG007CL Psychiatric/ Mental Health Nursing Clinical

1 Credit

This clinical provides hands on application to the concepts of Psychiatric/Mental Health Nursing. This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. This course focuses on the application of the nursing process, critical thinking, and caring therapeutic interventions in acute, chronic and community-based psychiatric-mental health settings. Basic mental health concepts and issues examined include: cultural beliefs and ethnic diversity of the client and nurse; legal and ethical issues; therapeutic nurse/client neuro- bio-psychosocial theories/therapies and factors affecting health and wellness of clients who have common psychiatric/mental health needs/disorders across the lifespan. These include, for example, anxiety, mood, thought, cognition, and personality and eating disorders. Emphasis is placed on client advocacy, and collaboration among members of the mental health care team. Cover care of patients with mental disabilities, mental disorders, personality problems, behavioral problems, and care of the well- minded clients. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) - NURG007**

NURG008 Maternal Child Health

3 Credits

This course will build on the student's understanding of women's healthcare gained in Nursing Science 111 by enhancing comprehension of reproductive nursing, and nursing care during the prenatal and postpartum periods. The course will primarily focus on developing the knowledge and skill necessary to provide nursing care for pediatrics. Assessment of normal growth and development, pediatric assessment, health promotion/maintenance, and nursing considerations of social and environmental influences will be explored and developed. Care of children with alterations in health status will comprise the remainder of the course. **Pre-Requisite(s) - NURG001, NURG002; CO-Requisite(s) - NURG008CL**

NURG008CL Maternal Child Health Clinical

2 Credits

This course in reproductive nursing and women's healthcare will develop a fundamental understanding of wellness and illness states as they affect women across the lifespan. Students will have the opportunity to learn about nursing care of the sick perspectives, promoting women's healthcare in a holistic way. **Pre-Requisite(s) - NURG001, NURG002; Co-Requisite(s) - NURG008**

NURG009 Community Based Nursing

2 Credits

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

Pre-Requisite(s) - NURG001, NURG002, NURG003; **Co-Requisite(s)** - NURG009CL

NURG009CL Community Based Nursing Clinical

1 Credits

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

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

Pre-Requisite(s) - NURG001, NURG002, NURG003; **Co-Requisite(s)** - NRUG009

NURG010 Medical Surgical Nursing II

3 Credits

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

Pre-Requisite(s) - NURG001, NURG002, NURG003, NURG004, NURG005, NURG006; **Co-Requisite(s)** - NURG010CL

NURG010CL Medical Surgical II Clinical

3 Credits

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

Pre-Requisite(s) - NURG001, NURG002, NURG003, NURG004, NURG005, NURG006; **Co-Requisite(s)** - NURG010

NURG011 Pediatric & Adolescent Health

3 Credits

The course will primarily focus on developing the knowledge and skill necessary to provide nursing care for pediatrics and Women health. Assessment of normal growth and development, pediatric assessment, health promotion/maintenance, and nursing influences will be explored and developed. Care of children and women with alterations in health status will comprise the remainder of the course. Nursing care of pediatric patients in an acute care setting. Nursing care of the sick and well woman from medical, spiritual, and emotional perspectives, promoting women's healthcare in a holistic way. **Pre-Requisite(s) - NURG007, NURG008, NURG009, NURG010; Co-Requisite(s) - NURG011CL**

NURG011CL Pediatric & Adolescent Health Clinical

2 Credits

Focus on the health needs of adolescents aged 12 to 21. Adolescence is a time of transition. Teenagers and their families may have questions about physical and emotional changes: evolving relationships, expectations, schools, sexuality, and emotional and mental health. **Pre-Requisite(s) - NURG010; Co-Requisite(s) - NURG011**

NURG012 Advanced Medical Surgical Nursing III

3 Credits

This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of settings. Emphasis will be on classroom and clinical application of critical thinking and caring therapeutic. **Pre-Requisite(s) - NURG005, NURG006, NURG007, NURG008, NURG009, NURG011; Co-Requisite(s) - NURG012CL**

NURG012CL Advanced Medical Surgical Nursing III Clinical

3 Credits

This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of clinical settings. This course focuses on the role of the nurse as a provider of care, manager of care, and member of the profession for medical/surgical clients within a variety of settings clinical application of critical thinking and caring therapeutic nursing interventions in acute, chronic, and community health care settings. Concepts and issues examined include: the impact of cultural beliefs and ethnic diversity of the adult client; identification of risk factors affecting the client's health and wellness; the advanced multi-system organ dysfunction of the cardiovascular, respiratory, renal, gastrointestinal, neurological and immune systems. **Pre-Requisite(s) - NURG005, NURG006, NURG007, NURG008, NURG009, NURG011; Co-Requisite(s) - NURG012**

NURG013 Nursing Leadership & Management

3 Credits

This course provides an overview of theoretical and clinical concepts needed for the transitional role of the graduating associate degree nurse as a provider of care, manager of care, and member of the profession. Concepts of Effective Leadership Styles, Advanced Therapeutic Communication, Delegation, Conflict Resolution, Time Management, Nursing Ethics, and Professional Issues, including the recognition of the impact of cultural beliefs and ethnic diversity of the client are analyzed and compared in this final nursing course. Emphasis is placed on classroom and clinical application of critical thinking and caring therapeutic nursing interventions

in acute, chronic and community-based health care settings using advanced technologic and psychomotor skills. Utilizing the nursing process and advanced critical thinking, the learner/student implements the role of the beginning associate degree nurse as coordinator of care including theory and clinical accountability to provide quality care in various environments. **Pre-Requisite(s) – All previous Nursing core courses; Co-Requisite(s) - NURG013CL**

NURG013CL Nursing Leadership Clinical

1 Credit

This course provides an overview of Clinic management and clinical concepts needed for the transitional role of the graduating nurse as a provider of care, manager of care, and member of the profession. **Pre-Requisite(s) - All previous Nursing core courses; Co-Requisite(s) - NURG013**



CLINICAL HEMODIALYSIS TECHNICIAN PROGRAM

PROGRAM DESCRIPTION

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

PROGRAM OBJECTIVES

The Clinical Hemodialysis Technician program prepares students with practical skills and necessary medical knowledge needed to work as an entry-level clinical hemodialysis technician. This program prepares the student for professional certification exams, which are not required to work in the field, but do prove competency and could help with career advancement. Additionally, the program provides students with a foundation in kidney physiology and nephrological disease. Students will learn to prepare patients for dialysis treatments, connect patients to dialysis machines, and monitor them during therapy time. They will also learn how to clean and disinfect dialyzers after each treatment for reuse. The curriculum meets the Florida educational requirements for certification. Graduates of the Clinical Hemodialysis program may be employed for up to 18 months in the field prior to passage of the CCHT exam.

ADMISSION REQUIREMENTS

In addition to the general college admission requirements, students wishing to enroll in this program must present a high school diploma.

PROGRAM LENGTH

The program completion time is 3.0 months or 12 weeks.

Program Totals: 465 Contact Hours (Theory 215 | Lab 50| Externship 250)

METHOD OF DELIVERY

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

DISCLOSURE:

Students will be required to take the state certification within 18 months of employment following program completion. However, certification is not required for initial employment.

PROGRAM OUTLINE

Course Number	Course Title	Clock Hours
HEM001	Principles of Hemodialysis	45
HEM002	Basic Clinical Procedures	35
HEM003	Dialysis Delivery Systems	45
HEM004	Dialysis Quality and Safety Procedures	45
HEM005	Advanced Dialysis Procedures	45
HEM006C	Hemodialysis Externship	250
Total		465

COURSE DESCRIPTIONS

HEM001 Principles of Hemodialysis

45 Clock Hours

This course focuses on the theoretical and clinical aspects of hemodialysis, including the duties and responsibilities essential to the delivery of patient care in the chronic outpatient setting. The course covers the processes across membranes and reviews the regulation of fluid and electrolytes and acid/base balance in normal kidney functioning. Classification and causes of acute and chronic renal failure as well as diagnostic procedures and findings in renal disease will also be covered. **Pre-Requisite(s) – None; Co-Requisite(s) - None**

HEM002 Basic Clinical Procedures

35 Clock Hours

This laboratory course focuses on universal precautions in the medical environment, including understanding blood borne pathogens, HIV/AIDS and hepatitis, infection control, collecting and handling specimens and an introduction to microbiology. In addition, the student will gain proficiency in medical asepsis in a simulated setting. Also covered will be emergency procedures. **Pre-Requisite(s) - None; Co-Requisite(s) - None**

HEM003 Dialysis Delivery Systems

45 Clock Hours

This course discusses the phases of illness from pre-dialysis assessment and conservative care to deterioration to CRF and further long term and palliative care. Finally, the decision to withdraw from treatment will be discussed along with the significant psychosocial implications for family, patient, and staff. The development of acute renal failure (ARF) will be discussed in terms of its causes, symptoms, treatment, and recovery. Vascular access (both temporary and long term/permanent) will be covered along with access care and troubleshooting. The components of the dialysis prescription will be covered, including anticoagulation. The complications of dialysis will be an important focal point. **Pre-Requisite(s) – None; Co-Requisite(s) - None**

HEM004 Dialysis Quality and Safety Procedures

45 Clock Hours

The course presents safety issues including safe handling and mixing of dialysate. The student will learn how to monitor the water treatment system, and why water quality is maintained, along with learning how to monitor a variety of filters, meters and the devices used to remove microorganisms, sediment, heavy metals, chemicals, and ions before drinking water can be used for dialysis. Common contaminants and how they affect patients are discussed. The course also covers the benefits and risks for patients receiving dialysis. The course addresses risk management, safety regulations, and guidelines for handling, labeling, reprocessing, inspecting, and storing dialyzers. **Pre-Requisite(s) – None; Co-Requisite(s) – None**
Lab 50 hours

HEM005 Advanced Dialysis Procedures

45 Clock Hours

This course provides information about the effects of kidney failure and its treatment options: hemodialysis, peritoneal dialysis, and renal transplantation, including medications, potential complications, and expected goals of treatment. Topics include the Protective Equipment and dialysis procedures and devices, monitoring of patients being treated for acute/chronic renal diseases, and a discussion of selected renal pharmacology. Upon completion of the course, students will demonstrate the clinical skills necessary for the care of patients with specialized dialysis treatments in a chronic care setting. **Pre-Requisite(s) – None; Co-Requisite(s) - None**

HEM006C Hemodialysis Externship

250 Clock Hours

This clinical course includes application of theoretical concepts and laboratory techniques learned in the classroom. Under professional supervision, the student will practice in a dialysis setting on patients who are receiving dialysis processing. **Pre-Requisite – All other courses (HEM001, HEM002, HEM003, HEM004, HEM005); Co-Requisites – None**

ACADEMIC POLICIES & PROCEDURES

ATTENDANCE POLICY

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

1. Students must attend 80 percent (80%) of the total didactic class hours per semester and 100 percent (100%) of clinical externship hours. Professors, in their discretion, may base a percentage of the grade on attendance.
2. A student may have the opportunity to make up absences; however, this is only available at the discretion and approval of the professor can only be completed outside of scheduled classroom hours, if available.
3. Students are not excused from attending the clinical externship except for grave emergencies or serious illness.

If the student will be absent from his or her clinical externship,

- The student must call the assigned site and ACHS Clinical Preceptor in advance.
- All absences must be justified in writing (i.e. doctor's excuse).
- The absence justification form must be completed and provided to the program coordinator.
- The hours must be made up within a student's scheduled dates for the course, the term, the semester or the scheduled clinical rotation.
- A student who has more than one unexcused absence during clinical externship, may be removed from the site.

Termination may occur for any of the following attendance situations:

- Five (4) consecutive absences per semester
- Absence in excess of 20 percent (20%) of available course hours.
- Absence in excess of 20 percent (20%) of externship hours.

TARDINESS

Tardiness for didactic or clinical education will not be tolerated. Students are required to attend class at the scheduled time. Anytime beyond the scheduled reporting time will be considered late or tardy. The Professor has the discretion to lock the door at the scheduled start time.

If a student is more than 15 minutes late, he or she must obtain the instructor's permission to attend the class. A tardy student may be required to meet with the Professor in order to continue with the course.

If a student must miss class, he or she must contact the program director or instructor at least 30 minutes prior to the class beginning for didactic education.

Five episodes of tardiness or leaving ACHS early per semester will result in an absence. Four late arrivals will result in the equivalent "consequence" as one unexcused absence.

Any student who has been excessively tardy in arriving to class or absent will receive a written advisement and guidance report by a faculty member.

When attending clinical externship, if a student is to be late, He or she must notify the clinical instructor at the facility and the program clinical coordinator.

MAKE-UP WORK

Attendance is mandatory. However, make-up work may be available for excused absences only and the content is at the discretion of the Professor.

Students who have been absent from class for more than 10% of the required hours or habitual tardiness may not be eligible to make up missed work and classes. In addition, these students may be subject to a failing grade in the course.

AUDITING A CLASS

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

WITHDRAWAL PROCESS

It is strongly recommended that a student discuss his or her intent to withdraw with the Executive Director prior to submitting the withdrawal form to the Registrar's Office. Withdrawals can be completed in person or submitted electronically.

PROGRAM CHANGES

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

LEAVE OF ABSENCE

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA is a specific time period when a student is not in attendance as specified by his or her academic program schedule and requires approval. An LOA is not required during institutionally scheduled breaks (i.e. academic holidays, spring break). However, a scheduled break may occur during a student's LOA.

An approved LOA cannot exceed a total of 180 days in any 12-month period. A student may be permitted one LOA, on a case-by-case basis, if it does not exceed 180 days and ACHS determines that it is necessary due to unforeseen circumstances.

A student granted a LOA is not considered to be withdrawn from American College of Health & Sciences. However, failure to return on time from an approved leave will result in immediate withdrawal, unless an extension is granted in writing and the timeframe does not exceed the 180-day period.

The Registrar will use the last date of attendance as the student's official withdrawal date.

All approved Leave of Absences must meet the following conditions:

- a) Students must be officially enrolled as an ACHS student.
- b) The student must have an acceptable reason to request a leave such as illness, injury, and a death in the family or loss of employment.

GRIEVANCE PROCEDURES

STUDENT COMPLAINT AND GRIEVANCE PROCEDURE / DUE PROCESS

Should a student have a concern, complaint, or grievance, he or she should follow the procedure below:

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

Commission for Independent Education

325 West Gaines St., Ste. 1414
Tallahassee, Florida 32399-0400
888-224-6684

Accrediting Bureau of Health Education Schools

6116 Executive Boulevard, Suite 730
North Bethesda, Maryland 20852
Email: complaints@abhes.org

Board of Nephrology Examiners Nursing and Technology, BONENT

100 South Washington Street
Rockville, Maryland 20850
Phone: 202 462 1252

FINANCIAL INFORMATION

TUITION AND FEES

Associate of Science in Nursing Program

Tuition / per credit hr.	Estimated Books	Entrance Exam Fee	Testing Platform Fees	Uniforms, Stethoscope, ID	Background & Drug checks Immunizations (Estimated)	Total Program Cost
\$400.00 Prerequisite \$450.00 Core	\$200.00	\$85.00	\$510.00	\$200.00	\$350.00	\$35,945.00

Clinical Hemodialysis Technician Diploma

Tuition	Estimated Books	Uniforms, Stethoscope, ID	Background & Drug checks Immunizations (Estimated)	Total Program Cost
\$3,500.00	\$50.00	\$200.00	\$350.00	\$4,100.00

Additional fees that may be applied:

- 1. Collection Fees:** In the event that a student's account is sent to collections, ACHS shall be entitled to collect attorney fees and cost on the account thereof.
- 2. Final Exam Fee:** A non-refundable testing fee will be applied only to those students that would like to take the final exam or re-take the final exam after the program's end date. The testing/re-taking fee is \$85.00.
- 3. A \$5.00 Non-refundable hourly fee for unexcused absences and/or making up hours after contract date has expired may be applied.**

PAYMENT AND FINANCIAL POLICIES

ACHS does not participate in the Federal Financial Aid programs. As such, the payment options are as follows:

1. Pay In Full by cash, check, or money order made payable to ACHS, prior to attending the first class.
2. Student loans are available for those who qualify with one of our Lending Partnerships:
 - a. Eddly - <https://eddy.com/sign-up/american-college-of-health-and-sciences>
3. ACHS Payment Plan - only when unsuccessful attempts with Student Loan options. Students pay the balance of the Tuition Cost in installments as agreed upon with the Director of Finance and Admissions or the Executive Director.
 - a. *Notarized Tuition Statement & Pay Schedule Contract* between the Student and ACHS
 - b. Payments will be as stated in the *Signed Tuition Statement & Notarized Pay Schedule Contract*. Students must pay all applicable fees by the established deadline.

Payments can be made using cash, check, or money order made payable to ACHS. Checks must be drawn on a U.S. bank. No counter (starter) checks will be accepted.

Returned Check Fee:

1. Additional fees with this attempt are from FARS, a collection service used by our banking institution, and not affiliated in any way with ACHS.
2. After the 2nd attempt a designated depository as uncollected returns the bounced check; the check will then be returned to the Business Office of ACHS.
3. In accordance with Florida Statutes, Chapter 832.05, a returned check fee of \$25.00 will be assessed. In the event of collection agency or legal action for recovery, the maker or drawer may be additionally liable for court costs, collection fees and reasonable attorney's fees as prescribed by law.
4. ACHS is not responsible for other collection fees imposed by the bank.

A student may be dropped from classes for failure to provide tuition payment by the established deadlines.

CANCELLATION & REFUND POLICY

Should a student's enrollment be terminated or canceled for any reason, all refunds will be made according to the following refund schedule:

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

ACADEMIC STANDARDS

The “Academic Progress” is established as a formal process through which the administration and faculty of ACHS will identify and provide assistance to students who experience academic difficulty. Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student’s school career.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school’s instructional services. Rather, the standards reflect the commitment of ACHS faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

GRADE POINT AVERAGE (GPA)

The Grade Point Average (GPA) is calculated by multiplying the credit hours assigned to each course by the quality points earned for the final grade. The total quality points earned are then divided by the total number of credit hours attempted during the evaluation period.

Courses evaluated on a Pass or Fail basis are not included in the GPA calculation unless otherwise specified by the College.

SATISFACTORY ACADEMIC PROGRESS

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

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

The satisfactory academic progress policy measures two factors:

1. **Qualitative Measure (Cumulative GPA):** Students must maintain a cumulative grade point average of 2.0 or higher for all credit hours attempted to remain compliant with SAP Policy.
2. **Quantitative Measure (Credit Hour Progression):** Students must complete at least 67% of credit or clock hours attempted each term to remain compliant with SAP Policy. Credit hour progression will be based on a cumulative total of attempted hours to earned hours. For example, if a student enrolls for 12 term credit hours the student is required to successfully complete a minimum of 8 term credit hours ($12 \times 67\% = 8$) for the term. A student enrolling in a 60-hour course is required to successfully complete a minimum of 40 clock hours ($60 \times 67\% = 40$) for the course.

QUALITATIVE CRITERIA

Under the qualitative criteria, to make Satisfactory Academic Progress, the student must comply with the following two criteria:

1. Demonstrate a minimum overall cumulative grade point average of 2.0 at the end of the student's semester of enrollment, and at the end of each subsequent term thereafter.
2. Demonstrate successful completion of the required percentage of the total cumulative credit hours he or she has attempted in the program of study at the intervals described below.

QUANTITATIVE CRITERIA

As indicated above, a student must maintain a satisfactory overall GPA and successfully complete a minimum percentage of coursework (67% of credits attempted) each academic semester. Additionally, a student must complete the credential within a maximum time frame of attempted credits or clock hours.

MAXIMUM TIME FRAME (MTF)

The Maximum Time Frame for the Completion of any program of study is 150% of the credits or hours designated for the program. The maximum time frame for the programs are as follows:

Program of Study	Program Length in Credits/Hours	Maximum Time Frame
Nursing	80 semester credits	120 credits
Clinical Hemodialysis Technician	465 clock hours	697 hours

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

Students who are not making satisfactory academic progress at the end of the second year will be dismissed.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION

Students are evaluated after the completion of every course and at the end of each academic semester. If a student is not determined to be making Satisfactory Academic Progress, remediation will take place to include tutoring services.

Minimum Overall Required percentage of completion Cumulative GPA of coursework attempted in the Nursing program:

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

ACADEMIC WARNING

At the end of each semester, the student's progress shall be reviewed to determine whether the student meets minimum academic standard requirements. Students will be placed on Academic Warning following the first semester in which the student fails to meet SAP requirements.

The student will be notified by the registrar that they must meet with the Program Director to discuss their performance. Students on Academic Warning must participate in academic advising and tutoring as deemed necessary by the instructor and Program Director as a condition of their academic monitoring. If the student does not make SAP the following term, the student will be placed on probation. If a student achieves the minimum SAP requirements the following term, the student will be removed from Academic Warning and returned to Regular status.

PROBATION

A student who fails to establish Satisfactory Academic Progress following warning, will be placed on probation the following semester. At the end of the semester in which the student is on probation, the student's academic progress will be reevaluated and removed from academic probation only if the student raises his or her CGPA to 2.0 or higher and/or their completion rate to 67% or better.

Once the student is placed on probation an advisement agreement must be signed. The advisement agreement specifies the conditions under which the student can regain satisfactory academic progress.

Students who fail to regain satisfactory progress by the end of the probationary period will be terminated.

APPEALS

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

RE-ESTABLISHING ACADEMIC PROGRESS

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

ACADEMIC DISMISSAL / WITHDRAWAL

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

READMISSION FOLLOWING ACADEMIC DISMISSAL

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

GRADING SYSTEM

Unless otherwise indicated, each grade earned is calculated into the student’s cumulative grade point average (CGPA) and the credits assigned for the course taken are included in the calculation of total clock hours attempted. **ASN**

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

CHT

Component	Required Hours	Pass	Fail
Theory	215		
Clinical	250		

IMPACT OF OTHER ACTIONS

Repeated Courses

Students may repeat courses taken at ACHS if they received a “W”, or “F” grade. ACHS limits the number of repeated attempts to two (2) of the same courses. A third and final attempt may be granted based upon documented major extenuating circumstances, such as death in the family, medical problems. Credit will be given when the students receive a passing grade for the course. All attempts of a course will be counted in time to completion (maximum timeframe) but only the higher repeated grade will be used in CGPA calculation.

Incomplete Grade (I)

At the discretion of the instructor, a student may be assigned a temporary grade of incomplete (I) to allow the student more time to complete missing coursework or to take a required exam. Upon completion of the work or exam, the earned grade replaces the grade of “I” and is calculated into the grade average for the level and for the CGPA. If the missing work or exam is not completed within two weeks from the last day of the course, a grade of “F” will be assigned and computed into the final grade average for the course and into the CGPA.

Transfer of Credit (TC)

Neither the grade nor the credits are included in the CGPA, or credits attempted calculations. The total number of credits transferred is deducted from the total number of credits needed for program completion.

Withdrawal Grade (W)

A student who formally withdraws from the institution of a course will be assigned a grade of W for the course. The W grade is not included in the calculation of the CGPA and the credits for the course are not included in the determination of total credits attempted.

Proficiency Credits

ACHS does not award proficiency credits.

Non-Credit Courses

Non-credit courses, which do not count towards the completion of a student’s degree program, are not calculated into the CGPA or in determining time to completion.

Remedial Courses

Required remedial coursework will not be counted toward the student’s maximum timeframe or CGPA.

Non-Punitive (Pass/Fail) Courses

ACHS does not award non-punitive grades.

GRADUATION REQUIREMENTS

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

Associate of Science in Nursing Degree

- Meet all financial obligations incurred with the institution.
- Complete the HESI EXIT exam with a minimum of 80% passing grade
- (Note: 79.8% is unacceptable)
- Complete NCLEX Review Elsevier Adaptive Quizzing with 20,000 questions prior to graduation date.
- Complete NCLEX Review at UWORLD
- Complete the ATI Virtual NCLEX RN practice Exam and submit a Green Light Certification to Program or Executive Directors.
- Complete the total course requirements of 80 credits and have an overall GPA of 2.0 or greater.

Upon graduation, students will earn an Associate of Science in Nursing Degree and will be submitted to the Florida Board of Nursing take the National Council Licensure Examination for Registered Nurses (NCLEX). Eligibility is determined by the FBON and applicable law.

Clinical Hemodialysis Technician Diploma (CHT)

- Meet all financial obligations incurred with the institution.
- Complete 465 total contact hours, consisting of 215 theory hours and 250 clinical hours. Both the theory and clinical components are evaluated on a Pass or Fail basis. Students must receive a passing evaluation in both components to successfully complete the program.

PROFESSIONAL STANDARDS CODE OF CONDUCT

STANDARDS OF CONDUCT

Students enrolling in ACHS assume an obligation to conduct themselves in a manner compatible with ACHS's function as an educational institution. To fulfill its functions of imparting and gaining knowledge.

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

- Physical or sexual assault of any person on ACHS's ground or conduct which threatens the health or safety of any such person or the physical or sexual assault of any ACHS student, faculty member or employee.
- Substantial damage to ACHS-owned or leased property or to property of a ACHS student, employee, faculty member or visitor occurring on ACHS-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of ACHS's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of ACHS).
- Dishonesty, including but not limited to the following: Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so.
- Cheating includes using cell phones during the exams to obtain test questions answer. Using cell phone or any electronic device during examination is an immediate ground for failure for that course. Second offense will be ground for immediate termination from the program.
- Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student. The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published.
- Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

GRADE APPEAL PROCEDURES

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

SANCTIONS

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

Admonition - An oral statement to a student that he or she is violating or has violated institution rules.

Warning - Notice in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Reprimand - A written censure for violation of the specified standards of conduct placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time.

Disciplinary probation - Exclusion from participation in privileged or extracurricular activities as set forth in the notice of probation for a period of time not exceeding two academic terms.

Restitution - Reimbursement for damage to or misappropriation of property.

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

Expulsion - Termination of student status for any indefinite period, the condition of readmission, if any, shall be stated in the order of expulsion.

STUDENT SUPPORT SERVICES

American College of Health and Sciences offer the following student support services to ensure that all students receive the support and guidance they need to succeed.

Reasonable accommodation will be provided for students with documented disabilities. Any student with a documented disability needing academic adjustment is required to speak with the administration as early in the semester as possible. It is the student's responsibility to make contact at least one week prior to the first exam of the program. The College will do its best to make accommodations to support the student's academic goals.

ACADEMIC ADVISEMENT

Advisement services are available to assist students with course scheduling, classroom concerns, program information, and academic assistance opportunities.

FINANCIAL ADVISEMENT

Financial Advisement is provided to inform students of all options regarding paying for the program of study.

CAREER SERVICES

The Student Services Director is available to support students with placement assistance and will furnish names and addresses of employment possibilities when available. Inquiries made to the school by potential employers will be posted on the Job Board.

However, ACHS cannot guarantee employment. The College does not represent, promise, or guarantee that students will obtain employment. Student will not consider any employment information or career services provided by the College to Student as an express or implied (a) guarantee or promise of employment, (b) likelihood of employment, (c) indication of the level of employment or compensation Student or graduates may expect, or (d) indication of the types of job titles of positions for which Student or graduates may qualify.

ORIENTATION

Orientation is designed to assist students with understanding the policies, procedures, and expectations at American College of Health and Sciences. The school conducts a formal orientation program approximately one week prior to the scheduled class start. The orientation is mandatory for all students. The orientation reviews in detail the courses within the nursing program, clinicals, requirements of satisfactory academic progress, repeating a course or lab, student services, student code of conduct (including, but not limited to academic honesty, attendance, conduct in a classroom and at clinical sites), grievance policy,

cancellation and refund policy, course schedule, and other items.

TUTORING

Tutoring is performed by the faculty. Any student who is behind and/or requests additional assistance can be helped individually and/or in small groups.

STUDENTS WITH DISABILITIES

Phone numbers for agencies to assist students with special needs are available and posted on the student bulletin board in the lounge. If students require more assistance, the Campus Director will refer the students to the appropriate agency. ACHS will provide reasonable accommodation of students with documented special needs and/or disabilities.

LEARNING RESOURCE SERVICE

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

ONLINE LIBRARY

Our Institution has an Online Library, which contains updated information on digital books, articles and magazines aimed at promoting learning and research to our academic community. Our online library is an aid to fulfill our mission: "to shape competent entrepreneurial professionals who are socially responsible and capable of performing successfully, both domestically and internationally". Access to the Library's database is available at the following website address <https://achsfl.librarika.com>.

STUDENT RECORDS

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

ACHS complies with the confidentiality and student accessibility provisions of the Family

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

DRUG-FREE WORKPLACE

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

HEALTH SERVICES

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

IMMUNIZATION POLICIES

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

the opportunity for continued school involvement (as appropriate) until the resolution of the charges.

- ✓ *Privacy* - Students are free of unreasonable intrusions into personal records and/or matters relevant to identity and well-being.
- ✓ *Grievance Process* - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to ACHS.
- ✓ *Education* - Students have access to faculty, academic technology, classrooms, learning resources, presentations, and other resources necessary for the learning process.
- ✓ *Personal Growth* - Students study in a setting that fosters personal growth.
- ✓ *Prompt Responses from Administration* - Students have the right to expect prompt and courteous responses from ACHS's academic and administrative departments.
- ✓ *Academic and Administrative Policies* - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

CAMPUS EMERGENCY SITUATIONS

CAMPUS SECURITY

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

CAMPUS SAFETY

Students will be informed about the impending danger, and depending upon the danger will be sent home or kept in the school as a safety precaution. Any expense attached to the emergency medical assistance shall be at the expense of the student and not the school.

Students should carry emergency information at all times, as well as any medical insurance card(s). ACHS ensures a safe and secure facility. All students, employees, and visitors are

required to enter and exit the facility through the main doors. All visitors, including the family members of staff must enter and exit the building through the main entrance.

Every classroom and office area has an evacuation plan visibly on display. Procedures for exiting the building in case of an emergency are clearly posted. It should also be noted that students, faculty, and staff are regularly informed and reminded how to proceed in case of unforeseen emergencies as stipulated in the student and faculty handbooks. ACHS also has a Business Emergency Disaster Plan that is distributed to personnel every year at the beginning of Hurricane season, which is June 1st. In addition, the school adheres strictly to safety and health standards to guarantee high levels of hygiene in all its laboratory and operational areas. Instructors play an essential role in observing such practices, and they supervise compliance with existing safety and cleanliness procedures continually. A current inventory of existing and dispensed supplies for each program is kept and regularly updated in the school's supply room.

ADMINISTRATION & FACULTY

BOARD OF DIRECTORS

Delilah Bartolome.....*President*

Elmo Bartolome*Treasurer*

ADMINISTRATION

Delilah Bartolome.....*Executive Director & CHT Program Director*

Elmo Angelo Bartolome*Chief Financial Officer*

Carmelle Casimir*Nursing Program Director*

Ana Gonzalez.....*Admission & Student Services Director*

Pamela Brunner*Librarian*

Marie Sanchez.....*Finance Director*

Ana Marie Gonzalez*Registrar*

FACULTY

Nursing Instructors (All Adjunct)

[Dr. Inas Luka, EdD, MD, MSN, MBA, RN, CCMA](#)

PhD-Maryville University, Town Country, MO

MD-AIN-Shams University School of Medicine

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

[Dr. Carmelle Casimir, DNP, FNP, BC](#)

Doctorate - Chatham University, PA

MSN- Florida International University, Miami, FL BSN-

Florida Atlantic University, Boca Raton, FL [Dr.](#)

[Jean Donne, MD, RN](#)

Doctor in Medicine - Universite D'ETAT, Haiti

RN- Nursing Techni Pro, Boca Raton, FL

General Education Instructors (All Adjunct)

[Ailyn Beniga, MS-Ed, Mathematics](#)

MS- Mathematics – Saint Columban College, PH

BSN- Mathematics – Saint Michael College, PH

[Amira Ibrahim, MBA. BA](#)

[Psy.](#)

MBA – Davenport University, MI

Psychology – Hunter College, NY

Clinical Hemodialysis Technician Instructor (Full-Time)

[Delilah Bartolome, MSN, BSN, CHN](#)

MSN-Emiraza College, Fort Pierce, FL

BSN-Niagara University, Niagara Falls, NY

Hemodialysis-BONENT-Certified

[Freddie Misenas](#)

University of San Francisco

Business Technology

Aeronautics Nursing Science

Certified Instructor by Florida Department of Education

