

ABCOTT INSTITUTE

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**ACCREDITED BY
COUNCIL ON
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The logo for abcott INSTITUTE, with 'abcott' in a stylized lowercase font and 'INSTITUTE' in a smaller, all-caps font below it.

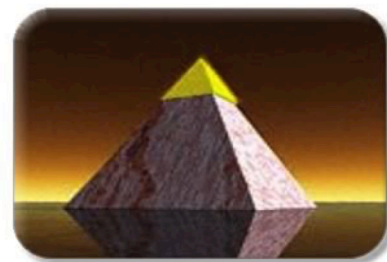
SCHOOL CATALOG

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Overview

Abcott Institute is an adult career training and certification school that provides accelerated practical and technical education in various medical and occupational disciplines. Our programs include Certified Nursing Assistant, CNA/HHA/Patient Care Technician, Surgical Technician, Medical Assistant and Medical Billing & Coding with Administrative Assistant. Each program is developed with the sole objective of furnishing students with the skills and know-how to develop solutions to the real-world situations. Abcott Institute was formed in 2002 by a group of teaching and industry professionals who believe the best way to prepare individuals for meaningful, gainful employment is to provide an education that emulates the work-world environment. Every Abcott Institute course has been developed to specifically fill this need. Abcott Institute's dedication to the philosophy of growth is proven in the only way that matters – Student Success. As a leading provider of skills-based training for individuals and companies, Abcott Institute has provided students with the technical skills needed to succeed. Not only students have access to our training programs, but also a variety of student services. Student success is our ultimate goal. Additionally, the institute maintains an ongoing association with several local employers.



Mission

Our mission is to deliver leading-edge occupational training to individuals through highly focused, cost effective and customized programs that possess strong social conscience, demonstrate high ethical standards, and are committed to continuous improvement in the field.

Objectives of the School

In support of our mission, the following measurable objectives have been developed:

- Continually update the curriculum to provide students with a thorough knowledge of their chosen career.
- To build confidence, courtesy, poise, and proper conduct in each student through personal instruction.
- To graduate students with a high degree of professional knowledge and practical skills needed for entry-level employment in their chosen field of study.
- Provide a dedicated, caring and competent staff and faculty
- Provide job-placement assistance to students.

ACCREDITATIONS AND APPROVALS

Abcott Institute is an accredited institute. The goal of accreditation is to ensure that education provided by institutions of higher education, like Dorsey Schools, meets or exceeds an acceptable level of quality. Abcott Institute is institutionally accredited to award diplomas and certificates by:

Council on Occupational Education
 7840 Roswell Road
 Building 300, Suite 325
 Atlanta, GA 30350
 Ph: 770-396-3898



Abcott Institute is licensed in the State of Michigan by:

Michigan Department of Licensing and Regulatory Affairs
 Corporations, Securities & Commercial Licensing Bureau Schools and Licensing Section
 P.O. Box 30018, Lansing, MI 48909
 Ph: (517) 241-9221

Facility

The Main Campus is conveniently located at 16250 Northland Drive, Suite 205, Southfield, MI 48075, easily accessible via public transportation and major highways. The facility is housed in a modern office building with ample parking space. The campus leases approximately 14,000 square feet of space. The space is allocated to classrooms, clinical labs, media room/auditorium, student lounge and staff lounge. All classrooms are furnished with the equipment necessary for adequate learning. There are eight offices, restrooms and a reception area. The media center, large enough to accommodate up to 150 students is available for student events. A separate area is dedicated as testing facility.

Disclosures

Abcott is required to make certain data available for public consumption upon request. The section of our website entitled Disclosures <http://abcott.edu/disclosures> is to provide detailed information for this purpose.

Equipment

Equipment used by the students and instructors meets the requisite standards as set forth by our licensing and accrediting agency. The institute has all of the necessary equipment to adequately teach the programs. This equipment includes but is not limited to hospital beds, over-bed tables, bedside cabinets, storage cabinets, linen cabinets, hoist-lift, wheelchairs, walkers, adult-size mannequins, weight scales, EKG machines, Phlebotomy chair and Surgical table. The lab is also equipped with sinks and curtains to simulate real-world environment. To enhance the students learning, the school is also equipped with projectors and media players. Media center is equipped with latest computers with Internet accessibility.

Library

The school maintains in its libraries the latest supplemental information and reference materials to be used in conjunction with the curriculum. The library also includes a media center equipped with all modern media players (audio-visual equipment) and relevant media. Internet access is available on all computers.

Instructors

Abcott Institute's strength is its instructors. Effective instructional programs depend on effective instructors - their knowledge, teaching techniques, and most of all, and their experience in their respective fields. Abcott Institute selects and trains every instructor based on these key factors. Our students receive current, first-hand information applicable to a variety of business, office and institutional settings. Working as a team, instructors provide complete "work oriented" training to fulfill students' career goals.

To maintain or exceed the standards of our school, Abcott Institute instructors are experts in both subject matter and presentation skills. Further, the collective diversity Abcott Institute instructors represent ensures the various education and cultural needs of our students are met. Finally, to assure clients receive the results they expect, every instructor possesses two important qualities: *First*, our Instructors are professionals with years of on-the-job experience, having dealt with the same challenges and frustrations our clients face. *Second*, instructors are masters at keeping their presentations lively and motivational by involving the participants in every aspect of the learning process. This combination, along with the wide range of talents and education our instructors hold, results in a wealth of valuable and practical information which Abcott Institute students can put to immediate practical use.

ADMISSIONS REQUIREMENT & PROCEDURES



Application Procedure

Persons expressing the desire for acceptance into a program at Abcott Institute must first submit a completed application to an Admissions Representative. The application is used to review the applicant's prior education and work experience. It also is used to assess a student's goals and career expectations.

Admissions Requirements

For all of Abcott programs, applicants are required to have a minimum of a high school diploma or the equivalent (General Education Development “GED” High School Equivalency Certificate). Applicant is also required to have an information session with the admissions representative, where he or she is informed of the costs, equipment, services, time, and technical competencies, if any, required by the program, including if applicable, personal data collection and processes, and charges associated with verification of student identity. At the time of enrollment, the student will be asked to produce proof of high school graduation or GED. Transcripts may be reviewed for factors such as attendance and grades in certain courses. Acceptance will be conditional pending the receipt of the final transcript upon graduation from high school. If the school has a concern about the validity of the document, the student has 30 days to obtain an official high school transcript or GED document, which will be used to determine eligibility. Students determined ineligible will be dismissed from school. Above all the applicant must be motivated enough to succeed.

Criminal Background Check

Our CNA, CNA\HHA\PCT and SURGICAL TECHNICIAN program applicants are required to have a criminal background check. Enrollment in these programs is contingent upon the results of the background check. A negative TB test results are required to gain admission into these programs. An externship site or prospective employer may require a criminal background investigation and/or drug testing. A history of a criminal background and/or drug abuse may be cause to deny a student entrance into any program

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

Admissions Examination

Depending on the program, candidates who submit an application for admission may be required to complete an Admissions Examination which assesses the current skill level of the student for their chosen course(s). No preparation is needed for any of the tests. The examinations also indicate a candidate's ability to perform in school and on the job. Candidates must achieve a satisfactory score for admittance. Candidates must be competent in both written and oral English skills. An applicant may be tested utilizing a Standard English vocabulary and comprehension test.

Personal Interviews

Abcott Institute only accepts students into the school if it is felt that there is a strong certainty that they will be employable at the end of their training. Therefore, an admissions representative to review a candidate's application, educational background, work experience, transcripts, financial plans and career preferences conducts interviews with each applicant. During the interview, the admissions representative will also discuss the results of any admissions examinations that were administered to the candidate, and advise them on an appropriate educational path.

ADMISSIONS PROCESS

1. Tour the facility and attend an informational interview. Parents or spouses are encouraged to be present.
2. Submit the proof of age, HS diploma and employability.
3. Complete the Enrollment Agreement.
4. Pay the Registration Fee, if any.

The student must also be:

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Have an initial interview with an Admissions Representative (student, spouse or parent)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Student has verifiable Social Security Number
- Students must also be able to provide proof of appropriate educational requirement such as:
 - 1) Copy of high school diploma, or
 - 2) Copy of high school transcript showing graduation date.

(Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.)

- 3) Copy of GED certificate
 - 4) Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. The student must have completed homeschooling at the secondary level as defined by state law. Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an "ability-to-benefit" test.
- Provide documentation of eligibility to work in the United States.
 - Pay the required Registration Fee.

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

Students with Disabilities:

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

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

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

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and

- A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

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

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

Financial Arrangements:

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, scholarships and/or cash payment plan prior to enrolling.

Prior to admission, the prospective student is given an application for admissions, an interview with a school official and tour of the facility. The interview will elaborate on program objectives and description, the career opportunities and the physical demands of the job, the school and any other requirements. The student is required to complete the enrollment packet.

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

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

Previous Education and Training (Transfer of Credit and Clock Hours)

Abcott does not currently have a reciprocal agreement with any institution for transfer of credits. Students accepted for enrollment into Abcott will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned and course descriptions from the previously attended institution prior to the request for evaluation.
2. The student must have earned at least a grade of "C" (70%, 2.0) for each course accepted for transfer credits and/or hours.
3. The course must have had course content and units of measurement similar to those in Abcott Institutes' program.
4. The student's last date of attendance at the prior institution must be within two years of enrollment at Abcott
5. The request must be submitted in writing.
6. Course competency exam may be required.
7. Transfer requested must be in the similar course work.
8. Transfer of courses is determined on a case-by-case basis by the school director and as approved by the school management.

For students meeting this criteria, credits will be reflected in the student's academic record as a transfer credit "TC" but will not count towards a student's cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

Credit is limited to no more than 50% of the total Abcott Institute program and certain classes may not be eligible for credit.

Example: If a student transfers into the school with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of your hours by the School

Director, we only accept 100 of the clock hours attempted then you only have 510 clock hours remain in the CNA/HHA/PCT program. However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

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

FINANCIAL AID

How Eligibility is determined for TITLE IV, HEA

To receive Federal Student Aid, you will need to:

1. Qualify to obtain a college or career school education, either by having a high school diploma or General Educational Development (GED) certificate, or by completing a high school education in a home school setting approved under state law.
2. Be enrolled or accepted for enrollment as a **regular student** in an eligible degree or certificate program.
3. Be registered with Selective Service, if you are a male (you must register between the ages of 18 and 25).

Men exempted from the requirement to register include;

- Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
- Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
- Males born before 1960;
- Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia*;
- Non-citizens that first entered the U.S. as lawful non-immigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.

4. Have a valid Social Security number unless you are from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau.
5. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
6. Sign certifying statements on the **FAFSA** stating that:
 - you are not in **default** on a **federal student loan**
 - do not owe a refund on a **federal grant**
 - Sign the required statement that you will use federal student aid only for educational purposes
7. Maintain **satisfactory academic progress (SAP)** while you are attending college or a career school.
8. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
9. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive. A student may receive Pell for a total of 12 payment periods or 600%. Once the student has reached this limit, no further Pell may be received.

In addition, you must meet one of the following:

1. Be a U.S. CITIZEN or U.S. NATIONAL

You are a U.S. citizen if you were born in the United States or certain U.S. territories, if you were born abroad to parents who are U.S. citizens, or if you have obtained citizenship status through naturalization. If you were born in American Samoa or Swains Island, then you are a U.S. national.

2. Have a GREEN CARD

You are eligible if you have a Form I-551, I-151, or I-551C, also known as a green card, showing you are a U.S. permanent resident.

3. Have an ARRIVAL-DEPARTURE RECORD

Your Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services must show one of the following:

- Refugee
- Asylum Granted
- Cuban-Haitian Entrant (Status Pending)
- Conditional Entrant (valid only if issued before April 1, 1980)
- Parolee

4. Have BATTERED IMMIGRANT STATUS

You are designated as a “**battered immigrant-qualified alien**” if you are a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the **Violence Against Women Act**.

5. Have a T-VISA

You are eligible if you have a T-visa or a parent with a T-1 visa.

Veterans Benefits/Other Funding Sources

Selected programs of study at the School are approved by the Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. The determination for TVC funds are made directly through the Texas Veteran’s Commission. Additional funding may be obtained for eligible candidates through many different programs including; Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds. The determinations for these funds are made through the respective organizations.

Incarcerated Applicants

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

Conviction for possession or sale of illegal drugs

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

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 year from date of conviction
2nd Offense	2 year from date of conviction	Indefinite period
3+ Offenses	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period

- A student regains eligibility the day after the period of ineligible ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year, the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
 - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
 - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
 - Be administered or recognized by federal, state or local government agency or court.
 - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

Upon receipt of all required documents and in good order, the prospective student is eligible to enroll in the school. When all admissions criteria and requirements are met, the prospective student is give the date of the next class. The prospective student is asked to bring their Student Permit Fee, if applicable, a color photo of themselves and is informed of the appropriate dress code. The first day of class will include financial aid and academic orientation, in which the students will sign their enrollment contract, student permit from and additional required paperwork.

Federal Financial Aid

To be considered for Federal Financial Aid, a student must complete the Free Application for Federal Aid on line. The student and the parent (in the case of a dependent student) may sign the FAFSA on line by using a PIN number. Once the student completes the FAFSA, and it is processed by the government, the school will receive an ISIR which will contain the Estimated Family Contribution and let the student know if he/she is selected for verification.

Verification

Each year at least 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification, they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Office of Student Financial Planning, there are any changes to the Estimated Family Contribution and possibly the financial aid available, the student will be notified in writing.

CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING INSTITUTIONAL OR FINANCIAL AID INFORMATION

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on the School's website can be found in www.abcott.edu

Institutional Contact Information

Velma Smith, FA Director

(248) 440-6020 ext. 108

Email: VSmith@abcott.edu

Office Hours: 9:30 AM to 6:00 PM (Mon – Fri)

Mailing Address: Abcott Institute 16250 Northland Drive, Suite 205 Southfield, MI - 48075

Refund Policy

Refund Policy: All refunds shall be made without requiring a request from the student and within thirty (30) days from the date that the institution terminates the student or determines withdrawal by the student. All tuition and fees paid by applicant shall be refunded if the applicant is rejected by the school before the enrollment. Abcott Institute may retain an application fee of not more than \$25.00 if the application is denied.

1. Refunds for Classes Canceled by the Institution:

If tuition and fees are collected in advance of the start date of the program and the institution cancels the class, 100% of the tuition and fees collected will be refunded. The refund shall be made within thirty (30) days of the planned start date.

2. Refunds for a student that does not start class:

If tuition and fees are collected in advance of the start date and the student does not begin class, 100% of the tuition and fees collected will be refunded. The refund will be made within thirty (30) days of the class start date.

3. Refunds for Withdrawal after Class Commences:

Refund Policy for Programs obligating students for periods of twelve months or less.

- (i) During the first (10) percent of the period of financial obligation, the institution shall refund at least 90% of the tuition;
- (ii) After the first (10) percent of the period of financial obligation and until the end of the first (25) percent of the period of obligation, the institution shall refund at least fifty (50) percent of the tuition;
- (iii) After the first (25) percent of the period of financial obligation and until the end of the first (50) percent of the period of obligation, the institution will refund at least twenty five (25) percent of the tuition; and,
- (iv) After the first (50) percent of the period of financial obligation, the institution may retain all of the tuition.

4. Refund Policy for programs obligating students for periods beyond twelve months.

If the student withdraws during any subsequent period following the first twelve months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section three above.

Refund of Title IV Funds

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the **60% point in time in the payment period**. If a student does not begin training, the R2T4 formula does not apply.

For official withdrawals a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

Official Withdrawal Process:

If a student wishes to withdraw from school, they must notify the Director or another designated school official. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director or another designated school official must begin the withdrawal process. The R2T4 calculation is based on the last day of attendance.

For unofficial withdrawals a student's withdrawal date **is the student's Last Date of Attendance (LDA)**. The school's determination that a student is no longer in school for unofficial withdrawals is determined **fourteen (14) consecutive calendar days after the student's Last Date of Attendance**, or the day the student

was scheduled to return from a leave of absence.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

For Clock hour programs: The percentage of the payment period completed is calculated by the scheduled hours in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

For Semester credit hour programs: The percentage of the payment period completed is calculated by the calendar days completed in the payment period by the total calendar days in the payment period (excluding scheduled breaks of five days or more and days that the student was on an approved leave of absence.)

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

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

The following Title IV refund distribution is used for all FA students due a refund:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Unsubsidized Direct Stafford Loan
4. Subsidized Direct Stafford Loan
5. Federal Perkins Loan
6. Federal PLUS Loan
7. Direct PLUS Loan
8. Federal Pell Grant
9. FSEOG

Refunds will be made to the federal programs within 30 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Review

This policy is reviewed semi-annually to ensure compliance with federal standards.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) standards are published and are reasonably applied for measuring whether an otherwise eligible student is making SAP in the Professional Program. In order to maintain eligibility for financial aid, students must make adequate academic progress toward his/her Certificate of Achievement

Process Overview

Federal regulations require all schools participating in state and federal financial aid, Title IV, HEA programs to monitor Satisfactory Academic Progress (SAP). These standards are applicable to all students attending Abcott Institute.

Students enrolled in programs approved by Accrediting must meet formal standards that measure their satisfactory academic progress toward graduation. The policy is provided to all students prior to the first class session. The policy is consistently applied to all applicable students. Evaluations are maintained in the student file.

New SAP definitions went into effect on July 1, 2011. The school developed policies to determine the academic standards that students are expected to meet and built a means and schedule of measuring the achievement of Pace Quantitative standards and Qualitative standards. If students achieve acceptable Pace and Quantitative progress for that particular payment period, then Office of Academic Affairs reviews the 150% of the maximum allowable time frame criterion to measure students' SAP.

The faculty in consultation with the program director establishes SAP standards. Students must maintain SAP according to the following standards in order to continue enrollment. SAP is measured at the end of each payment period, and will be checked prior to disbursement of aid.

Same As or Stricter Than:

The school's SAP policy for Title IV, HEA students is the same as the school's standards for students enrolled in the same educational programs who are not receiving Title IV, HEA funding.

The Financial Aid Administrator reviews the Title IV, HEA SAP policy to ensure it meets all federal requirements. The program director notifies financial aid office if the school changes its academic policies.

EVALUATION PERIODS (Clock Hours & Semester Credit hour programs)

Formal evaluations for Satisfactory Academic Progress are conducted at the following actual clocked hours/semester credit hours and 1/2 of the instructional weeks for the program or academic year.

<u>Program</u>	<u>Clock Hours</u>	<u>Weeks</u>
CNA/HHA/PCT	305	13

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

<u>Program</u>	<u>FA credits</u>	<u>Weeks</u>
Medical Assistant	11	11
Medical Billing & Coding/ Administrative Assistant	10.5	14.5
Surgical Technician	12, 24	15, 15

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

ACADEMIC YEAR DEFINITIONS

Clock hour programs: 900 clock hours and 26 weeks of instruction for Title IV, HEA funding.

Semester credit hour programs: 24 semester credits and 30 weeks.

QUANTITATIVE (PACE) REQUIREMENT

Students are required to complete his/her educational program in no longer than 150% of the published length of the program as measured in clock hours as determined by the program in order to be considered making Satisfactory Academic Progress.

Evaluations are conducted at the end of each payment period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage as of the last day of the evaluation period. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Or, in the case of the semester credit hour programs the pace is determined by the number of semester credit hours earned divided by the number of semester credit hours attempted. An evaluation of the cumulative attendance since the beginning of the course will indicate that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Pace Measure of Satisfactory Academic Progress (SAP)

The school's satisfactory academic progress policies must contain a Pace measure. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe of 150%. For clock hour programs, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of clock hours the student is required to complete. For semester credit hour programs, the maximum time frame is no longer than 150% of the published length of the educational program as measured in the cumulative number of semester credit hours the student is required to complete.

Financial Aid Warning:

A student on Financial Aid Warning may continue to receive assistance under the Title IV, HEA programs for one payment period only. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress.

The school evaluates Satisfactory Academic Progress at the end of each payment period and checks for the following:

1. Grade point average (GPA) and the student must maintain a minimum of a 2.0 GPA.
2. Attendance
3. Clock hours, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.
4. Weeks of Instruction, the student must meet half the weeks of instruction for that programs payment period to be eligible for the next payment.

If a student falls below a 2.0 GPA, or if the student is not completing the required amount of clock hours to keep Pace with the requirements for graduation within the 150% time frame, will result in the student being placed on **Financial Aid Warning for one payment period**. A student who is put on a Financial Aid Warning can continue to receive Title IV, HEA funding for the next payment period after they receive the warning status.

If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid Warning Period, the student will be placed on Academic development Status, with a loss of Title IV, HEA funding and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility. During this period the students will not be eligible to receive Title IV, HEA

funds but he/she may continue on a cash pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days of notification of development status.

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

APPEAL PROCESS:

If the student does not make SAP at the end of the Financial Aid Warning period, they lose their Title IV, HEA financial aid eligibility and will be placed on **Academic development Status, with a loss of Title IV, HEA funding**, with the right to appeal. The student may have the opportunity to have their Title IV, HEA financial aid eligibility reinstated by appealing the **Academic development Status, with a loss of Title IV, HEA funding** decision and placed on Financial Aid Probation if the appeal is granted.

The student has five (5) days to institute an appeal. The appeal must be given to the School Director, who in turn will meet with the Admissions Director, the Financial Aid Director and the Accounts Director to make a decision on the appeal.

The student must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide supporting documents and describe in writing any unusual circumstance(s) that the student believes deserve special consideration. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within ten (10) business days. The School Director will notify the student in writing of the decision and that decision is final.

Financial Aid Probation:

If Financial Aid Probation Status is granted, the student will regain Title IV, HEA eligibility for the next eligible payment period only. The student must be making SAP at the end of the payment period to regain Title IV, HEA funding for the next payment period.

When a student is placed on Financial Aid Probation status, he or she will be required to do the following:

1. Agree to a written academic plan that specifies how the student will regain SAP. The plan may include but is not limited to mandatory tutoring, scheduled advisement sessions, extra course assignments, repeating a course for which the student received a failing grade, and/or repeating a course from which the student withdrew.
2. Sign the academic plan (a copy will be kept in the student's file).

A student on Financial Aid Probation because of a successful appeal is eligible for Title IV, HEA funds for ONE payment period only.

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

The student on financial aid warning, probation or Title IV, HEA funding suspension for a payment period may not receive Title IV, HEA funding for the subsequent period unless the student makes SAP

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

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

MAXIMUM TIME FRAME (Clock Hours)

Program	Clock Hrs.	Normal Timeframe		Maximum Timeframe
CNA/HHA/PCT*	610	26 Wks. - Days	31 Wks.- Eve	915 Hrs. / 38.5 Wks. Days - 46.5 Wks. Eve
CNA*	112	4 Wks. - Days	6 Wks.- Eve	168 Hrs. / 6 Wks. Days - 9 Wks. Eve

MAXIMUM TIME FRAME (Credit Hours)

Program	Semester Credit Hrs.	Normal Timeframe		Maximum Timeframe
Medical Assistant	40	30 Wks. - Days	42 Wks. - Eve	60 semester credits /45 Wks. Days – 63 Wks. Eve
Medical Billing & Coding with Administrative Assistant	36	36 Wks. - Days	40 Wks. - Eve	54 semester credits/54 Wks. Days – 60 Wks. Eve
Surgical Technician	51	46 Wks. - Days	65 Wks. - Eve	76.5 semester credits/69 Wks. Days – 97.5 Wks. Eve

Qualitative Measure of Satisfactory Academic Progress (SAP)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory study. Theory is evaluated after each unit of study. Students must maintain a grade average of at least 70% (C) (2.0 GPA) at the end of each progress report period (payment period).

Students must make up failed or missed tests and incomplete assignments.

The students who have failed to meet the Qualitative standards are placed first on Financial Aid Warning; if no improvement over the next payment period, the student will be placed on academic suspension, with a loss of Title IV, HEA fund and they may appeal the decision. Please review the appeal and probation requirements stated in this policy for guidance on this process. The Director of Financial Aid in coordination with the management monitors qualitative progress.

SCHOOL REGULATIONS

Conduct

Students must conduct themselves as adults at all times. Offensive conduct or language will not be tolerated. Good judgment, professional conduct and adherence to the dress code are required of each student regardless of the situation. Students who cannot conduct themselves accordingly will be warned, suspended and/or dismissed.

A professional, business environment is emulated at Abcott Institute. Just as it would not be tolerated for an employee to be regularly tardy or absent in a job situation, full attendance is also expected in Abcott Institute classes. The instructor/school must be notified in advance when a student anticipates being late or absent. If late, a student will not be permitted to interrupt a quiz or test in progress.

Attendance is part of the total education picture, and highly important in maximizing what student gains from the course. Therefore,

- *Students are expected to attend and complete all sessions of their classes and class-related work.*
- *Students are strongly encouraged to be on time and stay for the entire class. If the student needs to leave early or be absent altogether, it is the student's responsibility to notify the instructor and make arrangements to complete the work missed.*

All projects, exams, quizzes and assignments turned in for grades must be entirely the work of the individual student. Students may not communicate with one another during quizzes, homework projects, and exams. Regarding the sharing of information, the school does not distinguish between giving and receiving information. Any student found to be in violation of this policy would be disciplined as outlined below.

Other rules for student conduct are as follows:

- *Use of cell phones during class time is highly discouraged except in cases of emergency.*
- *Use of personal items such as laptops, PDA's, iPods, and other electronic equipment during class time is prohibited, unless approved for study purposes by your instructor.*
- *Smoking within the building or in the front and rear entry doorways is not permitted. Smoking is limited to outside in the side doorways.*
- *Illegal drugs and alcohol are not permitted within the school building or on school property. Students are not to be under the influence of illegal drugs or alcohol when on school property or at school related functions.*
- *Weapons are prohibited on school property.*

Students are expected to follow school regulations and to help maintain a professional learning environment through orderly, ethical and courteous behavior. Any violation of regulations and/or disruptive behavior will be referred to the School Manager. The School Manager may recommend that the offender be Warned, Placed on Probation, Suspended or Dismissed from school. Further disputes will be referred to the School Director for a final determination. The following infractions subject a student to dismissal.

- *All types of dishonesty, including plagiarism, knowingly furnishing false information to the school and forgery, alteration, or use of school documents with intent to defraud.*
- *The intentional disruption of teaching, administration, disciplinary proceedings, public meetings and programs or other school activities.*
- *Physical abuse of any person on school premises or at school sponsored or supervised functions.*
- *The theft or damage of school property or the property of a school community member on school premises.*
- *The failure to comply with directions of school officials acting in the performance of their duties.*
- *Violation of the law on school premises in a way that affects the school community's proper pursuit of educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or dangerous controlled substances on school premises.*

Attendance

Students are expected to attend all scheduled class days in the program. Students are expected to arrive to class on time and attend the entire class day. If a student is going to be absent for the day due to unforeseen circumstances or an emergency, that student will be responsible for contacting the school and notifying their instructor. The student will be responsible for all information and assignments covered during their absence. All absent hours must be made up in accordance to this policy.

Students are responsible, and are required to be signed in, to receive full credit for the day. Student attendance is monitored daily. Students who miss class must report to the Administration office upon return to school.

Student attendance in every module must comply with program requirements.

Students who are consistently tardy will be counseled since each hour missed must be made up in the same manner as missed days.

Students are required to attend all scheduled classes. It is assumed that college – level students will conscientiously fulfill their responsibility by attending all classes and contributing with ideas. Significant portions of the training in our programs are hands-on exercises and practice application; therefore, attendance is crucial in understanding the concepts and procedures taught in class. Moreover, our training programs also provide professional development training for workplace ethics and behavior.

POLICY

Students must attend 80% of the scheduled hours to successfully complete the program. All absences beyond

20% must be made up to successfully complete the program. All excused absences must be supported by proper medical/legal documentation. Attendance is taken daily and recorded; the Registrar contacts any student that is absent for three (3) consecutive days. Students who are in violation of the policy may be placed on probation for the month following the infraction of the policy. When a student is placed on probation they are given the month to correct the attendance infraction. If at the end of the month following the infraction the student's attendance has not improved they will be subject to dismissal. The School Director will make this decision.

Students will be dropped from the program after **seven consecutive days** of absence from class. Students who are academically dismissed for attendance may be eligible to re-enter under the re-entry student guidelines.

LEAVES OF ABSENCE AND INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If student enrollment is temporarily interrupted for a Leave of Absence (LOA) and documentation to support the required leave of absence is submitted to the school director (e.g. Doctor's excuse, etc.), the student will return to school in the same progress status held prior to the leave of absence. Clock hours that have elapsed during a leave of absence will extend the student's contract period by the same number of clock hours and days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation.

Interruptions/Course Incompletes/Course Repeats/Withdrawals

Students must meet the specific conditions for incomplete, withdrawals, and repetitions. No student can complete the program with an "I" or "F". All "I" or "F" grades must be made up successfully.

A student returning from LOA will have their maximum time frame extended by the number of days in the LOA. These days will not be included in the student's cumulative attendance percentage. Repeating a subject will affect the maximum time frame. All attempts at courses are counted towards the maximum timeframe. Students withdrawing from school will receive credit for all work successfully completed up to the point of withdrawal. Transfer clock hours received will not be included in the calculation of the student's GPA; however these hours will be counted toward the quantitative requirements.

OFFICIAL WITHDRAWAL FROM SCHOOL

In the event that circumstances beyond the student's control make it necessary for withdrawal the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form with using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

UNOFFICIAL WITHDRAWAL FROM SCHOOL

In the event that the school unofficially withdraws a student from school the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date. This process is discussed in more detail in the Return to Title IV, HEA funds policy.

REINSTATEMENT

A prior student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing to the School Director. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five (5) days following the decision of School Director.

Reinstatement before 180 days

Students who withdraw prior to completion of the course and wish to re-enroll within six months (180 days) of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Reinstatement after 180 days

Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$50 application fee and will be charged for contacted hours at the current tuition rate. All re-enrolling students will be provided the school’s re-enrollment policy and will be evaluated by the school Director for placement. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Drop Policy

For official withdrawals a student’s withdrawal date is the date the school received notice from the student that they are withdrawing.

Official Withdrawal Process:

If a student wishes to withdraw from school, they must notify the Director or another designated school official. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director or another designated school official must begin the withdrawal process. The R2T4 calculation is based on the last day of attendance.

For unofficial withdrawals a student’s withdrawal date **is the student’s Last Date of Attendance (LDA)**. The school’s determination that a student is no longer in school for unofficial withdrawals is determined **fourteen (14) consecutive calendar days after the student’s Last Date of Attendance**, or the day the student was scheduled to return from a leave of absence.

GRADING

Final Grade Reports

Instructors are required to submit to the Director the final grade for each student whose name appears on the “Grade Submission Form”. Instructor grade reports are the official record of the student’s grades and are permanently filed at Abcott Institute.

Attendance

Students who have not completed the required number of hours for a module will receive an incomplete until the attendance is made up.

Make-up Policy

Any missed test, quiz, homework, project, presentation or other assigned in-class work must be made up at a time designated by the instructor or a zero will be given.

Grading Period

Students will receive grades at the end of each module.

Grade and Record Policies

1. Final grades for each course are recorded and preserved.
2. Grades are earned and recorded as follows:

Numerical Grade	Letter Grade	Description	4-Point Scale
90-100	A	Excellent	4.00
80- 89.9	B	Good	3.00
70- 79.9	C	Average	2.00
Below 70	F	Fail	0.00
Incomplete	I	Incomplete	0.00

3. “I” grades may be assigned provided the student is passing the course but has not met the minimum 80% attendance requirement. Students have two (2) weeks to bring attendance into compliance. If an “I” grade is not changed within two (2) weeks the course must be repeated. Official Withdrawals and repeats do not affect the students GPA but do affect maximum time frames. The institution will replace the grade for repeated subjects, but the credits attempted will still be counted towards SAP.
4. Students must complete the minimum 80% attendance in a module to receive a grade.

Retake Policy

The purpose of a course retake is to provide students with additional opportunities to become quality graduates while maintaining the school's high standards of performance.

To qualify, a student must be current in all payments. Students are permitted to retake a course once. The retake of the coursework shall be completed before continuation in the curriculum is allowed.

A course retake is subject to the following requirements:

- A. Failure to achieve the minimum grade of 70% in the make-up work or retake will constitute academic dismissal.
- B. A student may retake a maximum number of 2 courses. Any subsequent course with a grade below 70% will result in academic dismissal.
- C. Grades received as a result of a retake will replace the original grade from the course for purposes of calculating the cumulative GPA. However, both grades will appear on the transcript.

Additional Rules and Regulations

Students are expected to follow all written rules and regulations. Rules and regulations are furnished to each student upon enrollment and a copy is available at the main office. All students are also required to abide by any classroom rules that have been issued by their instructor.

Previous Education and Training (Transfer of Credit and Clock Hours)

Abcott does not currently have a reciprocal agreement with any institution for transfer of credits. Students accepted for enrollment into Abcott will be allowed to transfer credits and/or hours earned from other accredited institutions recognized by the United States Department of Education as outlined herein:

1. The student is required to provide an official transcript outlining credits and/or clock hours earned and course descriptions from the previously attended institution prior to the request for evaluation.
2. The student must have earned at least a grade of “C” (70%, 2.0) for each course accepted for transfer credits and/or hours.
3. The course must have had course content and units of measurement similar to those in Abcott Institutes’ program.
4. The student’s last date of attendance at the prior institution must be within two years of enrollment at Abcott
5. The request must be submitted in writing.
6. Course competency exam may be required.
7. Transfer requested must be in the similar course work.
8. Transfer of courses is determined on a case-by-case basis by the school director and as approved by the school management.

For students meeting this criteria, credits will be reflected in the student’s academic record as a transfer credit “TC” but will not count towards a student’s cumulative grade point average. Transfer credits will count as credits attempted and credits earned in the calculation of maximum time frame as part of satisfactory academic progress determination. Tuition will be adjusted by an amount equal to the cost of the course(s)/hours.

Credit is limited to no more than 50% of the total Abcott Institute program and certain classes may not be eligible for credit.

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

Example: If a student transfers into the school with 200 clock hours already attempted then all 200 clock hours would count toward the 150% quantitative requirements. If after the evaluation of your hours by the School Director, we only accept 100 of the clock hours attempted then you only have 510 clock hours remain in the CNA/HHA/PCT program. However, all 200 clock hours attempted must count toward the 960 max clock hours under the 150% quantitative requirements.

Transfer of Credit (Program to Program within school)

Some courses are common to all programs, those courses may be used as a transfer of credit if transferring to or enrolling in a different program. To determine eligibility please see the School Manager.

Language

All classes are taught in English.

Attendance Requirements for VA Students

Abcott is required to inform DVA if attendance drops below 18 clock hours per week. This constitutes a change to the full time payment level since below 18 hours per week is at the three quarter payment level.

Abcott can only certify for GI Bill benefits for 110% of the course length

Attendance Policy—VA Students

Students are required to attend all scheduled classes. It is assumed that college – level students will conscientiously fulfill their responsibility by attending all classes and contributing with ideas. Significant portions of the training in our programs are hands-on exercises and practice application; therefore, attendance is pertinent in understanding the concepts and procedures taught in class. Moreover, our training programs also provide professional development training for workplace ethics and behavior. (See Attendance Policy)

STUDENT SERVICES

Student Services

Abcott Institute has a student Services department to advocate on behalf of the student. This department exists to help the student be successful throughout their tenure at the school. As issues arise the Student Services department will assist students in overcoming obstacles that interfere with their progress. Referral and agencies and or support groups and a wide variety of social services are available.

Career Services

Because Abcott Institute provides a setting, which parallels the professional environment; graduates of Abcott Institute career programs compete very successfully in the job market. Additionally, Abcott Institute provides students with job search and interview techniques that enable them to access the market and effectively present their qualifications to prospective employers.

Placement Assistance

Abcott Institute has its own Career Services department, headed by an experienced Career Counselor, who focuses solely on assistance with placing students into jobs. In addition to actively seeking job openings for qualified students the counselor provides personal career counseling.

The Institute does not guarantee job placement.

Career Counseling and Workshops

Abcott Institute’s Career Counseling services provide customized coaching to help students gain lifetime skills - not only to help graduates obtain their initial positions, but help them manage their careers in the ensuing years. Career counselors work with students one-on-one to show them how to examine the skills they have acquired through their education, work and life experience, and incorporate these qualities into a concise and effective resume. Further, counselor help students prepare for the job search, instruct them on how to use contacts and

networking techniques, and work with them on effective interviewing techniques. Career Development Workshops are also conducted periodically and cover the entire range of employment activities.

Student / Graduate's Responsibility

Career Services are available to all students successfully completing Abcott Institute courses. All students are expected to fully participate in order to maximize their job placement prospects.

Placement Questionnaire and Resume Preparation

Students must complete **Abcott Institute's** placement questionnaire and prepare a draft copy of their resume to review with a career services counselor. The information is used to match the skills of the student with job opportunities discovered by the career services counselor. Certificates of completion will not be issued until the student has submitted a resume and placement questionnaire, or, a completed work verification form for students already employed.

Independent Job Search Activity

Job search is a joint effort by the school and the student. Approaches and activities in the job search process are discussed at both career counseling sessions and resume and career workshops. Graduates are expected to conduct independent job searches in conjunction with Career Services.

Communication with the School

Graduates need to keep in touch with the Career Services office during their job search. The purpose of this systematic contact is to avoid interview-scheduling conflicts, discuss and evaluate interviews and job offers, provide background information on most companies, and receive individual assistance with any problems.

Career Services Eligibility

Graduates are provided assistance in obtaining their first jobs. Career Services assistance is not provided for those who have not fulfilled contract obligations, do not fulfill their Career Services obligations, have had their tuition paid directly to the school by their employers, or are placed on conduct probation. Any request for an exception must be made in writing to the Career Services Director.

Guest Speakers and Special Events

As part of the school's effort to provide a wide range of experiences for students, guest speakers are invited to the school to share their knowledge and expertise in the field. Special events are planned during the school year and are posted on the school bulletin board. In some cases these events are mandatory and part of classroom instruction, and other events are highly recommended but not mandatory. Be sure to speak to your instructor for more information.

Students' Right to Appeal

The appeal must be submitted in written form within five (5) days of notification and addressed to:

Abcott Institute, 16250 Northland Drive, Suite 205, Southfield, MI 48075 explaining the extenuating circumstances. The student is advised to provide supporting documentation and is advised that the school may request specific documentation of the reason(s) stated in the student appeal.

The decision will be made by the School Director and will be final.

Advising Assistance

Students are encouraged to discuss problems, grades, attendance or any questions they may have with their instructors or with other Student Services department.

Release of Student Information

In keeping with the Family Educational Rights and Privacy Act of 1974 (FERPA), the school will not release information or records to unauthorized persons or agencies without the specific written permission of the student and/or the student's guardian or parent if the student is a minor. Educational records are defined as

files, materials, or documents which contain information directly related to a student, and are maintained by the Institute. Students are not entitled to inspect financial records of their parents.

Written consent is required before educational records may be disclosed to third parties with the exception of the Accrediting Commissions and Government Agencies so authorized by law. The school maintains a record of requests for disclosures. At Abcott, FERPA rights apply to students. A student is a person who is or has been in attendance at the institution, regardless of the person's age.

What are a student's rights under FERPA? Under FERPA, a student has a right to

- inspect and review his or her educational records;
- request to amend his or her educational records;
- have some control over the disclosure of information from his or her educational records.

Abcott notifies students annually of their FERPA rights in the school catalog. If students believe that such rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at www.ed.gov/policy/gen/guid/fpc.

Do students have a right to see and change their educational records? Educational records covered by FERPA normally will be made available within forty-five days of the request. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to the custodian of records. The School Director is the official custodian of records at the school.

Examination of Student Records

1. All students attending this post-secondary institution shall have the right to review their academic records, including grades, attendance and counseling.
2. Records are supervised by the School Director, and access is afforded by school officials for purposes of recording grades, attendance and counseling, as well as for determining financial aid eligibility.
3. Students may request a review of their records by writing the School Director and such a review will be allowed at regular school hours under appropriate supervision. Students may also obtain a copy of their records on payment of \$10.00 per page (certificate & transcript excluded).

Students Rights of Access

Records of students are the sole property of the school and may not be removed from the school. Students may review their records upon written request. Records will be made available in the office and may not be taken from the school.

Students who have questions or concerns should direct general questions to the administration office.

Non-Discrimination Policy

Abcott Institute does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identity or expression, age, or military veteran status in its employment practices or in the provision of educational programs and services. Pursuant to Title IX of the Educational Amendments of 1972 and 34 C.F.R. Part 106, Abcott's Title IX coordinator is the designated agent of the school with primary responsibility for coordinating school Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX coordinator oversees monitoring of school policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the campus community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the school's Title IX compliance. Abcott Institute will not tolerate discrimination against anyone, generally or specifically, based on race, creed, religion, origin, gender, age, or disability. In accordance with Title IX, section 504, section 104.7 (a), the Director of Finance will be available to any person who has a complaint against the School that would fall under Title IX Section 504. The School Director and the Director of Finance are located at 16250 Northland

Drive, Suite 205, Southfield, MI 48075(248-440-6020) and are available during regular office hours.

Student Financial Planning/Financial Assistance

Abcott Institute participates in Federal Title IV Financial Aid programs; Financial Aid Programs available to students include Pell Grants and Federal Family Educational Loans. Pell grants do not have to be paid back. Students and Parents who receive money from the Federal Family Educational Loan Program (FFELP) for their education are obligated to pay these loans back when they become due.

The school also participates in several private loan programs.

Tuition and Fees are due at the time class begins. Any student who cannot pay their tuition and fees in full at the time class begins may apply for Federal Financial Aid for grants and loans.

Grants and/or loans will be credited to the student account to pay tuition and fees. The student may use any remaining money over and above tuition and fees for supplies, shoes and other educational expenses.

Financial Aid and Satisfactory Academic Progress Policy

Federal regulations require that students maintain satisfactory academic progress in the course of study being pursued, according to the standards and practices of the institution in which he/she is enrolled, in order to receive aid under the Higher Education Act.

The student is urged to become familiar with this satisfactory academic progress policy and any policy that may govern outside sources of financial aid the student may have qualified for such as Vocational Rehabilitation, WIA, etc.

Financial Aid Probation and Suspension

In the event a student fails to meet minimum requirements, the student will be placed on probation, during which time the student may continue to receive Title IV aid.

If at the end of the probationary period, the student fails to meet minimum criteria, the student will be suspended from participating in all Title IV programs and must attend without benefit of Title IV assistance until such time as eligibility is reestablished.

Appeal of Financial Aid Suspension

Students who are denied financial aid may appeal the decision, if there are extenuating circumstances.

Extenuating circumstances include but are not limited to: Death in the Family, Illness and Hospitalization. The appeal must be submitted in written form within ten (10) days of notification and addressed to:

Abcott Institute 16250 Northland Drive, Suite 205, Southfield, MI 48075. In this letter the student must explain the extenuating circumstances. The student is advised to provide supporting documentation and is advised that the school may request specific documentation of the reason (s) stated in the student appeal. The Financial Aid Director will review the appeal and make the final determination.

Student Responsibility

The student will be held responsible for knowing their eligibility status at the end of each grading period. If in need of assistance, the student may come to the Financial Aid Office for counseling or verification of eligibility.

Transcripts

A complete set of student records, including a transcript of grades is kept in a permanent file. One copy of the official transcript and Certificate of Completion is provided to each student free of charge. There is a \$20.00 charge for extra official transcripts or Certificates of Completion.

Certification Exams

Professional certifications and registry recognition enhance the prospect of ultimately securing and maintaining rewarding employment. Therefore, to encourage graduates to sit for applicable certification examinations, Abcott offers to pay for examination fees one-time for graduates meeting examination preparation requirements. Abcott Institute, however, makes no promise or guarantee of a graduate's successful outcome of any certification examination or ability to gain certification or recognition by any professional registry. Program-

specific certification information is included in the Program Overview section of this catalog.

To be eligible for this incentive, students must meet all program and graduation requirements. All payments are made directly to the testing agency. It is strongly recommended that students schedule and complete all certification exams within 45 days after graduation.

Graduation and Program Requirements

To be eligible for Graduation, the student must:

1. Meet the attendance requirement
2. Demonstrate Satisfactory Academic Progress
3. Meet All Financial Obligations to the School

A *Certificate* is awarded upon successful completion of the program. Graduation ceremonies are held three times a year.

Programs

CNA/HHA/PCT Combo

610 Clock Hours Certificate Program

Program Objective: This program prepares a student to acquire skills as Patient Care Technician, Nursing Assistant and Home Health Aide. Patient Care Techs help patients attain maximum functional independence while assisting them with their personal care and daily living tasks. Nursing Assistants work closely with residents in hospitals, long-term care facilities and adult day care centers. This combination of skills helps an individual serve in versatile fields of Medical profession hence, providing wider employment opportunities.

Overview: Abcott Institute’s Combo training program is designed as a pre-nursing course and prepares the student for an entry-level position on the nursing career ladder. Instruction is presented in the basic sciences as it relates to the human body and health. The combination of theory and skill development is utilized during the student’s training experience with emphasis on caring for a wide variety of patients. Under the supervision of highly trained instructors, the student will receive proper training that emulates the environment and function that a PCT would encounter in a typical day. These practices complement classroom instruction as well as the internship experience. As per state requirements, the clinical portion of the class is conducted under the supervision of a highly trained instructor. This program prepares the student to take the State of Michigan Certified Nurse Assistant certification exam and the National Patient Care Technician Exam by NHA. Although this program is designed to prepare the student to take the certification exams **completion of the program does not guarantee passing of the certification exams.**

To be employed as a Certified Nurse Assistant in the state of Michigan you must pass the State Certification exam.

Module A. Certified Nurse Assistant Theory

91 Course Hours

Text: Jetta Fuzy, RN, MS: Hartman’s Nursing Assistant Care The Basics (Text and Work Book)

ISBN: 978-1-60425-050-3 and 978-1-60425-051-0 (\$33.20 + S&H)

The student will learn the skills necessary to provide direct care to residents of long term care facilities. This includes taking and recording of temperature and blood pressure, patient assistance skills - feeding, dressing and bathing as well as measuring food and liquid intake and output. The student also learns related anatomy and physiology combined with safety and body mechanics. Patient rights advocacy, patient abuse prevention and communication skills are included in the curriculum. This course includes an externship at a state approved long-term care facility.

Class Size for CNA Students: *The number of students per instructor is not to exceed 22 Students in the classroom, 12 Students in laboratory and 8 students in the clinical setting.*

Module B. Phlebotomy

112 Course Hours

Text: Pearson Custom Library: Abcott Institute Phlebotomy & ECG Textbook, ISBN: 9781323343098 (\$63.50 + S&H)

Text: Certified Patient Care Technician (CPCT) Study Guide: ISBN: 9781565335318 (\$38.00 + S&H)

The students will learn the essentials of blood sample collection to enable them to perform basic phlebotomy. This will include anatomy of the circulatory system, blood sample collection by syringe, multi-sample needle and dermal puncture and preparation/preservation of blood samples.

Module C. Medical Terminology

112 Course Hours

Text: Fremgen: Medical Terminology: A Living Language 6thed ISBN: 9780134070254 (\$93.33 incl. S&H)

The student will learn to interpret medical terms that may be used in providing direct care to patients in a home care, hospital or long-term environment. The student will also gain a working knowledge of the varied systems of the human body.

Module D. Anatomy & Physiology

112 Course Hours

Text: Fremgen: Medical Terminology: A Living Language 6thed ISBN: 9780134070254 (\$93.33 incl. S&H)

The student will learn to interpret medical terms that may be used in providing direct care to patients in a home care, hospital or long-term environment. The student will also gain a working knowledge of the varied systems of the human body.

Module E. ECG

112 Course Hours

Text: Pearson Custom Library: Abcott Institute Phlebotomy & ECG Textbook, ISBN: 9781323343098 (\$63.50 + S&H), NHA Certified Patient Care Technician (CPCT) Study Guide: ISBN: 9781565335318 (\$38.00 + S&H)

The students will learn the basics of electrocardiography including anatomy of the heart and the cardiac cycle. They will learn the procedure for performing the standard 12 lead ECG.

Module X. Clinical Externship and Career Development

71 Course Hours

The student practices learned skills in a hospital and nursing home setting.

Gainful Employment, Tuition and Career Disclosures

For more information on our graduation rate, the median debt of students who have completed the program, and other important information, refer to the Gainful Employment Disclosure section on our website at <https://abcott.edu/disclosures/>

Certified Nurse Assistant

112 Clock Hours Certificate Program

Program Objective: The objective of the Certified Nurse Assistant Program is designed to prepare students for positions in long-term care facilities.

Overview: A variety of job opportunities may be available to graduates of this program. Certified Nurse Assistants can work in a variety of health care facilities and in some home-care settings. Students who successfully complete the Certified Nurse Assistant Program will possess the necessary skills to take and pass the approved National Certification Exams for the state of Michigan and become employed as a Certified Nurse Assistant. Upon successful completion of the program, graduates will be awarded a Certificate of Completion. Although this program is designed to prepare the student to take the certification exam **completion of the program does not guarantee passing of the certification exam.**

To be employed as a Certified Nurse Assistant in the state of Michigan you must pass the State Certification exam.

Module A. Certified Nurse Assistant

91 Course Hours

Text: Jetta Fuzy, RN, MS: Hartman's Nursing Assistant Care The Basics (Text and Work Book)

ISBN: 978-1-60425-050-3 and 978-1-60425-051-0 (\$33.20 + S&H)

The student will learn the skills necessary to provide direct care to residents of long term care facilities. This includes taking and recording of temperature and blood pressure, patient assistance skills - feeding, dressing and bathing as well as measuring food and liquid intake and output. The student also learns related anatomy and physiology combined with safety and body mechanics. Patient rights advocacy, patient abuse prevention and communication skills are included in the curriculum. This course includes an externship at a state approved long-term care facility.

Clinical Externship

21 Course Hours

The student practices learned skills in a Nursing home setting

Class Size for CNA Students: *The number of students per instructor is not to exceed 22 Students in the classroom, 12 Students in laboratory and 8 students in the clinical setting.*

Medical Assistant

40 Credits

Program Objective: This program is designed to prepare students for an entry-level position as a Medical Assistant in a private physician's office or clinic. This program will prepare an individual to assist the physician during exams, interview and educate patients, measure and record vital signs and administer injections. Upon successful completion, the student is eligible for the National Medical Assistant Certification exam.

Overview: Students will receive comprehensive instruction in clinical medical assisting. The course combines theory and practical instruction, and includes an externship where students practice in the real world what they've learned in the classroom. Course competency will be measured by written and practical examinations. Practical material will be presented and graded in a competency-based fashion under the direction and supervision of a qualified instructor.

At the end of the course the student will be able to:

- Identify parts of the human body
- Describe the basic function of each body system
- Utilize medical terminology in written and spoken communications
- Define medical terminology found in medical records
- Define medical conditions, diseases and disorders commonly treated in a doctor's office
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient
- Perform basic wound care
- Demonstrate proper positioning and draping for patient procedures
- Locate information regarding medications
- Demonstrate the administration of oral and injectable medication
- Instruct patient in preventative health practices
- Assist physician with examinations
- Demonstrate minor specimen testing and recording of results
- Demonstrate the collection of specimens
- Demonstrate first aid for disorders of the muscular-skeletal system

Module A: Introduction to Healthcare/Business Communications/Law & Ethics **112 Course Hours**

COURSE DESCRIPTION: An introduction to the health care environment, this course focuses on the health care team and delivery systems. Students will learn about legal responsibilities, ethical issues, Business communication, interpersonal behaviors, wellness, and disease

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

1. Communication
2. Certifications in Healthcare
3. Roles & Responsibilities
4. Business Communication
5. Computer Technology usages
6. Legal & Ethical Issues in Healthcare

TEXTS: Text: Administrative Medical Assisting Foundations & Practices by Christine Malone (Pearson) (ISBN: 9780133430653)

Module B: Phlebotomy **112 Course Hours**

COURSE DESCRIPTION: Introduction to Phlebotomy practice and quality assessment, patient communication, safety, infection control, blood collection equipment and procedures, venipuncture procedures and specimen handling, transporting, and processing.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Perform standard venipuncture techniques: a) Straight needles, b) Butterfly, c) Syringe
- Perform capillary puncture for glucose and Hct testing
- Order of draws utilizing proper blood collection tubes
- ID and assemble laboratory equipment for testing
- Perform vital signs testing
- Understand proper specimen handling, transporting, and processing
- Perform visual and dipstick UA

TEXTS: Abcott Institute Phlebotomy & ECG Textbook, Pearson Custom Library (ISBN: 9781323343098)
NHA Study Guide (ISBN: 978-1-56533-531-8)

Module C Medical Terminology - I **112 Course Hours**

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively
- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems, which include integumentary, musculoskeletal, cardiovascular, blood and the lymphatic and immune.

TEXTS: Medical Terminology, 6th Edition A Living language (ISBN: 9780134070254)
by Bonnie S. Fremgen and Susan Frucht (Pearson)

Module D Medical Terminology - II

112 Course Hours

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively
- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems, which include respiratory, digestive, urinary, reproductive, endocrine, nervous, special senses: The eye and ear.

TEXTS: Medical Terminology, 6th Edition A Living language (ISBN: 9780134070254) by Bonnie S. Fremgen and Susan Frucht (Pearson)

Module E EKG

112 Course Hours

COURSE DESCRIPTION: Introduction to Medical terms, abbreviations and definitions with associated anatomy. Provide students with basic knowledge and skills to perform electrocardiogram (EKG). Introduction to basic heart terminology, anatomy and related normal and abnormal (arrhythmias) seen on EKG. Introduction to pharmacology, administering medications, basic nutrition and diet therapy.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms related to EKG
- Use medical terms to communicate effectively related to EKG
- Define cardiac anatomy and electrical conduction system
- Identify normal and abnormal (arrhythmias) heart rhythms
- Be able to correctly obtain basic vital signs, height and weight
- Understand the safety precautions in administering medications
- Understand the principles of pharmacology

TEXTS: Abcott Institute Phlebotomy & ECG Textbook, Pearson Custom Library (ISBN: 9781323343098) NHA Study Guide, NHA Study Guide (ISBN: 978-1-56533-531-8)

Module F Medical Insurance/ EMR/EHR/Office Procedures

112 Course Hours

COURSE DESCRIPTION: Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Introduction to computerized medical billing and office management / procedures; introduction to the components of the electronic health record.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Describe the fundamental components and processes of health information systems.
- Apply technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
- Use specialized health information management software in the completion of HIM processes such as record tracking, release of information, registries, billing, and imaging.
- Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
- Apply confidentiality and security measures to protect electronic health information.

- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
- Perform a medical billing simulation for a medical office.
- Use electronic health record technology to collect, store and analyze medical data.

TEXTS: Text: Administrative Medical Assisting Foundations & Practices by Christine Malone (Pearson) (ISBN: 9780133430653)

Module X: Externship

168 Hours

The student practices learned skills in a clinical setting

Medical Billing and Coding with Administrative Assistant

36 Credits

Program Objective: The objective of the program is to prepare students to enter the workforce in the healthcare setting in entry-level position with a thorough understanding of medical billing and coding. Students are introduced to several techniques for finding and applying the correct codes in today’s standard coding systems. This program thoroughly prepares students to code patients’ medical records correctly and optimize reimbursement for a full range of medical services. The program provides hands-on training in the various activities of the medical office, including use of the computer and medical software and practice on the Internet with medical billing. Upon successful completion of the program, the student is eligible for the national certification exam

Overview: Learn basic medical billing procedures including posting charges, completing ledger cards, filing and tracking claims, and generating reports and daily transactions. Understand the different types of insurance including HMO’s, Medicare, Medicaid, and their impact on medical billing. Upon successful completion of the program, the student will be able to:

- Explain the components for the various body systems and corresponding medical terminology.
- Recognize the importance of confidentiality when dealing with medical records, and
- Describe the essential working aspects of a successful medical office.
 - Gather/review essential patient information
 - Verify required documentation before patient information is released
 - Prevent fraud/abuse by auditing billing
 - Support coding and billing process
 - Assign codes for diagnoses and procedures
 - Submit claims for reimbursement
 - Coach healthcare providers to achieve optimal reimbursement
 - Review and answer practice correspondence
 - Operate computer systems to accomplish office tasks
 - Answer calls, schedule appointments, greet patients and maintain files
 - Update and maintain patient and other practice-specific information
 - Coordinate operation reports such as time and attendance

Module A: Introduction to Healthcare/Business Communications/Law & Ethics

112 Course Hours

COURSE DESCRIPTION: An introduction to the health care environment, this course focuses on the health care team and delivery systems. Students will learn about legal responsibilities, ethical issues, Business communication, interpersonal behaviors, wellness, and disease

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

1. Communication
2. Certifications in Healthcare
3. Roles & Responsibilities
4. Business Communication
5. Computer Technology usages
6. Legal & Ethical Issues in Healthcare

TEXTS: Text: Administrative Medical Assisting Foundations & Practices by Christine Malone (Pearson) (ISBN: 9780133430653)

Module B Basic Medical Coding

112 Course Hours

COURSE DESCRIPTION: This course further develops the skills needed to perform the duties of a medical administrative professional in any outpatient setting. Continued emphasis is placed on records management, billing, and skills necessary to aid in the day-to-day management of a medical practice. This course will enable students to grasp basic concepts pertaining to the role of the medical insurance specialist including areas such as basic diagnostic coding, basic procedural coding, Medicare, HIPAA, and bill collection strategies. Written communications are heavily focused on and practiced throughout the course. Students will use various methods to learn how to input patient data, perform billing and other medical administrative functions.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Utilize general office skills in the outpatient medical practice industry.
- List the potential uses and advantages of health information technology in the outpatient medical office.
- Understand concepts of billing and collection for both public and private sector.
- Accurately complete insurance forms and demonstrate proficiency with key reimbursement terminology.
- Demonstrate the skills necessary to successfully aid a practice in maintaining compliance with many varied federal regulations.
- Demonstrate basic understanding of HIPAA as it applies to patient privacy and practice compliance.

TEXTS: Text: Medical Coding: A journey by Beth A. Rich (Pearson) (ISBN: 9780132541770)

Module C Medical Terminology - I

112 Course Hours

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively
- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems, which include integumentary, musculoskeletal, cardiovascular, blood and the lymphatic and immune.

TEXTS: Medical Terminology, 6th Edition A Living language (ISBN: 9780134070254) by Bonnie S. Fremgen and Susan Frucht (Pearson)

Module D Medical Terminology - II

112 Course Hours

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively
- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems, which include respiratory, digestive, urinary, reproductive, endocrine, nervous, special senses: The eye and ear.

TEXTS: Medical Terminology, 6th Edition A Living language (ISBN: 9780134070254) by Bonnie S. Fremgen and Susan Frucht (Pearson)

Module E Advanced Medical Coding

112 Course Hours

COURSE DESCRIPTION: This course provides students with an advanced understanding of Current Procedural Terminology coding to bill for medical procedures and services as well as the Health Care Procedure Coding System to bill for medical services and supplies. Students further familiarize themselves with the Resource Based Relative Value Scale (RBRVS) as it's used in sophisticated medical billing and also learn to code for more complex medical services and procedures in accordance with the anatomical system to which they apply.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Examine the purpose of audits in medical billing
- Use Current Procedural Terminology (CPT) codes to bill for various levels of evaluation and management (E/M) services
- Describe the guidelines pertaining to surgical coding
- Apply CPT coding to billing for procedures and services related to the integumentary and musculoskeletal systems
- Apply CPT coding to billing for procedures and services related to the respiratory, digestive, and cardiovascular systems
- Apply CPT coding to billing for procedures and services related to genital systems and general surgery I and II
- Apply CPT coding to billing for procedures and services related to radiography
- Apply CPT coding to billing for pathology and laboratory procedures and services
- Apply CPT coding to billing for medicines
- Examine the HCPCS coding system

TEXTS: Text: Medical Coding: A journey by Beth A. Rich (Pearson) (ISBN: 9780132541770)

Module F Medical Insurance/ EMR/EHR/Office Procedures

112 Course Hours

COURSE DESCRIPTION: Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Introduction to computerized medical billing and office management / procedures; introduction to the components of the electronic health record.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Describe the fundamental components and processes of health information systems.
- Apply technology, including hardware and software, to ensure data collection, storage, analysis, and reporting of information.
- Use specialized health information management software in the completion of HIM processes such as record tracking, release of information, registries, billing, and imaging.
- Apply policies and procedures to the use of networks, including intranet and Internet applications to facilitate the electronic health record (EHR), personal health record (PHR), public health, and other administrative applications.
- Apply confidentiality and security measures to protect electronic health information.
- Participate in the planning, design, selection, implementation, integration, testing, evaluation, and support for organization-wide information systems.
- Perform a medical billing simulation for a medical office.
- Use electronic health record technology to collect, store and analyze medical data.

TEXTS: Text: Administrative Medical Assisting Foundations & Practices
by Christine Malone (Pearson) (ISBN: 9780133430653)

Module X: Externship

128 Hours

The student practices learned skills in a clinical setting

Surgical Technician

51 Credits

Program Objective: Surgical technologists maintain asepsis in the operating room, pass instruments and sterile items and equipment to the surgeon during a procedure, maintain the sterile field, and prepare instruments, supplies and equipment before and after an operation.

The mission of the surgical technology program is to prepare graduates to work as surgical technologists in operating rooms with surgeons, anesthesiologists, registered nurses and other surgical team members and helps deliver high quality of patient care. After graduation, students are eligible to take National Certification examination. Certification through the National Center for Competency Testing allows the use of the title “Tech in Surgery - Certified (NCCT).”

Overview: Surgical Technicians are also called Surgical Technologists or Operating Room Technicians. Surgical Technicians assist in preparing operating rooms for surgery. Surgical Technicians are responsible for having surgical instruments, sterile bandages and linens, needed fluids, and other equipment ready for the operation. Surgical Technicians also assist doctors by handing them needed instruments during surgery and for counting sponges and needles before and after the operation. Surgical Technicians deliver specimens to hospital laboratories for analysis, and after operations they take patients to the recovery room. Surgical Technology program involves classroom instruction and practical experience in medical terminology, ethics, medical aspects of surgical care, asepsis (sterile techniques), anatomy, and anesthesia.

Surgical technologists need manual dexterity because they must handle instruments quickly. They also must be conscientious, orderly, and emotionally stable in order to handle the demands of surgeons. Technologists must also be able to respond quickly and have knowledge of various operating room procedures. CPR skills and certificate is provided upon the completion of the program.

Module A Introduction to Surgical Technology

112 Course Hours

COURSE DESCRIPTION: Introduction to Surgical Technology, scope of practice and tasks and responsibilities of the Surgical Technologist, Patient-centered care, physiological needs and therapeutic

communication. Introduction to medical law and ethics, hospital administration, operating room environment and environmental hazards.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Understand the scope of practice, tasks and responsibilities of the Surgical Technologist
- Understand Patient-centered care and Maslow Hierarchy
- Understand Medical Law and Ethics
- Understand Hospital Administration and Organization
- Understand Operating Room Environment
- Understand Effective Communication and Teamwork
- Understand Transporting, Transferring, and Positioning of the patient
- Understand Environmental Hazards

TEXTS: Surgical Technology, 6th Edition Principles and Practice (ISBN: 9780721696935) by Joanna Kotcher Fuller (Elsevier)

Module B Surgical Procedures - I

112 Course Hours

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Identify the correct set-up of a surgical case
- Demonstrate the preparation of the surgical wound dressing
- Identify /distinguish sutures by package labeling, sizes and select proper sutures
- Properly pass suture-needle combinations
- Describe the characteristics of laser energy
- Describe safe use of dispersive and active electrodes
- Compare the classification of lasers
- Describe the preoperative preparation of room equipment for endoscopic procedures
- Discuss the disinfection and sterilization procedures for flexible and rigid endoscopes
- Identify the components of a robotic surgical system
- Describe the characteristics of tissue
- Identify classifications of instruments
- Describe the care and handling of instruments
- Recognize specific abdominal incisions
- Differentiate between muscle-splitting and muscle cutting incisions
- Describe the tissue layers of the anterior abdominal wall

TEXTS: Surgical Technology, 6th Edition Principles and Practice (ISBN: 9780721696935) by Joanna Kotcher Fuller (Elsevier)

Module C Medical Terminology - I

112 Course Hours

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively

- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems, which include integumentary, musculoskeletal, cardiovascular, blood and the lymphatic and immune.

TEXTS: Medical Terminology, 6th Edition A Living language (ISBN: 9780134070254)
by Bonnie S. Fremgen and Susan Frucht (Pearson)

Module D Medical Terminology - II

112 Course Hours

COURSE DESCRIPTION: Medical terms, abbreviations and definitions with associated anatomy. Topics include roots, prefixes, and suffixes commonly used in the medical field and terminology related to body systems and disorders.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Analyze and define medical terms
- Use medical terms to communicate effectively
- Identify the various word parts of medical terminology
- Recognize and define common medical symbols, abbreviations, diagnostic tests and procedures
- Identify the main structures pertaining to the body and its systems, which include respiratory, digestive, urinary, reproductive, endocrine, nervous, special senses: The eye and ear.

TEXTS: Medical Terminology, 6th Edition A Living language (ISBN: 9780134070254)
by Bonnie S. Fremgen and Susan Frucht (Pearson)

Module E Surgical Procedures - II

112 Course Hours

COURSE DESCRIPTION: In this course students will continue to learn various surgical procedures performed during Gynecological and Obstetrical, Genitourinary, Ophthalmic, Otorhinolaryngologic, Oral, and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Peripheral Vascular Surgery Cardiothoracic Surgery, Pediatric Surgery and Neurosurgery. Students will also learn various surgical instruments used in above mentioned surgeries

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Identify instruments and equipment required in hysteroscopic, transurethral procedure
- Identify the method used for draping the patient
- Differentiate electrolytic and nonelectrolytic fluids used during intrauterine procedures
- Identify obstetrical and gynecological complications and procedural considerations
- Name and recognize the commonly used surgical instruments
- Differentiate different types of urinary catheters
- Practice safe procedures and techniques in eye surgery
- Define the common terminology used in surgery involving the ear, nose, throat and mouth
- Identify the key anatomical structures of the ear, nose, throat and mouth
- Identify the purpose and procedure for performing a tracheostomy
- Identify the anatomical structures of the skin
- Identify procedures for breast augmentation, reduction, reconstruction after mastectomy
- Identify the names and uses of orthopedic instruments, hardware, and supplies
- Describe the proper sequence of events in orthopedic procedures
- Identify various grafts used for peripheral vascular surgery
- Describe common cardiac and pulmonary procedures
- Understand the importance of hemostasis in pediatric surgery

- Analyze and describe the sequence of procedural steps in many neurological procedures

TEXTS: Surgical Technology, 6th Edition Principles and Practice (ISBN: 9780721696935)
by Joanna Kotcher Fuller (Elsevier)

Module F Surgical Microbiology and Pharmacology

112 Course Hours

COURSE DESCRIPTION: Introduction to Microbiology, process of infection, disinfection, decontamination, sterilization standards and procedures. Introduction to practice of Aseptic Technique, Anesthesia, Diagnostic procedures, surgical preparation and Draping. Introduction to Surgical Pharmacology.

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Understand microbiology and process of infection, body defenses and microbial action
- Understand Disinfection, Decontamination, Sterilization and current issues
- Understand concepts and standards of Aseptic technique, drying gloving and gowning
- Understand objectives of Surgical Skin preparation and draping
- Understand preoperative patient prep, urinary catheterization, skin prep and patient draping
- Understand Anesthesia
- Understand legal policies and responsibilities for drug handling, drug administration
- Understand math skills and calculation
- Understand diagnostic procedures, vital signs, hematology, ECG, and cardiac catheterization

TEXTS: Surgical Technology, 6th Edition Principles and Practice (ISBN: 9780721696935)
by Joanna Kotcher Fuller (Elsevier)

Module G - Open Lab

112 Course Hours

COURSE DESCRIPTION: In this course students will be performing hands on lab

COURSE OUTCOMES: Upon successful completion of this course, the Student will be able to:

- Understand basic concepts of general, laser, electrosurgery, endoscopic, Ob-gyn, Genitourinary, ophthalmic, Otor, Oral, and Maxillofacial, Plastic, Ortho, Peripheral Vascular, Cardio, Pediatric and Neurosurgery.

TEXTS: Surgical Technology, 6th Edition Principles and Practice (ISBN: 9780721696935)
by Joanna Kotcher Fuller (Elsevier)

Module X: Externship

500 Course Hours

The student practices learned skills in a clinical setting

abcott
I N S T I T U T E

Student Handbook
2016-2017

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Rules and Regulations

Every student will be required to maintain accepted standards and rules of conduct at all times. Students who do not abide by this are subject to being dismissed from school. Each disciplinary problem will be reviewed separately and the student will be given the opportunity to express his/her side of the situation. A counseling form will be completed and placed in the student's file. In cases where the problem warrants more than a warning, such as active drug usage or insubordination, the student may be terminated immediately. When a student is found to be in repeated violation of the school's rules or if civil or criminal laws have been violated, then disciplinary action up to and including termination may take place.

Contact Numbers

Students who have questions or issues should contact the Student Services at 248.440.6020 ext. 102.

Students who are unable to attend class on any day should call the registrar at 248.440.6020 ext. 106.

Students who have questions regarding Financial Aid should call the finance office at 248.440.6020 ext 108.

Disclosures

Abcott is required to make certain data available for public consumption upon request. The section of our website entitled Disclosures <http://abcott.edu/disclosures> is to provide detailed information for this purpose.

Student Rights

As members of the campus community, students have the right to express their own views, but must also take responsibility for according the same right to others.

Students have the right to be treated fairly and with dignity regardless of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status, and as outlined in the Abcott Nondiscrimination Policy. Accordingly, the school, through this *Statement*, will not unlawfully discriminate on the basis of protected group status.

Students have the right to be protected from capricious decision making by the school and to have access to school policies which affect them.

This *Statement* is one of Abcott's administrative procedures and should not be equated with procedures used in civil or criminal court.

The school's commitment to providing students appropriate dispute resolution avenues means that in addition to formal conflict resolution processes the school also provides informal, adaptable conflict resolution pathways.

Student Responsibilities

Along with rights come certain responsibilities. Students at Abcott are expected to act consistently with the values of the campus community and to obey local, state, and federal laws.

Conduct

Abcott Institute desires to maintain a relaxing and comfortable atmosphere, which promotes personal and academic growth. The rules of conduct are to protect your right to study and practice in a safe, comfortable and professional environment.

1. Students are expected to be courteous and respectful to other students and staff members
2. Students will conduct themselves in a professional manner.
3. Loud or excessive behavior, profanity, or rudeness will NOT be tolerated.
4. No excessive talking in class
5. No sleeping in class
6. No verbal altercations
7. No use of cellular, Bluetooth, tablet or any other communication device in class.

One-time violations of any of the above policies may result in the student being notified that s/he has been placed on **ZERO TOLERANCE**. Further re-occurrences, will result in dismissal/termination.

1. The following may be reasons for immediate dismissal:

2. Sexual harassment or implications (language, gestures, obscene materials)
3. Disruptive, threatening or abusive behavior
4. Fraud and/or dishonesty
5. Lying or cheating on tests; falsifying information
6. Alcoholic beverages or drugs on premises
7. Failure to participate in classroom activities on a continual basis
8. Failure to obtain passing grades
9. Being under the influence of drugs or alcohol during school hours
10. Failure to follow institutional or classroom policies and procedures
11. Weapons on school grounds
12. Theft of and/or damage to school property
13. Threat of use of firearms, weapons, ammunition, incendiary devices or explosives on school premises.
14. Physical altercations (fighting).

Sexual Harassment of any form will **NOT** be tolerated: Sexual harassment is any form of unwelcome sexual attention:

- unwelcome physical touching
- Sexual or suggestive comments, jokes or taunts
- Unwelcome requests for sex
- The display of clearly sexual material (such as photos, pin-ups or pictures) or reading matter (such as e-mails, faxes or letters; and, includes the use of Abcott computers to access internet for obscene materials)

Profanity will **NOT** be permitted on school property:

Profane material is defined as including language that denotes certain of those personally reviling epithets naturally tending to provoke violent resentment or denoting language so grossly offensive to members of the public who actually hear it as to amount to a nuisance. Profane speech is prohibited, if any person profanely curses or swears, may be terminated.

Possession of Alcohol or Drugs is **NOT** permitted on school property:

Any student who is found in possession of alcohol or drugs on school property will be expelled and charged under applicable state or federal law.

Weapons are **NOT** permitted on school property:

Any student found to be in possession of weapons of any kind (guns/firearms, knives, ammunition, incendiary devices or explosives) will be expelled.

Dress Code

Students are required to be in uniform. Uniform consists of Abcott Institute scrubs, nametag and appropriate shoes. The shoes must cover the entire front and top of the foot (with no holes or perforations at the top) and be made of a material that will not allow fluid or needles to penetrate the surface of the shoe and reach the skin or material covering the skin of the foot. Nails must be kept clean and trimmed and no longer than 1/4 inch in length beyond the fingertip. To promote infection control, colored nail polish, artificial nails, acrylics, tips, wraps, etc. are not permissible during labs or clinical rotations. During labs or clinical rotations, hair that is shoulder length or longer should be tied back; ornate jewelry, including hoop earrings, chains, etc., should not be worn. All nose rings, tongue and lip rings must be removed while in the classrooms, labs and during clinical rotations.

Infractions to the dress code policy will result in disciplinary action; students who repeatedly violate uniform policy may be suspended. New Students are allowed 2 weeks from their start date to obtain uniforms.

Attendance

Students are expected to attend all scheduled class days in the program. Students are expected to arrive to class on time and attend the entire class day. If the student is going to be absent for the day due to unforeseen circumstances or an emergency, they will be responsible for contacting the school and notifying their instructor. The student will be responsible for all information and assignments covered during their absence. All absent hours must be made up in accordance to this policy.

The instructor will take attendance at the beginning of class.

Students are responsible, and are required to be signed for the entire class session in to receive full credit for the day.

Student attendance is monitored daily. Students who miss class must report to the Administration Office upon return to school. All missed days must be made up.

Students who are consistently tardy will be counseled since each hour missed must be made up in the same manner as missed days.

Absences for reasons of illness or other circumstances not within the student's control will be excused.

However *excused* absences will only be allowed up to 20% of any specific course hours. Students missing more than 20% of any module's hours will not receive a grade or be eligible to receive completion certificates until all required hours are made up. The time missed because of tardiness or leaving class early is included in the calculation. Any student whose absence is due to illness or necessary appointments should bring appropriate documentation to the instructor. Students who fail to provide the appropriate documentation will not be granted an excused absence.

Policy

Students must attend 80% of the scheduled hours to successfully complete the program. All absences beyond 20% must be made up to successfully complete the program. All excused absences must be supported by proper medical/legal documentation. Attendance is taken daily and recorded; the Registrar contacts any student that is absent for three (3) consecutive days. Students who are in violation of the policy may be placed on probation for the month following the infraction of the policy. When a student is placed on probation they are given the month to correct the attendance infraction. If at the end of the month following the infraction the student's attendance has not improved they will be subject to dismissal. The School Director will make this decision. Students will be dropped from the program after **seven consecutive days** of absence from class. Students who are academically dismissed for attendance may be eligible to re-enter under the re-entry student guidelines.

Makeup

Student must make up lost hours of attendance. Classes for makeup are subject to availability and are generally offered only once at the end of the program. Student must attend makeup classes as scheduled by the school, failing which student will be dropped. No second opportunity for makeup hours will be provided.

Advisement

Student Advising is available upon request, during school hours to help you with academic or related problems. Tutorial assistance in various courses is also made available through scheduled sessions held by your instructor. The faculty and staff conduct periodic seminars on topics such as stress management, infectious disease, career guidance, time management and money management. Drug and alcohol counseling services are available. Information, resources, and referrals are available for those seeking help.

Staff Hours

Staff Hours are posted. Please be respectful when utilizing staff hours. Individual appointments may be scheduled, if necessary, at the end of the scheduled class period.

Average Tuition Cost of Attendance

As part of the Consumer Information Requirements mandated by the Department of Education the institution has made available the average tuition cost of attendance using data from all Colleges and Universities within a ten (10) mile radius of the area which it serves. This item is a summary of information which can be found on the *Integrated Postsecondary Education Data Systems (IPEDS)* website at <http://nces.ed.gov/IPEDS/>

In making your plans to enroll at Abcott Institute and to help you manage your process, the following costs and fees will help you determine you and your family's potential financial outlay. In addition, you can use <http://abcott.edu/npcalc/>, our Net Price Calculator to get an estimate of your full-time cost of attendance and financial aid at Abcott.

Abcott Institute average cost of attendance for CNA\HHA\PCT program = **\$10,800.00**

Cost Type	Living On Own	Living with Parent
Tuition	\$10,300.00	\$10,300.00
Books, Supplies& fees	\$500.00	\$500.00

Note: These costs include all books, supplies, learning technologies and other resources you may need. Because they vary, this cost is an average number and is subject to change.

Room & Board	\$7,116.00	\$2,928.00
Transportation	\$1,158.00	\$1,158.00
Misc./Personal	\$1,854.00	\$1,854.00

Note: These costs include laundry, entertainment and other miscellaneous expenses. Because they vary, this cost is an average for day students and is subject to change. The COA for evening students is **\$22,616.00** (Living on Own) and **\$17,730.00** (Living with Parent) respectively.

Total Cost of Attendance:	\$20,928.00	\$16,740.00
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Abcott Institute average cost of attendance for **Medical Assistant** program = **\$14,500.00**

Cost Type	Living On Own	Living with Parent
Tuition	\$14,000.00	\$14,000.00
Books, Supplies& fees	\$500.00	\$500.00

Note: These costs include all books, supplies, learning technologies and other resources you may need. Because they vary, this cost is an average number and is subject to change.

Room & Board	\$8,302.00	\$3,416.00
Transportation	\$1,351.00	\$1,140.00
Misc./Personal	\$2,163.00	\$1,163.00

Note: These costs include laundry, entertainment and other miscellaneous expenses. Because they vary, this cost is an average for day students and is subject to change. The COA for evening students is **\$31,380.00** (Living on Own) and **\$24,400.00** (Living with Parent) respectively.

Total Cost of Attendance:	\$26,316.00	\$21,430.00
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Abcott Institute average cost of attendance for **Medical Billing & Coding with Administrative Assistant** program = **\$13,900.00**

Cost Type	Living On Own	Living with Parent
Tuition	\$13,400.00	\$13,400.00
Books, Supplies& fees	\$500.00	\$500.00

Note: These costs include all books, supplies, learning technologies and other resources you may need. Because they vary, this cost is an average number and is subject to change.

Room & Board	\$8,302.00	\$3,416.00
Transportation	\$1,351.00	\$1,351.00
Misc./Personal	\$2,163.00	\$2,163.00

Note: These costs include laundry, entertainment and other miscellaneous expenses. Because they vary, this cost is an average for day students and is subject to change. The COA for evening students is **\$30,780.00** (Living on Own) and **\$23,800.00** (Living with Parent) respectively.

Total Cost of Attendance:	\$25,716.00	\$20,830.00
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Surgical Technician*	Tuition = \$21,000.00	Books, Supplies & fees = \$900.00	Total = \$21,900.00
CNA*	Tuition = \$975.00	Books, Supplies & fees included	Total = \$975.00

*** Note: Financial Aid is not available for these two above-mentioned programs.**

Program Tuition & Fees

Program Name	Program Hrs.	Tuition& fees	Other Information	Prerequisite
Certified Nurse Assistant (CNA)	112 Clock Hours	\$975.00	Includes: Books (text and workbook) Uniform CNA State Certification Exam* CPR/First Aid	H.S or GED, No Felony or Misdemeanor. Negative T.B. test result Background Check
CNA/HHA/PCT	610 Clock Hours	\$10,800.00 (\$10,300 plus \$500 for Books & Supplies)	Books (text and workbook) Uniform, Lab Supplies and fees CPR/First Aid	H.S. or GED, No Felony or Misdemeanor. Negative T.B. test result Flu vaccine (during flu season) Background Check
Medical Assistant	40 Credit Hrs	\$14,500 (\$14,000 plus \$500 for Books & Supplies)	Books (text and workbook) Uniform, Lab Supplies and fees CPR/First Aid	H.S. or GED, Drug test, TB test or Flu vaccine may be required depending upon the externship site, Background check
Medical Billing & Coding with Administrative Assistant	36 Credit Hrs	\$13,900 (\$13,400 plus \$500 for Books & Supplies)	Books (text and workbook) Uniform Lab Supplies and fees CPR/First Aid	H.S. or GED, Drug test, TB test or Flu vaccine may be required depending upon the externship site, Background check
Surgical Technician	51 Credit Hrs	\$21,900 (\$21,000 plus \$900 for Books & Supplies)	Books (text and workbook) Uniform Lab Supplies and fees CPR/First Aid	H.S. or GED, No Felony or Misdemeanor. Negative T.B. test result Flu vaccine (during flu season) Background Check

* Certification Exam(s) cost is covered one-time only

Graduation Ceremony

In order to participate in graduation exercises, students must have successfully completed all the classroom and clinical externship requirements of his/her program and must pay all fees at least one week prior to the date of the scheduled graduation.

Student Records

FERPA stands for the [Family Education Rights and Privacy Act of 1974](#). This law protects the privacy of student education records from kindergarten through graduate school. In keeping with FERPA guidelines the school will not release information or records to unauthorized persons or agencies without the specific written permission of the student and/or the student's guardian or parent if the student is a minor. Educational records are defined as files, materials, or documents, which contain information directly, related to a student, and are maintained by the Institute. Students are not entitled to inspect financial records of their parents. At Abcott FERPA rights apply to students. A student is a person who is or has been in attendance at the institution, regardless of the person's age.

Written consent is required before educational records may be disclosed to third parties with the exception of the Accrediting Commissions and Government Agencies so authorized by law. The school maintains a record of requests for disclosures. If students believe that their rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at [FERPA policies](#).

Vaccination Policy

Abcott Institute requires vaccinations for enrollment in the CNA, CNA/HHA/PCT and Surgical Technician program. The externship sites for other programs also depending on the site requirement may require students. Students who apply for this program must have the following vaccines:

- TB Test
- Flu Vaccine (during flu season)

Withdrawal Policy

Students wishing to withdraw from a program should meet with the Academic Office during regular office hours. Students should submit a written notice of voluntary withdrawal. If a voluntary written notice of withdrawal is received by the school, withdrawal is the date of receipt of written notice. Refunds are calculated from the date of written notice, and the school issues the appropriate refund in full to the contracting party within thirty (30) days of withdrawal, according to our refund policy.

Students in a Clock Hour Program who have not submitted a voluntary written notice of withdrawal will be withdrawn fourteen (14) consecutive calendar days after their Last Date of Attendance (LDA)

Students may be withdrawn by the institution for failing to follow institutional or classroom rules and regulations.

Leave of Absence Policy (LOA)

Students enrolled at Abcott Institute may apply for a Leave of Absence (LOA) from their program. The maximum amount of time a student can be on an LOA is one hundred and eighty (180) days in a calendar year. All LOA requests must be submitted in writing or on a "Change of Status" form with supporting documentation when applicable.

LOAs are granted for the following reasons.

-Medical Conditions -Pregnancy -Illness or Death of Immediate Family -Bereavement -Military Service

A Leave of Absence can be granted for reasons over and above this list by the School Director and are final: Students are responsible for returning to school on their return date. Upon return they must report to their Registrar before returning to class. If the student does not return on their expected date they will be dropped from the program.

A Leave of absence will not be treated as a withdrawal and no return of Title IV funds will be calculated. If the student does not return within the expiration of the leave, Abcott Institute will calculate the amount of Title IV

grant and loan assistance that is to be returned according to the Higher Education Act, 34 CFR 668.22(j)(1)(ii).

Tutorial Program

In order for students to achieve their goals and maintain satisfactory grades in classes, tutorial programs are available. You may contact Student Services to enroll in any of the Tutorial Programs.

Identification Cards

I.D. badges must be worn at all times on campus and during your externship. There will be a \$10.00 charge for lost or damaged card.

Internet Usage

The Internet is to be used for educational purposes and/or class related. Recreational internet usage is forbidden.

Copyright

Abcott Institute makes the internet and other educational items available to students as educational resources. Students must, at all times, respect all copyright laws and intellectual property of the entities which have produced the items they may be using as part of their training. Students may not knowingly reproduce, download onto Abcott computers, or distribute any copyrighted or intellectually protected material. This includes but is not limited to the following items:

- Images
- Music Files
- Software
- Text without the expressed written consent of the owners

Such action may result in criminal or civil charges being filed against the student for infringement of federal copyright or patent law, and immediate dismissal of the student from the institution.

All computer and software equipment, books, and other media used during the course of programs are the property of Abcott Institute and are made available for the sole use of educational enhancement. These resources may not be used to violate federal copyright or patent law. This includes illegal downloading, copying, sharing, or displaying in public for a fee.

Library

The school library is available to all enrolled students during any hours the school is open. You are also encouraged to use the public or university libraries for further research.

Final Grade Reports

Instructors are required to submit to the Director the final grade for each student whose name appears on the "Grade Submission Form". Instructor grade reports are the official record of the student's grades and are permanently filed at Abcott Institute.

Attendance

Students who have not completed the required number of hours for a module will receive an incomplete until the attendance is made up.

Make-up Policy

Any missed test, quiz, homework, project, presentation or other assigned in-class work must be made up at a time designated by the instructor or a zero will be given.

Grading Period

Students will receive grades at the end of each module.

Grading System

A Grade Point Average of at least 2.0 is required for graduation and the following represents the equivalencies of the grades assigned:

Grade and Record Policies

1. Final grades for each course are recorded and preserved.
2. Grades are earned and recorded as follows:

Numerical Grade	Letter Grade	Description	4-Point Scale
90-100	A	Excellent	4.00
80- 89.9	B	Good	3.00
70- 79.9	C	Average	2.00
Below 70	F	Fail	0.00
Incomplete	I	Incomplete	0.00

3. “I” grades may be assigned provided the student is passing the course but has not met the minimum 80% attendance requirement. Students have two (2) weeks to bring attendance into compliance. If an “I” grade is not changed within two (2) weeks the course must be repeated. Official Withdrawals and repeats do not affect the student’s GPA but do affect maximum time frames. The institution will replace the grade for repeated subjects, but the credits attempted will still be counted towards SAP.
4. Students must complete the minimum 80% attendance in a module to receive a grade.

Professional Judgment and Dependency Override

Please see the director of financial aid office for Dependency override and professional judgment policy.

Substance Abuse Statement

DRUG FREE CAMPUS GUIDELINES

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

Policy:

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

Standards of Conduct:

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

The following shows the Federal penalties:

Federal Trafficking Penalties

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

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

Federal Trafficking Penalties - Marijuana

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

Health Risks

The following briefly summarizes health risks and symptoms associated with the use of alcohol and other drugs. It is important to note that individuals experience alcohol and drugs in different ways based on physical tolerance, body size and gender, and on a variety of other physical and psychological factors. Any drug, which involves the use of a shared needle, increases the risk of exposure to HIV/AIDS.

Alcohol:

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

Cigarettes and other Nicotine Products:

In 1989, the U.S. Surgeon General issued a report that concluded that cigarettes and other forms of tobacco, such as cigars, pipe tobacco and chewing tobacco, are addictive and that nicotine is the drug in tobacco that causes addiction. In addition, the report determined that smoking was a major cause of stroke and the third leading cause of death in the United States. Nicotine is both a stimulant and a sedative to the central nervous system. Nicotine is absorbed readily from tobacco smoke in the lungs, and it does not matter whether the tobacco smoke is from cigarettes, cigars, or pipes, Nicotine also is absorbed readily when tobacco is chewed. In addition to nicotine, cigarette smoke is primarily composed of a dozen gases (mainly carbon monoxide) and tar. The tar in a cigarette, which varies from about 15 mg for a regular cigarette to 7 mg in a low-tar cigarette, exposes the user to a high expectancy rate of lung cancer, emphysema, and bronchial disorders. The carbon monoxide in the smoke increases the chance of cardiovascular diseases. The Environmental Protection Agency has concluded that secondhand smoke causes lung cancer in adults and greatly increases the risk of respiratory illnesses in children and sudden infant death.

Prescription Medications:

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

Marijuana:

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

Cocaine and Crack:

Health risks may include changes in body temperature and blood pressure as well as heart and breathing rates. Even small amounts may cause the body to exceed its own limits, sometimes resulting in death. Snorting cocaine may severely damage nasal tissue and the septum. Smoking cocaine may damage the lungs. Someone

using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a crash, a runny or bleeding nose, and depression. Other symptoms of cocaine use may include nausea, vomiting, insomnia, tremors, and convulsions. Chronic users may become paranoid and/or experience hallucinations.

Barbiturates:

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

Amphetamines:

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

Hallucinogens:

PCP, or angel dust, interrupts the part of the brain that controls the intellect and keeps instincts in check. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure and tremors. Someone under the influence of PCP might appear moody, aggressive, or violent. Sleeplessness, confusion, anxiety, and panic, and may report perceptual distortions. Flashbacks may occur.

Steroids (anabolic):

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

Narcotics:

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

Treatment:

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

based recovery support systems) can be crucial to a person's success in achieving and maintaining a drug-free lifestyle.

Hotline Numbers:

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

National Council on Alcoholism: 800-337-2310 or 313-868-1340

Addiction Treatment Center: 1-800-436-7936

School Disciplinary Sanctions:

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

Students:

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

Faculty/Other Employees

The school may impose sanctions against any faculty member or other employee who violates Federal, State or local laws, or the standards of school conduct. Depending on the nature and severity of the violation, these sanctions can range from warnings and/or mandatory referral for drug or alcohol rehabilitation to outright termination of employment.

Helpful Websites:

http://www.brainsource.com/brain_on_drugs.htm

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

SMOKING

Abcott Institute campus is "smoke-free." Abcott Institute is dedicated to maintaining a smoke-free and tobacco-free work and educational environment. All employees, students, visitors, guests and contractors are required to comply with this policy, which shall remain in effect at all times. In compliance with various regulations, to protect the health and safety of Abcott' faculty, staff, students and visitors, and to create a healthier and cleaner school environment, this policy defines smoking and tobacco use to include the following:

1. "Smoking" is defined as the use of smoke-producing tobacco products, such as cigarettes, cigars, cigarillos, mini-cigars, and hookah.

2. Tobacco use is defined as the use of any tobacco product including cigarettes, cigars, cigarillos, mini-cigars, hookah, spit tobacco, snuff, and other smokeless products. "Smokeless products" include the use of e-cigarette, or "vaping", electronic smoking devices or electronic nicotine delivery systems. FDA approved cessation aids, such as nicotine patches and gum, are not included in this category.

Smoking and tobacco use, as defined above, is prohibited in all enclosed areas at Abcott without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, hallways, employee lounges, student lounges, lunch areas, stairs, restrooms, and employer owned or leased vehicles and all other enclosed facilities. Additionally, smoking and tobacco use shall be prohibited within fifteen feet surrounding all entrances, ventilation systems and windows that may be opened or used for ventilation, so that persons are not negatively impacted by secondhand smoke.

Abcott only permits smoking and tobacco use only in designated outdoor areas. In addition, tobacco users must dispose of smoking and tobacco-related waste in the appropriate receptacles. The cigarette receptacle must be used only for its intended purpose in order to reduce the possibility of other debris causing a fire. Students may only utilize outdoor areas during designated break times and are not permitted to leave class, laboratory or clinic to use tobacco products.



Campus Security Policy

Security on campus is handled by Student Services. The personnel of this department are empowered to enforce Abcott Institute regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police precinct for arrest processing. When necessary, Abcott Institute will press charges against the criminal violators. The school prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. The school has no residence halls. Maintenance Staff have keys for the school, offices and classrooms. Criminal background checks are done on them.

Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to Student Services immediately
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, computers, etc.) unattended.
- Carry your keys with you at all times and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.
- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.
- Never admit anyone without a valid ID badge on campus/school premises.

As the school becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, such information may be obtained on-campus with the Director of Compliance.

Reporting a Crime

If a student or employee is aware that a crime has been, or is being, committed on school property or at a school sponsored or recognized event off-campus during the hours that the school is open, the crime should be reported as soon as possible to the Student Services office. The Student Service's Office is located on the second floor academic office area. Other emergencies should also be reported to the Student Services office. If the crime has been committed when the school is closed, it should be reported to the Student Services Office as soon as possible after school is open. In addition to reporting the crime to the Student Services Office, the crime should be reported to local law enforcement authorities. The local Police Department may be reached by dialing 911.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school

policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Campus Director will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Student Services' Office are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the Student Services Office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

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

Pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

As part of Orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

The school has a zero tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school property and disciplinary action will be taken.

There is a separate drug policy, which must be reviewed by the school each year and given to each student and each employee each year.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The school Campus Director's Office should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The school will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situations.

Sexual Assault and Related Crimes

In the event of a sexual assault or domestic violence, please be aware of the following:

- * preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender)
- * go to a place where it is safe from further attack and notify the police
- * obtain immediate medical attention

- * seek professional counseling

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school Campus Director's Office will provide information on off-campus agencies that provide services to victims of a sex offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school.

Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: www.nsopr.gov. Further, to the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

Emergency Response and Evacuation Procedures

The school maintains an Emergency Response Operations Plan. The school may also test emergency response and evacuation procedures periodically through drills or exercises. Please contact the Campus Director's Office for more information. Please see separate handout.

Disciplinary Proceedings

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

The school does not have a campus police department or security office and therefore does not keep a daily crime log. However the Campus Director keeps an updated list of any criminal activity.

The Handbook for Campus Safety and Security Reporting is available online from the Department of Education:

This comprehensive publication was used in developing our policies. The Annual report is distributed to all students and employees each year and is available in the Student Services Office to be viewed at any time.

Crime Statistics for our School for the Past Three Years

Criminal Offenses						
Criminal Offense	2013		2014		2015	
	On -campus	Public property	On -campus	Public property	On -campus	Public property
Murder/Non-negligent homicide	0	0	0	0	0	0
Negligent manslaughter	0	1	0	0	0	0
Rape	0	1	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	2	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	3	0	0
Arson	0	0	0	0	0	0
Arrests- Weapons Carrying, Possessing, etc.	0	0	0	0	0	0
Arrests- Drug abuse violations	0	5	0	0	0	0
Arrests – Liquor law violations	0	0	0	0	0	0
Disciplinary Action - Weapons Carrying, Possessing, etc.	0	0	0	0	0	0
Disciplinary Action - Drug abuse violations	0	0	0	0	0	0
Disciplinary Action - Liquor law violations	0	0	0	0	0	0

Hate Crimes						
Criminal Offense	2013		2014		2015	
	On -campus	Public property	On -campus	Public property	On -campus	Public property
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0
Sex offenses-Non-Forcible	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0
VAWA Offenses	2013		2014		2015	
	On -campus	Public property	On -campus	Public property	On -campus	Public property
Domestic violence			0	0	0	0
Dating violence			0	0	0	0
Stalking			0	0	0	0

*This data is obtained from the Southfield Police Department.

* This information is also available on our website www.abcott.edu/disclosures

* Statistics are for the main campus in Southfield. This information is available on or before October 1st every year.

Definitions

Aggravated Assault - An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

Arson - To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Bias - A preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.

Bias Crime - A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in his/her perception that the victim was a member of the group he or she was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Disability Bias - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments or challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Drug Abuse Violations* - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Ethnicity/National Origin Bias - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions, e.g., Arabs, Hispanics.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Rape (Except "Statutory Rape") - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime - see Bias Crime.

Hate Group - An organization whose primary purpose is to promote animosity, hostility, and malice against persons belonging to a race, religion, disability, sexual orientation, ethnicity or national origin which differs from that of the members of the organization, e.g., the Ku Klux Klan, American Nazi Party.

Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Larceny - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

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

Motor Vehicle Theft - The theft of a motor vehicle. Note: A "motor vehicle" is a self-propelled vehicle that runs on the surface of land and not on rails, and which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles and golf carts.

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

Negligent Manslaughter - The killing of another person through negligence.

On-Campus Property - the property Abcott Institute leases within Crossroads Center in the city of Southfield.

Public Property - the streets, sidewalks and public parking facilities that adjoin campus property.

Racial Bias - A preformed negative opinion or attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features; etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks, Whites.

Religious Bias - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Sexual Assault With An Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual-Orientation Bias - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex, e.g., gays, lesbians, heterosexuals.

Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Weapon Law Violations* - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

VAWA: Violence Against Women Reauthorization Act of 2013 (VAWA) incidents such as: domestic violence, dating violence, sexual assault, and stalking.

Definitions from the Department of Justice, except the violations definitions which are from the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.*

Hate Crimes

A hate crime is a criminal offense committed against a person or property, which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses:

- **Larceny-theft:** is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- **Simple Assault:** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destructive/Damage/Vandalism of Property:** Is to willfully or maliciously destroy, damage, deface or otherwise injury real or personal property without the consent of the owner or the person having custody or control of it.

There were no reported hate crimes for the years 2012, 2013, and 2014.

Residential Facilities:

Our school does not have any school-operated residential facilities for students.

Crime Reporting

The school is required, in a manner that is timely and will aid in the prevention of similar crimes, report to the campus community on the following crimes:

- Criminal homicide
 - Murder and non-negligent manslaughter
 - Negligent manslaughter
- Sex Offenses – forcible and non forcible
- Robbery
- Aggravated assault
- Burglary
- Motor Vehicle theft
- Arson
- Arrests for liquor law violations, drug law violations and illegal weapons possession
Include persons who were referred for disciplinary action.
- Hate crimes – evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability
- Crimes reported to campus security or local police agencies and considered by the school to represent a threat to students and employees
School NOT required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor

If there is an immediate threat to the health or safety of students or employees occurring on campus, the school must follow its emergency notification procedures.

Emergency Response – Campus Community

Beginning October 2010, all title IV participating institutions must have a statement of policy on emergency response and evacuation procedures.

The School has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the school's buildings. Any employee, who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. This will be both by e-mail and through texting. Each student upon entrance to the institution will be required to supply the institution with both an e-mail address and a cell phone number.

The School has instituted a plan to notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to health or safety of students or employees occurring on campus. An immediate threat encompasses an imminent or impending threat, such as an approaching forest fire, or a fire currently raging in one of the school's buildings. Any employee, who perceives an immediate threat toward any other person on the school premises, is authorized to make an emergency call to 911. This will be both by e-mail and through texting. Each student upon entrance to the institution will be required to supply the institution with both an e-mail address and a cell phone number.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Instructors and/or staff members should remain in the room with their students if they are notified of a possible emergency.

The Emergency committee will confirm that there is a significant emergency, determine who to notify, determine content of the notification and initiate the notification system. The Emergency Committee will consist of the Director of the School, the Academic Dean and the V.P. for Finance. They will call the Police and/or Fire Department as needed.

These procedures will be tested and evaluated at least once a year. The emergency response and evacuation procedures will be publicized and documented. The Clery regulations define a test as regularly scheduled drills, exercises and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.

A Timely Warning: The Clery Act requires you to alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Although Clery does not define "timely", because the intent of a warning regarding a criminal incident is to enable people to protect themselves, which mean that, a warning should be issued as soon as the pertinent information is available.

The school will:

- Confirm there is a significant emergency or threat
- Determine appropriate segment of campus community to receive notification.
- Determine the content of the notification
- Initiate notification system
- Include a statement that the school will (w/o delay and accounting for safety of the Community) determines the content and initiate notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.

Include procedures for disseminating emergency information to larger community.
Include procedures for testing emergency response evacuation on at least an annual basis.

PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. Good judgment must be used in every situation.

Individual Responsibility:

Follow approved practices and procedures or standards which apply, on any work you perform for the school.

Report to your supervisor/instructor any condition which might injure any person or damage any property.

Any injury, which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the School President. All injuries and accidents should be reported to the Supervisor/Instructor by the end of the day.

If anyone observes another who is about to endanger themselves, another person, or property while at the School, they should intervene immediately in such a way as to not endanger themselves.

Alcoholic beverages are not allowed on the School property and use of such is prohibited. No one is to report for work or class evidencing any effects of alcoholic consumption.

Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property.

Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor no later than end of the period on the day in which the injury occurred.

Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Administration.

Firearms

Firearms, ammunition, explosives or other weapons are prohibited on the school property.

Exceptions to this policy are limited to the following instances:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property and
- TCLEOSE approved students.

Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. All spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of debris and other objects which create hazards. Cleaning up the area where you are working is part of the classes. A class is not completed until the area is cleaned up.

Rule

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regards to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

Responsibility

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

First Aid

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

SEVERE WEATHER

Tornado

If (in the judgment of the President or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

Flooding

Because of the elevation of the School, buildings at the Abcott Institute are not likely to flood. However, during periods of flooding, the President will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

Ice and Snow

In the event that ice and/or snow threaten to make highway travel hazardous, the President may dismiss classes to allow commuters to return home safely.

Closing the School as the Result of Severe Weather

Only the President has the authority to close the School. When this action is taken, the President will notify the students and faculty. In addition, the local TV station will be notified and asked to broadcast the notice of closing through school closings.

Self-Determination Policy

No student will attempt to attend class and no employee will report to work if, by their opinion or by the warning of law enforcement officials, travel conditions in their area are unsafe (or if other circumstances would place their lives/health in jeopardy).

EVACUATION PROCEDURES

Emergency Evacuation

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

CRITICAL INCIDENT RESPONSE PLAN

OBJECTIVES

1. To coordinate the School's response to critical incidents while pay special attention to the safety and security needs of members of the Abcott Institute's community.
2. To maintain the safety and security of faculty, staff and students as a whole in the event of a critical incident.
3. To provide counseling, guidance, and appropriate support services to the families, friends, students, and campus community members in the event of a critical incident.

DEFINITION OF A CRITICAL INCIDENT

A critical incident is a situation that involves the Abcott Institute's student(s) and/or employee(s) that creates a major disruption of normal operations and calls for a response beyond normal school operational procedures. Examples may be situations such as natural/structural disasters, violent behavior or life threatening injury or illness.

(Note: this plan is for general information only. During an actual critical incident, variations might be made depending on the nature of the event and the situation.)

STUDENT ASSISTANCE SERVICES

Personal Counseling Referrals

The President of Abcott Institute will act as the referral agent for student seeking assistance for emotional or personal counseling services.

PROCEDURES FOR THE ABCOTT INSTITUTE

Step 1 Abcott Institute - The President or School Director is notified of a critical incident involving a student or employee at (248) 440-6020.

First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.

Step 2 Abcott Institute – The President gathers information concerning the critical incident and responds accordingly. In the event that scheduled classes need to be cancelled or altered in some manner the School Director will contact the faculty. The President will contact the student’s and the closure will be posted on the college website. www.abcott.edu

Any media contact, press releases, email or website assistance must be coordinated through the School President.

Step 3 Abcott Institute – Depending on the evaluation of the situation, one or more of the following may occur:

- **Step 3A** – Abcott Institute will without delay, an taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain respond, to or otherwise mitigate the emergency.

The President goes to scene of the incident to assess the need for back-up personnel.

Based on the initial findings and upon agreement with either the President or Director, the response may include: dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, contacting counseling center.

- **Step 3B** -- If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the President and/or Director. Current contact information for the CIRT is posted around campus in each building at the School and is provided to all faculties on a business card.
- **Step 3C** – President initiates family contacts.
- **Step 3D** – CIRT Command Headquarters is activated in the President’s Office. The Crisis Center (if activated) will be located in the Administration building. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
- **Step 3E** – Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the President in dealing with the critical incident. This may include: assisting affected student or employee’s family members, counseling with students or college employees, gathering additional information, etc.

Step 4 Abcott Institute – Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to critical incident at the closure/evaluation meeting.

Step 5 Abcott Institute – The CIRT will recommend to the President any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Office of the President.

Abcott Institute Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration building. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the responses to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The President will assign the Center Head of the Crisis Center when a situation arises. The Center head is responsible for gathering any documents and/or gear necessary.

Members of the Critical Incident Response team

Critical Incident Response Team		
President	Arvinder Singh	248-440-6020 ext. 113
Mkt. Director	Bob Singh	248-440-6020 ext. 111
Student Services	Patricia Bassette	248-440-6020 ext. 106

Reporting a Crime or Emergency

All students are encouraged to report any suspicious activity, or criminal behavior to Southfield Police and campus personnel. Immediate reporting of said activities will insure timely response to incidents and accurate reporting of crime statistics.

Annual Disclosure of Crime Statistics

Abcott Institute, in cooperation with local law enforcement, gathers and reports crime statistics for each campus. These statistics can be viewed at <http://ope.ed.gov/security/>. Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the website address to access this report or manually distributed. Copies of this report also may be obtained at the Administrative office in the Crossroads Building, 16250 Northland Drive, Southfield, Michigan, 48075 or by calling 248.440.6020. All prospective students and employees are informed in application packets of the report’s existence and the website address where it can be found.

STUDENT CODE OF CONDUCT

Abcott Institutes’ graduates are recognized for their professional skills, confidence, conduct and appearance. Therefore, we ask your cooperation in maintaining these qualities at all times.

PROFESSIONAL CONDUCT DEFINED

All students are expected to conduct themselves with civility and respect toward fellow students and staff. Student behavior, which could interfere with other students’ rights, safety, health, or right to learn, are prohibited. Possession, use, or distribution of illegal drugs or alcohol is strictly prohibited on school premises. If a student, or family member, has a substance abuse problem, please consult the school director for a list of community agencies providing counseling and assistance. Cheating and plagiarism are strictly prohibited. Behavior that is strictly prohibited also includes (but is not limited to): reporting to school under the influence of drugs or alcohol, threatening or intimidating behavior, possession of weapons, inappropriate use of cell phones or other electronic devices to record audio or video without prior campus approval, use of profanity, failure to comply with school policies or directives, theft, and/or misuse of school or another’s property. Food and drink are allowed only in the student lounge or designated areas, unwanted items must be immediately discarded. Please be courteous and consume food and beverages prior to entering the classroom. Student may not chew gum, eat or drink during theory, mannequin practice or clinic classes. A student who violates this Student Code of Conduct may lose academic credit, be counseled, issued a written warning, sent home for the day and/or be terminated from school; other actions may be implemented as determined appropriate to the offense. Abcott Institute reserve the right to suspend or dismiss any student any time for misconduct or when such action is deemed to be in the best interest of the student or student body.

RESPECT OF SCHOOL PROPERTY

Abcott has the right to charge any student responsible for breakage, damage, or loss of equipment or materials.

STATEMENT OF NON-DISCRIMINATION AND NON-HARASSMENT

It is the policy of Abcott Institute to provide a working and learning environment free from discrimination or harassment. In accordance with state and federal law, discrimination or harassment by members of the School community against members of the School community is strictly not allowed based on the following: race, color, creed, sex, religion, national or ethnic origin, disability, age, gender identity, veteran status, or citizenship status. This non-discrimination and non-harassment policy encompasses the operation of the Schools’

educational programs and activities including admissions policies, scholarship and loan programs and all other school-related activities. This also encompasses the employment of all personnel. Abcott is committed to ensuring that this non-discrimination and non-harassment policy is effectively observed in all of the Schools' endeavors. Any student, who feels that he/she is being discriminated against for ANY reason, may contact the school director by dialing 248-440-6020 ext. 113. Additionally, any student experiencing discrimination or harassment should follow the Student Grievance Policy outlined in this catalog.

Students are also advised that recourse can be sought through the Equal Employment Opportunity Commission (EEOC), the Office of Civil Rights (OCR), the State Division of Human Rights, or the Courts or other remedies allowable by law.

Student Grievance Policy

The purpose of the student grievance policy is to provide procedures to facilitate resolution of student concerns. If a disagreement occurs, students should follow the following steps:

1. If at any time a student whose views differ from those of an instructor should first try to resolve the difference with that instructor.
2. If the problem cannot be resolved at that level, the student should request, in writing, a meeting via the Student Services Coordinator. The Student Services Coordinator will schedule a meeting within three days after the request, with the director of career services, the student, instructor, staff member or relevant parties in an attempt to bring resolution to the problem. If the problem cannot be resolved in the meeting, the School Director will be notified and will schedule a meeting with the teacher, staff member, the student, and all relevant parties within three days of receiving the request. The problem will be discussed with all concerned and a final decision will be rendered by the Campus Director.

Abcott Institute operates in accordance with standards established by the following:

Michigan Department of Licensing and Regulatory Affairs
Corporations, Securities & Commercial Licensing Bureau
Schools and Licensing Section
P.O. Box 30018, Lansing, MI 48909
(517) 241-9221

Students can file a complaint with the State of Michigan online at www.michigan.gov/pss

Executive Director
Commission of the Council on Occupational Education
7840 Roswell Rd. Building 300 Suite 325, Atlanta, Georgia 30350
Ph: 770-396-3898, fax: 770-396-3790

Distribution of Aid

Aid is distributed at Abcott on an as enrolled basis. Counselors assist current and prospective students in the completion of their FAFSA application if necessary, or allow them to complete the applications in the Financial Planning offices. Those qualifying for Financial Assistance will receive an Award Letter, and discuss financing options with a counselor. PELL GRANT is offered based on the EFC (expected family contribution) calculation and the appropriate Pell is awarded based on the program lengths.

Entrance and Exit Counseling

Entrance and exit counseling are required for students who take federal loans both FFELP and FORD Federal Direct Student Loans. These entrance and exit materials are available to students both in the Financial Planning office and online.

Rights and Responsibilities of Students Receiving Aid

A detailed list of your rights and responsibilities as a borrower can be found in your copy of the handbook "The

Guide to Federal Student Aid” or on the web at studentaid.ed.gov.

Federal Student Aid at a Glance

What is federal student aid?

Federal student aid is financial assistance through the U.S. Department of Education that’s available if you are enrolled in an eligible program as a regular student at a school participating in our federal student aid programs. Federal student aid covers school expenses such as tuition, fees, room and board, books, supplies, and transportation.

What Type of Federal Student Aid Might You Get?

There are two types of federal student aid available to you.

Grants: financial aid that does not have to be repaid (unless you withdraw from school and owe a refund).

Loans: allow you to borrow money for school. You must repay your loans, with interest.

NSLDS (National Student Loan Database System): Students can obtain their enrollment and financial aid history by visiting www.nsls.ed.gov

Grants

What is a Federal Pell Grant?

Federal Pell Grants are generally awarded to undergraduate students (those who have not earned a bachelor’s or graduate degree) who have a financial need. The amount of your Federal Pell Grant depends on your cost of attendance, expected family contribution (EFC), enrollment status (full or part- time) and whether you attend for a full academic year or less.

The Expected Family Contribution (EFC) is a measure of your family’s financial strength and indicates how much of your and your family’s resources (for dependent students) should be available to help pay for your education. The EFC is calculated from the information you report on the FASFA.

How do you qualify?

A formula, established by Congress, is used to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. His Your Student Aid Report (SAR) contains this information and will tell you if you are eligible.

How much financial aid money can you get?

Pell grant award amounts can change yearly, but Pell grant awards for the 2012-13 award year (July 1, 2012 to June 30, 2013) ranged from \$1176 to \$5,550. Pell grant awards for the 2013-14 award year (July1, 2013 to June 30, 2014) ranged from \$605 to \$5,645. How much you will receive depends not only on your EFC, but also on the cost of education at your school, whether you’re full-time or part-time student and whether you attend school for a full academic year or less.

How will you be paid?

Your school will credit your award to your account. The school will then tell you in writing how and when you will be paid and how much your award will be.

How often will you receive funds?

Schools that do not use formally defined, traditional terms (semester, trimester, or quarter, etc.) must pay you at least twice per academic year.

Loans

Student loans, unlike grants and work-study, are borrowed money that must be repaid, with interest, just like car loans and mortgages. You cannot have these loans canceled because you did not like the education you received, did not get a job in your field of study or because you’re having financial difficulty. Loans are legal obligations, so before you take out a student loan, think about the amount you’ll have to repay over the years.

Types of Loans and Loan Terms

Direct Loans- Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct loans include subsidized, unsubsidized, PLUS and consolidation loans that must be repaid directly to the Department of Education.

The William D. Ford Direct Loan Program-Private lenders provide loan funds that are guaranteed by the federal government. FFEL loans include subsidized, unsubsidized, PLUS and consolidation loans. You repay these loans to the bank or private lender that made you the loan.

Subsidized Loan- the U.S. Department of Education will pay the interest that accrues while you attend school. You must have a financial need to qualify for this loan.

Unsubsidized Loan- the U. S. Department of Education will not pay the interest on this loan. Financial need is not required to qualify for this loan.

PLUS Loans- Loans that a parent can borrow to help pay the cost of education for their dependent undergraduate children.

Consolidation Loans- This loan allows student or parent borrowers to combine multiple federal education loans into one loan with one monthly payment.

Default-Failure to repay your loan according to the terms agreed to when you signed the promissory note. Defaulting occurs when you fail to make a payment for 270 days if you pay monthly. In many cases defaulting can be avoided by submitting a request for a deferment, forbearance, discharge or cancellation and by providing the required documentation.

Promissory Notes and Disclosure

Disclosure Statement- Legal documents that explains your rights and responsibilities to repay your student loans.

Promissory Notes- A binding legal document you sign when you get a student loan. It's very important to read and save this document because you will need to refer to it later when you begin to repay your loans.

Deferment- A deferment is a period of time during which no payments are required and interest does not accrue unless you have an unsubsidized loan. The most common types of deferments are in school (at least half time), inability to find full time employment (for up to three years) and economic hardship (for up to three years).

Forbearance- Forbearance occurs when your lender or loan servicing agency agrees to temporarily reduce or postpone your student loan payment.

For more information regarding federal student aid you may visit studentaid.ed.gov. Information also can be found in the Guide to Federal Student Aid included in your financial planning orientation packet.

Schedules for Repayment of Student Loans

Leaving School: Graduating, Withdrawing, or Dropping Below Half-time

Once you are no longer enrolled at least half time in an eligible program, you'll receive a 6-month grace period (see below) on your Direct Subsidized and Unsubsidized Loans during which you are not required to make loan payments. You must begin repayment at the end of your grace period.

If you have an *in-school deferment* on a Direct Subsidized or Unsubsidized Loan that entered repayment at an earlier date before you returned to school and you graduate, drop below half-time enrollment, or withdraw from school, you will be required to immediately begin making payments on the loan because the 6-month grace period has already been used up; there is no second grace period.

Make sure that both your school and the Direct Loan Servicing Center know that you are no longer enrolled. If you don't begin making payments when required, there is the possibility that you will lose repayment incentives you may have received or even go into default.

We are required to ensure that you receive Exit Counseling before you graduate or withdraw. Check with the financial aid office to see how exit counseling is conducted, whether as a personal or group exit interview or as a session that you can complete online, for example, at the **Direct Loan Servicing Web Site** <https://www.myedaccount.com/>.

Grace periods

When you graduate, drop below half-time, or withdraw from your academic program, you will receive a six-month grace period for your Direct Subsidized and Unsubsidized Loans. Your grace period begins the day after you stop attending school on at least a half-time basis. Once your grace period ends, you must begin repaying your loan(s).

If you re-enroll in school at least half time before the end of your 6-month grace period, you will receive the full 6-month grace period when you stop attending school or drop below half-time enrollment.

There is no grace period for Direct PLUS Loans—the repayment period for each Direct PLUS Loan you receive begins 60 days after your school makes the last disbursement of the loan. However, if you're a graduate or professional student PLUS borrower (or if you're a parent PLUS borrower who is also a student), you can defer repayment while you're enrolled in school at least half time and (for Direct PLUS Loans first disbursed on or after July 1, 2008) for an additional 6 months after you graduate or drop below half-time enrollment.

If you're a parent PLUS borrower, you can defer repayment of Direct PLUS Loans first disbursed on or after July 1, 2008, while the student for whom you obtained the loan is enrolled at least half time, and for an additional 6 months after the student graduates or drops below half-time enrollment.

Remember, if you choose to defer payment on a Direct PLUS Loan, any interest that accumulates during the deferment period will be added to the unpaid principal amount of your loan. This is called "capitalization," and it increases your debt because you'll have to pay interest on this higher principal balance.

Reservists Called to Active Duty

If you are called or ordered to active duty for more than 30 days from a reserve component of the U.S. Armed Forces, the period of your active duty service and the time necessary for you to re-enroll in school after your active duty ends are not counted as part of your grace period. However, the total period that is excluded from your grace period may not exceed three years. If the call or order to active duty occurs while you are in school and requires you to drop below half-time enrollment, the start of your grace period will be delayed until after the end of the excluded period. If the call or order to active duty occurs during your grace period, you will receive a full 6-month grace period at the end of the excluded period.

If you are a reservist called to active duty with the U.S. Armed Forces for more than 30 days, contact the Direct Loan Servicing Center to let us know your status.

Choosing a Repayment Plan

You'll have the choice of several plans, and the Direct Loan Servicing Center will notify you of the date your first payment is due. If you do not choose a repayment plan, we will place you on the Standard Repayment Plan. Most Direct Loan borrowers choose to stay with the Standard Repayment Plan, but there are other options for borrowers who may need more time to repay or who need to make lower payments at the beginning of the repayment period.

Consolidation

If you have multiple federal education loans, you can consolidate them into a single Direct Consolidation Loan. This may simplify repayment if you are currently making separate loan payments to different loan holders, as you'll only have one monthly payment to make. There may be tradeoffs, however, so you'll want to learn about the advantages and possible disadvantages of consolidation before you consolidate. To learn more, visit our website at **Direct Loan Servicing Web Site:** (www.dl.ed.gov/borrower/BorrowerWelcomePage.jsp)

While You Are in Repayment

Generally, you'll have from 10 to 25 years to repay your loan, depending on which repayment plan (there are several) you choose. The Direct Loan Servicing Center will notify you of the date your first payment is due. If you do not choose a repayment plan, we will place you on the Standard Repayment Plan, with fixed monthly payments for up to 10 years. Most Direct Loan borrowers choose to stay with the Standard Repayment Plan, but there are other options for borrowers who may need more time to repay or who need to make lower payments at the beginning of the repayment period.

Repayment Plans

The Direct Loan Program offers loan repayment plans designed to meet the needs of almost every borrower. Direct Loans are funded by the U.S. Department of Education through your school and are managed by the Direct Loan Servicing Center, under the supervision of the Department. The Direct Loan Program allows you to choose your repayment plan and to switch your plan if your needs change.

To find out more about repayment options before receiving a Direct Loan, borrowers may contact their school's financial aid office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800- 433-3243). If you currently have a Direct Loan and would like the exact payment amount on your loan, you can find it out online at the website for the Direct Loan Servicing Center or you can call the center at 1-888-447-4460.

Direct PLUS Loan borrowers may only choose from the standard, extended, or graduated options. However, beginning July 1, 2009, student Direct PLUS Loan borrowers may choose the income contingent repayment plan or the income-based repayment plan.

Standard Repayment

With the standard plan, you'll pay a fixed amount each month until your loans are paid in full. Your monthly payments will be at least \$50, and you'll have up to 10 years to repay your loans.

The standard plan is good for you if you can handle higher monthly payments because you'll repay your loans more quickly. Your monthly payment under the standard plan may be higher than it would be under the other plans because your loans will be repaid in the shortest time. For the same reason - the 10-year

Standard Repayment Plan Example

With the standard plan you will pay a fixed amount each month until your loans are paid in full. Your monthly repayments will be at least \$50, and you will have up to 10 years to repay. Below is an example of a repayment plan for a loan of \$5000.00.

Sample Repayment Summary

Months in Repayment	120
Monthly Payment	\$57.54
Total Interest Payment	\$1904.82
Total Loan Payment	\$6904.82

Extended Repayment

To be eligible for the extended plan, you must have more than \$30,000 in Direct Loan debt and you must not have an outstanding balance on a Direct Loan as of October 7, 1998. Under the extended plan you have 25 years for repayment and two payment options: fixed or graduated. Fixed payments are the same amount each month, as with the standard plan, while graduated payments start low and increase every two years, as with the graduated plan below.

This is a good plan if you will need to make smaller monthly payments. Because the repayment period will be 25 years, your monthly payments will be less than with the standard plan. However, you may pay more in interest because you're taking longer to repay the loans. **Remember that the longer your loans are in repayment, the more interest you will pay.**

Graduated Repayment

With this plan your payments start out low and increase every two years. The length of your repayment period will be up to ten years. If you expect your income to increase steadily over time, this plan may be right for you. Your monthly payment will never be less than the amount of interest that accrues between payments. Although your monthly payment will gradually increase, no single payment under this plan will be more than three times greater than any other payment.

Income Contingent Repayment

(not available for parent PLUS loans)

This plan gives you the flexibility to meet your Direct Loan obligations without causing undue financial hardship. Each year, your monthly payments will be calculated on the basis of your adjusted gross income (AGI, plus your spouse's income if you're married), family size, and the total amount of your Direct Loans. Under the ICR plan you will pay each month the lesser of:

1. the amount you would pay if you repaid your loan in 12 years multiplied by an income percentage factor that varies with your annual income, or
2. 20% of your monthly discretionary income*.

If your payments are not large enough to cover the interest that has accumulated on your loans, the unpaid amount will be capitalized once each year. However, capitalization will not exceed 10 percent of the original amount you owed when you entered repayment. Interest will continue to accumulate but will no longer be capitalized.

The maximum repayment period is 25 years. If you haven't fully repaid your loans after 25 years (time spent in deferment or forbearance does not count) under this plan, the unpaid portion will be discharged. You may, however, have to pay taxes on the amount that is discharged.

Income-based Repayment (IBR)

Under this plan the required monthly payment will be based on your income during any period when you have a partial financial hardship. Your monthly payment may be adjusted annually. The maximum repayment period under this plan may exceed 10 years. If you meet certain requirements over a specified period of time, you may qualify for cancellation of any outstanding balance of your loans. Income- Based Repayment (IBR) Plan bases your monthly payment on your yearly income and you must have a partial financial hardship to enroll. This plan is an alternative to the Income Contingent Repayment (ICR) Plan and is designed to make repaying education loans easier for students who intend to pursue jobs with lower salaries, such as careers in public service. It does this by capping the monthly payments at a percentage of your discretionary income (the difference between your Adjusted Gross Income and 150% of the poverty guideline for your family size and state of residence). If you are married AND file taxes separately, only your income will be considered when calculating your IBR payment amount. Like ICR, after 25 years of qualifying repayment, any remaining balance on the loan will be forgiven, but you may have to pay taxes on the amount forgiven.

The IBR Plan is NOT available for repayment of your Direct PLUS Loan(s) made to parent borrowers and/or Direct Consolidation Loan(s) that repaid PLUS Loans made to parent borrowers. If you have these loan types, you must repay them under another eligible repayment plan, even if you select IBR for your other Direct Loan(s).

To participate in the IBR Plan, you must authorize the U.S. Internal Revenue Service (IRS) to inform the U.S. Department of Education (ED) of the amount of your income.

Repayment Incentive

This benefit is offered by the US Department of Education to encourage borrowers to repay their loans on time. Under a repayment incentive program, the interest rate charged on borrowers' loans might be reduced. Some repayment incentives programs require borrowers to make a certain number of payments on time to keep the benefits of the repayment incentive.

Rebate

The amount of the up-front interest rebate given to Direct Subsidized Loan, Direct Unsubsidized Loan and Direct PLUS Loan borrowers. The rebate amount is equal to a percentage of the loan amount borrowed. You must make all of your first twelve required monthly payments on time or the rebate amount will be added back to the principal balance on their loans.

*Monthly discretionary income equals your AGI minus the poverty level for your state of residence and family size, divided by 12. For the current poverty level, see the Poverty Guidelines Chart, which is issued annually by the U.S. Department of Health and Human Services.

Deferment and Forbearance

If you want additional information to help you avoid default, visit the Department's Debt Collection Service website.

Deferments

A deferment is a postponement of payment on a loan, during which interest does not accrue if the loan is subsidized.

You may qualify for a deferment while you are:

- Enrolled at least half time in an eligible postsecondary school or studying full time in a graduate fellowship program or an approved disability rehabilitation program.
- Unemployed or meet our rules for economic hardship (limited to 3 years).
- Serving on active duty during a war or other military operation or national emergency or performing qualifying National Guard duty during a war or other military operation or national emergency, and if you are serving on or after Oct 1, 2007, for the 180-day period following the demobilization date for your qualifying service.
- A member of the National Guard or other reserve component of the U.S. Armed Forces (current or retired) and are called or ordered to active duty while enrolled at an eligible school, or within 6 months of having been enrolled, you are also eligible for a deferment during the 13 months following the conclusion of your active duty service, or until you return to enrolled student status, whichever is earlier.

In most cases, you need to submit a deferment request to the Direct Loan Servicing Center along with documentation of your eligibility for the deferment. Visit their website for more information.

If you've gone back to school and the Direct Loan Servicing Center receives enrollment information that shows you're enrolled at least half time, it will automatically put your loans into deferment and notify you. You have the option of cancelling the deferment and continuing to make payments on your loan.

If you are in default on your loan, you are not eligible for a deferment or forbearance.

Forbearance

If you can't make your scheduled loan payments, but don't qualify for a deferment, the Department of Education may be able to give you a forbearance. Forbearance allows you to temporarily stop making payments on your loan, temporarily make smaller payments, or extend the time for making payments. Some common reasons for getting forbearance are illness, financial hardship or serving in a medical or dental internship or residency. See your copy of the Borrower's Rights and Responsibilities Statement or review it on the web at [loan-exit-counseling.pdf](#) for more examples. You can get more information by calling the Direct Loan Servicing Center at 1-800-848-0979.

Under certain circumstances, the Department can automatically give you forbearance, for instance, while we're processing a deferment, forbearance, cancellation, and change in repayment plan or consolidation, or if you're involved in a military mobilization or a local or national emergency.

UNUSUAL ENROLLMENT HISTORY (UEH)

In an effort to prevent fraud and abuse in the Federal Student Aid programs, beginning in the 2013-14 award year the U.S. Department of Education implemented the Unusual Enrollment History (UEH), to monitor the enrollment history of recipients of Pell grant program funds. Effective for the 2015-16 award year, this monitoring is now extended to also include recipients of the Direct Stafford Loan program funds. Students with unusual enrollment (UEH) histories may be flagged during the application for Federal Student Aid process. Some students may have legitimate reasons for their unusual enrollment history, so institutions are required to request documentation from students, to determine if there are valid reasons for the unusual enrollment history. This UEH flag needs to be resolved before students can receive additional Federal Student Aid.

ADDITIONAL LOAN OPTIONS

Private Educational Loans

Students have a variety of options if they choose to apply for private loans. Abcott does not use a preferred lender list; we provide students with a list of private education loan lenders that have offered private loans to our students over the past four years. Students should select a private lender of their choice; they are not required to use any of the lenders we have listed. Abcott will promptly process the application for any lender that is selected by students. Students and parents should first apply for Federal Student Aid before resorting to private educational loans.

Abcott Institutional Loan

Abcott also offers a private institutional loan at zero percent to eligible students that have a gap in their Federal Student Aid and the amount of their institutional tuition and fees. This institutional loan can only be used to cover direct cost incurred by the student (e.g. tuition, fees); it cannot be used to cover other educationally related expenses that a student may have (e.g. travel, room & board, etc.). Students should contact their financial aid office for additional information.

OTHER BENEFITS AND JOB TRAINING OPPORTUNITIES

TUITION REIMBURSEMENT

Abcott Institute will accommodate any student eligible for employer or employee-related benefits to secure the benefits by completing required forms and submitting required performance reports or other documentation. The student is responsible, however, for all tuition charges incurred with training in the event reimbursement requests are not honored as expected.

MICHIGAN REHABILITATION SERVICES (MRS)

This State agency provides vocational rehabilitation services to Michigan citizens that are physically or mentally impaired. MRS may arrange, provide, or purchase the services necessary to achieve an individual's employment plan. Further information can be obtained through Abcott Institute or Michigan Rehabilitation Services at 1-800-605-6722.

MICHIGAN MERIT AWARD

Eligibility for the Michigan Merit Award has now expired for all students unless they have served or are currently serving in the military. Students serving in the military should contact the Student Scholarships and Grants Division at 1-888-4-GRANTS (1-888-447- 2687), for information on claiming this award. Additional information on the Michigan Merit Award is available at <http://www.michigan.gov/mistudentaid/>.

VETERANS EDUCATION BENEFITS

If a student has veteran's education benefits (Montgomery GI Bill, Post 911, etc.), Abcott Institute is approved as a US Department of Veterans Affairs (VA) educational facility for the training of veterans and eligible persons. For more information and to find out which locations are approved, contact Abcott Institute or the US Department of Veterans Affairs directly at 1-888-442-4551 (www.gibill.va.gov). GI Bill is a registered trademark of the US Department of Veterans Affairs. More information about education benefits offered by VA is available at the official US government website at www.benefits.va.gov/gibill.

WORKFORCE INVESTMENT ACT (WIA)

If you are "unemployed" or "underemployed," you may be eligible to receive a training fund voucher (ITA) to reduce your educational costs. For information, contact admissions for directions to your local Workforce Development Board office.

Additional Policies and Information

NATIONAL VOTER REGISTRATION ACT

Voter registration forms are available online at <https://vote.michigan.gov>.

VACCINATION POLICY

Abcott does not have a vaccination policy. However, individual externship sites may require certain vaccinations.

WEAPONS POLICY

Abcott maintains a zero tolerance attitude towards firearms and other weapons on campus, the corporate offices and at sanctioned school events. In compliance with Michigan law (1931PA328 MCL750.227 and 1927PA372 MCL28.425o(2)), guns or other dangerous instruments (knives, chemical sprays, electrical discharge device, etc.) that are intended to be used as weapons are NOT to be carried into any Dorsey School at any time. Recent amendment to Michigan's Public Act 372 of 1927 (2015PA16) regarding rights to carry concealed weapons does not exclude Abcott Institute's classrooms (MCL28.425o(1)(h)), and by extension all common areas such as hallways, entryways, and sidewalks. This is a zero tolerance policy and failure to follow this policy will result in immediate termination/dismissal. Criminal charges may also be filed.

SOCIAL SECURITY NUMBER PRIVACY POLICY

Pursuant to Michigan's Social Security Number Privacy Act (the "Act"), Abcott Institute will take measures reasonably necessary to ensure the confidentiality of its employees' and students' social security numbers and those collected from others in the ordinary course of the company's business. Neither the company nor any of its employees will unlawfully disclose social security numbers obtained during the ordinary course of business. The company will limit access to information or documents containing social security numbers to only those employees of the company whose job description requires the use of social security numbers. In addition, the company will strictly limit the display of social security numbers on computer monitors or printed documents, unless required by law or business necessity. The company will not use social security numbers, more than four consecutive numbers from a social security number, or a derivation of them as personal identifiers, permit numbers, license numbers, or primary account numbers or for similar uses unless required by law. The company may use a social security number to perform an administrative duty related to employment or student's financial aid, including, for example, to verify the identity of an individual; to detect or prevent identity theft; to investigate a claims, credit, criminal, or driving history; to enforce legal rights; or to administer benefits programs. The company will retain an employee's social security number for the duration of the employee's employment and for two years following the employee's termination or for a longer period as required by law. Students' social security numbers are indefinitely maintained in a computer database per Department of Education regulations. The company will physically destroy documents that contain social security numbers but need to be discarded by shredding or another secure fashion. Social security numbers stored in a computer database that need to be removed will be deleted from all programs pursuant to techniques and standards commonly used for such purposes. All provisions of this policy are subject to the language of the Act.

VERIFICATION POLICY

If a student's SAR/ISIR is selected for verification, the student must verify/document information on which the EFC was calculated. The purpose of verification is to ensure that the Federal income tax return and other required documentation match the information on the SAR/ISIR. A selected SAR/ISIR has an asterisk (*) next to the EFC. Verification is required on ISIR's selected by the Department of Education. ABCOTT will verify all selected ISIR's. **Students who have been selected for verification will be notified by the school via e-mail or regular mail (and followed-up in person or via phone) that they have been selected for verification.** The student will have 15 days from date of notification to provide the required documentation to the Financial Aid Office. Those who fail to provide the documentation within the 15-day deadline will be contacted by the Financial Aid office to complete a private loan or an In-school payment plan. However, if the student has

extenuating circumstances that will cause the delay in packaging within 30 days of their start date; they will be placed on a list. If they choose not to take one of these options the student will be terminated from school and will owe for the time they have attended. Once verification has been completed, the Financial Aid officer will make any necessary changes or corrections as warranted. If the award changes, the student will be given a Notification of Revised Award letter detailing the changes made in their award package. Student may contact the Financial Aid office for more questions about this process at 248-440-6020 ext. 108

PREVENTION OF FINANCIAL AID/SCHOLARSHIP FRAUD

Every year, millions of high school graduates seek creative ways to finance the markedly rising costs of a college education. In the process, they sometimes fall prey to scholarship and financial aid scams. On November 5, 2000, Congress passed the College Scholarship Fraud Prevention Act of 2000 (CSFPA). The CSFPA enhances protection against fraud in student financial assistance by establishing stricter sentencing guidelines for criminal financial aid fraud. It also charged the Department, working in conjunction with the Federal Trade Commission (FTC), with implementing national awareness activities, including a scholarship fraud awareness site on the ED web site.

According to the FTC, perpetrators of financial aid fraud often use these telltale lines:

- The scholarship is guaranteed or your money back.
- You can't get this information anywhere else.
- I just need your credit card or bank account number to hold this scholarship.
- We'll do all the work.
- The scholarship will cost some money.
- You've been selected to receive a 'scholarship' in a contest you never entered.

To file a complaint, or for free information, students or parents should contact the Federal Trade Commission student response center at 1.877.FTC.HELP (1.877.382.4357) or visit:

WWW.FTC.GOV/SCHOLARSHIPSCAMS

Instructional Hours

An instructional hour is defined as 60 consecutive minutes of which a minimum of 50 minutes is dedicated to instruction.

Program Changes

Abcott Institute consistently strives to improve and update our programs to keep current with changes in industries in which we train. We use two primary methods to effect curriculum changes:

1) Program advisory boards, which are made up of employers and experts from the industry, are consulted periodically and participate in advisory board meetings. These board members give feedback and recommendations for updates to programs that the school considers for implementation; and 2) Curriculum review meetings are conducted periodically; curriculum review committees are comprised of program-specific instructors and the management. When planned changes or updates occur, they are published in a Catalog Addendum that is distributed to students at orientation and then included in the next printed version of the catalog. Please contact the school for more information on upcoming changes or updates to programs.

EXTERNSHIP INFORMATION

An externship is a continuation of student training and serves as an unpaid opportunity to gain industry experience, following successful completion of all other academic requirements. Random drug testing and/or criminal background checks may be required by an externship site or prospective employer at any time during an externship assignment or employment in these fields. Any student who fails any such random criminal background investigation or drug screening may be ineligible to continue in any Abcotts' externship. Externship

sites will vary and will be determined by Abcott Institute. Each student must sign an externship document acknowledging the obligations of the student, school, and worksite.

Catalog Disclaimer

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the School Director to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

Payment Policies

Payments may be made by training vouchers, cash, check, money order, or credit cards. The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. An installment payment schedule is also available as designated by the school. Students will be charged an installment fee for each installation payment made after class start.

Each student should ensure that tuition payments are received by the school on or before the date shown in the Payment Agreement or Financing Agreement. A late fee of \$25.00 is charged for payments received after the due date. If a payment is not received by the sixth date from the due date, admission to class may be prohibited. Students with delinquent accounts are subject to dismissal and collections. All 30 days past due accounts will be charged a 10% interest on unpaid balance per month until account is paid off.

Diploma, grades, transcripts and placement assistance are withheld until all accounts are settled. Students who have interrupted their training may not return unless all payments are current. The admissions board will not consider re-admission candidates unless previous unpaid accounts are fully settled.

Sponsorship by Employers

Applicants who are currently employed may want to ask their employers to sponsor their training at the Institute. Many companies now offer financial assistance to help employees pay for expenses to attend our programs.

Discount

Special volume discounts are provided to employers, non-profit and state or local government agencies.

Cash Financing Plans

Students are encouraged to pay their tuition balance directly to the school in installments. However, an additional, more flexible way for students to pay tuition may be arranged through an outside Financing Company. In order to be eligible for an outside financing plan, the student must meet with Admissions Representative/counselor, complete an application and release credit information to the school. Upon receiving approval, a Promissory Note stating the terms of the financing agreement must be signed. Although this type of financing plan is provided by an outside lender, **Abcott Institute** will monitor all account activity and will intervene if necessary. Students not making regular, on-time payments are subject to suspension or termination.

MEDIATION AND ARBITRATION

If a dispute of any nature should arise or develop out of the student's enrollment and attendance at Abcott (including without limitation issues such as: unpaid tuition, student behavior, satisfactory academic progress, test scores, quality of education, accuracy of school advertisements and materials), no matter what issues are involved in the dispute and how either the student or the school might describe, state or plead the dispute, both

the student and the school agree that, if they cannot resolve the dispute through their own negotiations, they shall first make a good faith effort to resolve the dispute by participating in a mediation process with a neutral mediator. The student and the school further agree that, if any dispute they have is not resolved, it shall be submitted to binding arbitration under the Federal Arbitration Act. The following terms will apply to the mediation and the arbitration:

(a) The mediator shall be selected from a list of approved mediators maintained by a court or bar association situated in the same community as the campus of the school which the student is attending (the "Local Community"). The mediation will only involve the dispute between the student and the school and not the disputes or concerns of any other students (current or former). The school shall pay all of the mediator's fees.

(b) If arbitration occurs, it shall be conducted at a convenient location within the Local Community, pursuant to the Commercial Arbitration Rules of the American Arbitration Association (AAA) by a single arbitrator selected from an AAA list in accordance with AAA selection rules.

(c) The student may only present a claim in arbitration for his or her own dispute with the school, and may not present any claims of other students at the school (current or former) or attempt to act as a representative of a group or class of other students (current or former) of the school. The student agrees that he or she may not, and will not, file any lawsuit against the school concerning his or her claims or the claims of any other student or group or class of students of the school (current or former) and that the student will not join as party in any lawsuit of any kind, including without limitation a class action, brought against the school by one or more other students.

(d) The student will be responsible for paying the portion of AAA arbitration fees, arbitrator's fees and facility fees ("Arbitration Costs") equal to the current amount of a filing fee for initiation of a civil lawsuit in a court situated within the Local Community ("Civil Filing Fee"), and all amounts of Arbitration Costs in excess of the Civil Filing Fee shall be paid by the school.

(e) If either the student or the school decides to hire a lawyer to provide assistance, then the party hiring the lawyer will be responsible for paying the lawyer's fees.

(f) All determinations as to the scope and enforceability of this arbitration agreement shall be made by the arbitrator and not by a court.

(g) The arbitrator's award shall be final and binding on both parties, and may be filed for enforcement by either the student or the school in any court having jurisdiction.

The school and the student acknowledge that they are:

- (i) Voluntarily and irrevocably electing arbitration as the remedy for any unresolved dispute they may have and
- (ii) Waiving any rights they may have to bring a lawsuit in any state or federal court of competent jurisdiction and to have their dispute heard and decided by either a judge or jury.

Appendix List:

1. School Calendar
2. Listing of Staff and Administration
3. Graduation/Placement Statistics, please refer to <http://abcott.edu/gedt-disclosures/Gedt.html>
4. Signature Page (Must be signed and placed in Student File)

Academic Calendar 2017

Holidays 2017

The school is open twelve months a year except for the following days:

New Year’s Day 2017 (01/02/17) Observed
 Martin Luther King Day (01/16/17)
 Memorial Day (05/29/17)
 Independence Day (07/04/17)

Labor Day (09/04/17)
 Thanksgiving Day (11/23/2017 - 11/24/17)
 Winter Break (12/25/2017 – 12/29/2017)
 New Year’s Day 2018 (01/01/2018)

School Hours

Campus is open Monday through Friday 8:00 am to 9:00 pm. The Student Services office is open from 8:00 am to 5:00 pm Monday through Friday.

Program Start Dates 2017*

Day	Evenings
January 11, 2017	January 25, 2017
February 9, 2017	
March 9, 2017	March 06, 2017
April 6, 2017	April 13, 2017
May 4, 2017	May 23, 2017
June 5, 2017	
July 5, 2017	July 3, 2017
August 2, 2017	August 11, 2016
August 30, 2017	
September 28, 2017	September 22, 2017
October 26, 2017	
November 27, 2017	November 2, 2017
January 2, 2018	December 14, 2017

*all program dates are tentative and are subject to change

Instructors:

Nancy Hefferon, RN	Certified Nursing Instructor/ Clinical Instructor
Debra McGrier, LPN	Nursing Instructor
Carla Johnson, RN	Nursing Instructor/ Clinical Instructor
Karen Chowdhury, CAHI, CMA, RMA	Patient Care Technician / MA Instructor
JoAnn Goode, MA, CV Tech.	Patient Care Technician / MA Instructor
Nannette Mercier, MA, B.S	Patient Care Technician / MA Instructor
Randi King, CCS, BBA	Medical Billing & Coding Instructor
Angela Koscierynski, AST, B.Sc.	Surgical Technician Instructor

Administration:

School Director/DCS/President	Arvinder Singh
Accreditation Liaison Officer/ C.F.O.	U.S. Bhatia
Marketing/IT Director	Bob Singh
Registrar/Student Services Coordinator	Patricia Bassette
Financial Aid Director	Velma Smith
Admissions Representative	Katrina Patterson
Admissions Representative	Sandy Washington
Admissions Representative	Kevin Frederick
Admissions Representative	Paris Dandridge

Contact Us

Abcott Institute
16250 Northland Drive, Suite 205
Southfield, MI 48075

www.abcott.edu

Phone: 248-440-6020

Fax: 248-440-6099

Email: info@abcott.edu

Driving Directions:

Coming from I-275 North/South:

Take I-275 until exit I-696. Follow I-696 East. Take the John C Lodge (M10) Freeway exit and follow freeway until the 8 Mile Road exit. Turn right onto Northland Drive. We are in the big white building "CROSSROADS" on your right.

Coming on Lodge Freeway (MI 10) North:

Take exit at Eight Mile Road, go West on 8 Mile Rd. for about ½ Mile then turn right on Northland Drive at the Traffic light. You will find us at "CROSSROADS" Building on your left hand side.



Date _____

Name _____
Print

I have received a copy of the Abcott Institute student handbook (including ASR) and catalog. I have read and understand the information within. I understand that as a student at Abcott Institute I must abide by the policies in the Student Handbook.

If I have any questions regarding the information contained in this handbook I understand that I may meet with a member of school administration to clarify.

I understand the school may revise the handbook at any time and that I will be informed of such revisions as they occur.

Student Signature