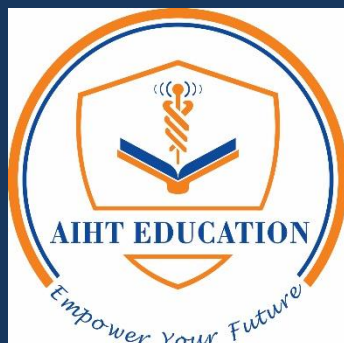




**AIHT  
EDUCATION**



# STUDENT CATALOG 20-21

480 Lordship Blvd, Stratford, CT - 06615

[www.aiht.edu](http://www.aiht.edu)

Intentionally left blank

We recommend you to use this catalog for general information about our programs and school policies. This catalog by no means constitutes a contract, and is subject to revision at the discretion of the school.

**July 2020 – June 2021**

*Revised April 2021*

Intentionally left blank

## **COPYRIGHT INFRINGEMENT POLICY**

Misuse of computing, networking or information resources may result in the loss of computing and/or network access. Additionally, the school may consider prosecution under applicable statutes. Illegal production of software and other intellectual property protected by U.S. copyright law is subject to civil damages and criminal punishment including fines and imprisonment.

Intentionally left blank

## Message from the President

Welcome to the American Institute of Healthcare and Technology! Your decision to enroll in AIHT represents a new beginning in the field of Allied Health Science and, I am very positive that you have made the right decision to start with us! This is just the commencement of your bright future. The famous inventor of all times, Thomas Edison said, “The three greatest essentials to achieve anything worthwhile are: Hard Work, Stick-to-itiveness and Common Sense”. Thus, with unfaltering commitment, hard work, and determination, each day you will move closer to achieving your goals and the family of AIHT will ensure to help and guide you through this journey.

Our goal at AIHT is to offer students, quality education and empower them with the knowledge, values and, skills to be a successful healthcare professional in the future.

Our institute seeks to engage and maintain a diverse faculty and student body that meets the school’s academic goals and objectives. We have also ensured to constantly update our curricula to match the changing needs of the industry.

Make the most of the time you spend here with us at AIHT. I look forward to helping you in future and making your vision a reality.

I wish you the very best for this new career path and in your future endeavors!

Ravish Shah, MS  
President



Intentionally left blank



## Table of Contents

Introduction.....	1
Mission Statement.....	1
Objectives .....	1
Vision Statement.....	1
Our Values .....	1
History of AIHT.....	2
Campus .....	2
Authorization and Accreditation.....	2
Statement of Ownership and Control.....	2
Non-Discrimination / Civil Rights Statement.....	2
Policy Regarding Persons with Disability .....	2
Veterans Benefits .....	2
Alcohol and Drug Policies .....	3
Admissions Policies .....	3
Admission Requirements .....	3
Physical Activity Standards .....	4
Admission Process .....	4
Registration .....	5
Transfer of Credit(s) .....	5
Academic Policy .....	6
Attendance Policy .....	6
Excused and Unexcused Absences .....	6
Attendance Warning .....	6
Cap on Excused Hours.....	6
Automatic Withdrawal based on Absences .....	7
Tardiness .....	7
Leave of Absence.....	7
Pregnancy.....	8
Zero Tolerance of Cheating & Plagiarism Policy.....	8
Grading System.....	8
Academic Grade Appeal .....	9
Guidelines for Tests .....	9
Failed Course .....	11
Incomplete Grades .....	11

Withdrawal from School.....	11
Change of Program .....	11
Re-enrollment/ Re-entry .....	11
Additional Credential.....	12
Externship .....	12
Sonography, Medical Assistant, Medical Billing and Coding Programs .....	12
Policies and Procedures .....	12
Wait Period before You Start.....	12
Placing on Hold.....	13
Paperwork to Be Submitted before Starting Externship .....	13
Meeting with the Clinical Preceptor before Starting Externship .....	13
Externship Schedule .....	13
Attendance Requirement .....	13
Removal from the Clinical Site.....	14
Student Responsibility .....	14
Clinical Evaluation Criteria: .....	14
Clinical Externship Evaluation and Procedure .....	14
Program Policies and Procedures.....	14
Externship Attendance Requirements.....	15
Externship Performance Standards .....	15
Certified Nurse Assistant and Patient Care Technician Programs.....	16
Program Policies and Procedures.....	16
Externship Attendance Requirements.....	16
Externship Performance Standards .....	16
Externship Code of Conduct.....	16
Satisfactory Academic Progress (SAP) .....	18
Additional Considerations for Quantitative and/or Qualitative Standards .....	19
SAP Warning .....	19
SAP Appeals .....	19
SAP Probation.....	20
SAP Watch List.....	20
Re-establishing SAP .....	20
Graduation Requirements .....	21
School Regulations and Other Policies.....	21

Semester Credit Hour Calculation .....	21
Course Codes .....	21
Student Dress Code.....	21
Personal Appearance.....	22
Student Code of Conduct .....	22
Disciplinary Actions Imposed.....	23
Student Discipline Procedure.....	24
Condition for Dismissal .....	25
Student Grievance Procedure.....	26
Sexual Harassment and / or Solicitation .....	27
Campus Security and Crime Prevention Policies .....	29
Student Services .....	29
Career Services .....	29
Barriers to Employment.....	29
Student Records .....	29
Parking and Transportation.....	30
Advising.....	30
Lost and Found .....	30
License/Registry Exam Disclaimer.....	31
Academic Program Offering / Termination Policy for Programs.....	31
Financial Information.....	32
Tuition Information.....	32
Tuition Breakdown for Programs .....	32
Financial Arrangements .....	33
General Default Management Policies and Procedures .....	33
Cancellation and Refund Policy.....	33
Return of Title IV Funds (R2T4) .....	34
Program Curriculum Details .....	38
Programs Offered.....	40
CARDIOVASCULAR TECHNOLOGIST .....	42
CERTIFIED NURSE ASSISTANT .....	47
DIAGNOSTIC MEDICAL SONOGRAPHY.....	49
MEDICAL ASSISTANT.....	55
MEDICAL BILLING & CODING SPECIALIST .....	59
PATIENT CARE TECHNICIAN.....	63

VASCULAR TECHNOLOGIST .....	65
APPENDIX A: Holiday and Program Schedule.....	71
APPENDIX B: Administrative Members .....	75
APPENDIX C: Course Start Dates .....	77
APPENDIX D: Unexcused and Excused Hours Allowed .....	78
APPENDIX E: VA Pending Payment Compliance .....	80
APPENDIX F: Distance Education Information .....	82

## Introduction

American Institute of Healthcare & Technology (AIHT) was founded in Connecticut in 2011 by a group of Healthcare and Information Technology professionals, providing standard education and optimal training in becoming an ideal candidate for most demanding job positions. Besides imparting knowledge, we also specialize in training career development skills along with life skills that are essential to be successful in the professional world.

With unfailing enthusiasm for quality education and dedication in services, the institution is bound to give only the best to those seeking a stable and lucrative career in Allied Healthcare & Information Technology fields.

### Mission Statement

Our mission is to provide students with quality training and education for successful employment in the field of Allied Health sciences and to empower them with the knowledge, values and skills needed to be continuous learners.

### Objectives

1. To enhance and promote academic excellence.
2. To provide and support student centered learning environment by delivering excellence in teaching.
3. To encourage effective use of library resources for academic success.
4. To provide, support and nurture faculty and staff development.
5. To improve and maintain superior administrative services.
6. To enhance and cultivate valuable relationship with our educational partners and the local community.
7. To connect students and alumni to potential employment opportunities.

### Vision Statement

Our vision is to see AIHT among the top local and national schools in the Allied Healthcare field, providing quality education and training to students.

### Our Values

AIHT pledges to act in accordance with the following values:

*Respect:* We personify a culture of professionalism with respect for the dignity of all students, staff and instructors; honoring their perspectives and cultures.

*Excellence:* We are dedicated to enhance and promote excellence in teaching and learning by continually changing, improving and ensuring the effectiveness of the school's programs in preparing students for successful careers in the field of Allied Health sciences.

*Student Success:* We strive to provide the quality education and training necessary for students to be successful in their academic and work environments.

*Commitment:* We are committed to provide students with opportunities to develop the knowledge, understanding and skills necessary for successful employment in the field of Allied Health sciences.

*Teamwork:* We seek to create an interdisciplinary, concerted, and harmonious academic environment, which is characterized by uniqueness, honesty, and collaboration.

*Diversity:* We are committed to the importance of diversity in faculty, staff, and students in order to provide an atmosphere of academic freedom and encourage an open exchange of ideas.

### **History of AIHT**

American Institute of Healthcare & Technology (AIHT) was founded in Connecticut in 2011 by a group of Healthcare and Information Technology professionals, providing standard education and optimal training in becoming an ideal candidate for most demanding job positions is the end goal of AIHT. Besides imparting knowledge, we also specialize in training career development skills along with life skills that are essential to be successful in the professional world.

### **Campus**

AIHT is located at 480 Lordship Blvd, Stratford, CT 06615. The space is located on a 6561 sqft campus. The administrative area is in the front of the building; consisting of the reception area, admissions, President office and career services office. The instructional space starts as soon as you pass the front reception area and it consists of lecture rooms, laboratories for ultrasound, echocardiography, phlebotomy and electrocardiography. We also offer Wi-Fi network service for students on campus. The student - teacher ratio for the school is 12:1.

### **Authorization and Accreditation**

Our campus is authorized by the Office of Higher Education, State of Connecticut since 26<sup>th</sup> October 2012. AIHT is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates. ACICS is located at 1350 Eye Street, NW, Suite 560, Washington, DC 20005.

### **Statement of Ownership and Control**

AIHT is owned and operated by American Institute of Healthcare and Technology, LLC., a corporation formed under the laws of State of Connecticut. American Institute of Healthcare and technology, LLC is operated by its Board of Directors; Heeren Makanji, Sagar Makanji and Ravish Shah.

### **Non-Discrimination / Civil Rights Statement**

AIHT does not discriminate people on the basis of race, color, and national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), and age (Age Discrimination Act of 1975).

### **Policy Regarding Persons with Disability**

AIHT promotes educational equity for students with disabilities. Persons with a known disability are encouraged to meet with the President prior to enrollment in order to discuss suitable facilities and accommodations.

### **Veterans Benefits**

AIHT is approved by the Connecticut State Approving Agency/Office of Higher Education to enroll qualified veterans and their dependents to use their GI Bill educational benefits.

Veterans and their dependents should call 888-GIBILL-1 or use the “Ask A Question” feature on the [www.GIBILL.va.gov](http://www.GIBILL.va.gov) website to inquire about their application and claim status.

### **Alcohol and Drug Policies**

AIHT recognizes the serious threat to the physical and mental health of its students because of the misuse of alcohol or the use of illegal drugs. Therefore, our goal is to provide all students a drug free environment in order to provide a categorical intellectual growth. Each student also holds an individual responsibility to respect the school’s policy and abide by it.

**The possession, distribution and/or consumption of alcohol, alcoholic beverages, and illegal drugs are strictly prohibited by AIHT.** Any student violating these policies will be subject to consequences including termination or suspension. Students at AIHT are also subject to federal, state, and local laws for the possession and distribution of illegal drugs. Please visit <https://www.cga.ct.gov/lrc/drugpolicy/drugpolicyrpt7.htm#Sec2> for more details on illicit drugs and other illegal drugs. And refer to table III-3 for CT penalties on drug possession.

AIHT recommends students to seek necessary help if there is a need. Please refer to <http://uwc.211ct.org/substance-abuse-resources-and-information-for-connecticut-residents/> to look for available drug information and prevention services. Also, please refer to our website under consumer info for more details.

## **Admissions Policies**

### **Admission Requirements**

Prospective students will be considered for admission if the following requirements are fulfilled. Students must be/have the following before the first day of the class:

1. High School Diploma or a General Education Development Certificate (G.E.D)
2. A signed enrollment application, along with the non-refundable registration fee
3. A signed preliminary self-disclosed personal criminal background information
4. A signed general self-disclosed medical health information form
5. Copy of the Photo ID
6. Pass the \* Wonderlic Scholastic Level Exam SLE-Q
7. A 2 page, double spaced Statement of Purpose
8. An interview with the Ultrasound Program Director

Prospective students would be required to pass the Wonderlic Scholastic Level Exam SLE-Q. Individuals would have 8 minutes to complete 30 questions.

Prospective students would be expected to get a minimum score (please refer below) in order to apply for a particular program.

*Below are the score requirements:*

Diagnostic Medical Sonography - 16

Cardiovascular Technologist - 16

Vascular Technologist -16

Medical Assistant - 14

Medical Billing and Coding - 14



Here is more information about the Wonderlic

Exam:[http://resources.wonderliconline.com/WonderlicScholasticLevelExamRemoteorPretest\(SLE-Q\)AdminGuide.pdf](http://resources.wonderliconline.com/WonderlicScholasticLevelExamRemoteorPretest(SLE-Q)AdminGuide.pdf)

Please note that the following documents are required before the start of the externship:

1. Physical health information form from primary care provider.
2. Proof of current CPR certification that is valid for the length of the clinical rotation.

*Additionally, a student may be required to get a criminal background check and/or drug test **before starting** the program at AIHT **or anytime during the course of study** at AIHT or just before starting the externship, at the discretion of the school. The costs of these extra requirements will be covered by the student. **The school does not have any financial responsibility to pay for these expenses.***

### **Physical Activity Standards**

The students are expected to demonstrate and possess the skills and capabilities mentioned below in order to get enrolled in any of the programs offered and also while enrolled as a student at AIHT.

*A good communication skill:* Student must be able to communicate effectively orally and in writing. The student should be able to communicate well to the instructor and his/ her fellow classmates.

*Motor:* Student should have good gross and fine motor functions. Students are expected to be able to help and lift patients from wheelchairs to the examination table and vice versa (up to 25 patients per day), must be able to lift and move objects (50 pounds or less routinely), work with healthcare equipment, computers, and are able to work standing on his/her feet 80% of the time.

*Intellectual:* Conceptual, integrative, and critical thinking abilities are required.

*Behavioral and Social Attributes:* Student must possess sufficient interpersonal skills to interact effectively with people from all levels of society, and ethnic backgrounds. A student must be emotionally healthy. He or she must be able to develop good rapport with patients and colleagues. He or she must be able to control physical and emotional stress in order to continue to function effectively.

### **Admission Process**

The prospective student(s), who come for an inquiry to the school, meets with our Enrollment Director for a detailed discussion on the program the student is interested in. The Enrollment Director also guides the prospective student(s) on available financial assistance i.e. payment plans and private student loan.

The prospective student(s) is also given a campus tour at the end of the meeting. During the initial meeting, once the Enrollment Director determines the initial eligibility of the candidate to apply for the program, the student is advised to appear for the school entrance test. The student has the option to take the admissions test on the same day or at any other

date by appointment. Upon passing the entrance test, the student is advised to complete the rest of the enrollment formality.

### **Registration**

Students may register at any time before the beginning of the first term of the program in person with the Enrollment Director (until the seats are filled). Maximum numbers of students allowed in a class are 12 except Certified Nurse Assistant and Patient Care Technician being capped at 10. The school strictly strives to maintain an ideal instructor student ratio in order to enhance individual attention to all our students to bring out the best in all.

For registration, the student must bring the following documents:

- Two forms of ID (driver's license, birth certificate or passport).
- Original high school diploma or G.E.D certificate.
- Initial payment for registration and tuition fees (we accept cash, money orders, cashier checks and all major credit cards).
- 1 Passport size photograph.

### **Transfer of Credit(s)**

Students may transfer credit hours/ clock hours from other institutions considering they have completed the same or similar course(s) within the last 3 years from other institutions with a grade point average of (2.0) or higher and also that the course is part of the requirements of a program offered by AIHT Education. The prospective students will be required to submit a completed credit waiver form along with a copy of the transcript. The form is available online or can be requested at the admissions office. The student must also submit the course outline or description of the course(s), if asked, by the AIHT administration.

If the transfer of credit(s) or clock hours is accepted, it will be used towards completion of the program and the student will be given a tuition and fees waiver accordingly. The school will accept all credits/hours except the core module and externship credits/hours for the Ultrasound Programs and Medical Assistant Program. For example: Vascular and Echocardiography modules from the Cardiovascular Technologist Program; Vascular, Ob/Gyn, and Abdomen modules from the Diagnostic Medical Sonography Program and Medical Assisting module from the Medical Assistant Program, will not be waived. The only exception to the rule is, if the prospective student is an AIHT Education's previous graduate or current student, transferring from one program to the other.

The Compliance Director will review the copy of the student's transcript to determine if the waiver be granted. Transfer of credit hours/ clock hours is not guaranteed and will be granted depending on the type, length and correlation of content to the course being evaluated. In any case, the decision of the Compliance Director will be final. The waiver, if given, will also be documented in the enrollment agreement.

The school will also assist students if they need to transfer out. In case the student needs to transfer out, he/she should submit the request with student services. The school will assist students in providing the grade card, transcript, syllabi, and/or course outlines, if needed. However, the students need to understand that the decision to accept the transferred credits/hours depends on the receiving institution and AIHT does not guarantee the acceptance of its credits/ hours in another institution.

*Please refer to the Program course description to know whether a module is a core module or not.*

## Academic Policy

### Attendance Policy

Students are expected to attend all classes as scheduled. Regular attendance is essential for comprehensive learning and to successfully pass the course.

Students *must maintain a minimum of 85% attendance* in order to successfully complete the course(s) and graduate from the program. For exact information on the hours that could be missed without any consequences, please refer to the appendix D. Faculty uses weekly attendance sheets to track student attendance. Attendance will be marked everyday by the faculty at the end of session.

### Excused and Unexcused Absences

The absences whether excused or unexcused will be marked as absent in the attendance sheet. Excused absences are defined as documented absences in the event of an emergency, illness or family emergencies or other emergency situations. The students must submit the appropriate document of the excused absence to the school administration.

AIHT expects that the students schedule any non-emergent appointments on your day(s) off or before or after school hours. Please be mindful that any time off for anything other than an emergency will result in an unexcused absence. If a student takes personal vacation(s), or schedules other personal appointments during the regular school hours including routine medical, dental and or eye appointments; the absence(s) will be considered unexcused absence(s) and will not be allowed.

Also, when the reason for the excused absence is not obvious, then the reason for an excused absence will be determined to be legitimate by student services office in collaboration with the Compliance Director. Please note that the decision regarding the status of absence may take up to seven business days and in any case, the decision of the student services office will be final.

Similarly, if the student services office finds the documentation submitted by the student for an excused absence 'illegitimate', 'forged, or 'fake', the school holds the right to confirm the document's validity with the appropriate issuing authority or directly reject the document and not grant the excused absence. Additionally, if the school finds illegitimate documents from a student, then the student may face serious consequences leading to dismissal from the program.

### Attendance Warning

At any point of the course, if it is determined that the student's attendance is less than 90% but greater than or equal to 85%, he/she will be given a written warning. If a student's attendance is less than 85 % of the total course clock hours/contact hours because of the excused absence, then the excused absences with valid documents will be added to the attendance.

### Cap on Excused Hours

There is a cap on the excused absences. For more information on the allowed excused hours in any module(s), please refer to the appendix D.

### **Automatic Withdrawal based on Absences**

Student will be automatically considered withdrawn if without any prior notice to the school:

- The student that is enrolled in Certified Nurse Assistant program is absent for three or more consecutive class days.
- The student that is enrolled in Medical Assistant or Medical Billing & Coding Specialist or Patient Care Technician program is absent for four or more consecutive days.
- The student that is enrolled in Sonography program is absent for seven or more consecutive days

At the end of each Satisfactory Academic Progress (SAP) interval, students will be informed about their progress in meeting the standards of attendance. Please refer to SAP for more details on SAP intervals.

### **Tardiness**

The following recording system will be used for tardiness or early departure and the student will miss the hours according to the below mentioned information:

Minutes/Hours - Late or Early Departure	Minutes/Hours - Loss in Attendance
1 to 15 minutes	15 minutes
16 to 30 minutes	30 minutes
31 to 60 minutes	1 hour
61 to 90 minutes	1.5 hour
91 to 120 minutes	2 hours
120 to 150 minutes	2.5 hours
150 to 180 minutes	3 hours
181 to 210 minutes	3.5 hours
More than 211 minutes	Full Day

*Please note: Tardiness and early departures can add up to or equal an absence.*

Since tardiness or early departure is recorded as an unexcused absence, it is the responsibility of the student to make up the classroom instructions. AIHT encourages students to plan to arrive to school at least 15 minutes before the start of class.

### **Leave of Absence**

If a student needs to take some time off from their school because of some personal situation with the intention of returning to school must do so by filling out the 'Leave of Absence' form. Student will be granted a leave of absence upon request. In any case the leave of absence cannot exceed 180 calendar days in any 12-month period or one half the published program length, whichever is shorter. The student is required to provide the school with exact dates of leave of absence. The leave of absence will be effective upon the receipt of the form or as indicated by the student if completing the class.

The student may request for extension of leave of absence provided that the extension request does not exceed the specified limit. If the student does not return to the school as per the leave of absence arrangement, he/she will be automatically terminated from the program. The student is required to re-apply for admissions if planning to return to school at any later time.

## Pregnancy

In case of pregnancy, the student is expected to notify the program director about confirmed pregnancy with a statement from the physician verifying pregnancy with the expected due date. The statement from the physician should also mention any restrictions in terms of the physical activity standards required to continue as a student in the program (as mentioned in the catalog). Upon receipt of the notification, the program director can make necessary arrangements in consultation with the instructor(s), if possible, related to the future plan of education while a student at AIHT. If student is not able to perform majority of the required physical (motor) work, the student will be advised the following:

- A. Leave of Absence
- B. Withdraw and re-enroll later when ready

Please remember, in both scenarios mentioned above, the graduation date will get extended.

*However, please note that during or after 7<sup>th</sup> month (28 weeks) in pregnancy, the student cannot go out on/ start externship.*

If the student is still in the school, in the first 4 to 28 weeks, the student is required to submit one physician statement every month. Between 28 to 36 weeks, the student is required to submit physician statement every two weeks. After 36 weeks, the student is required to submit physician statement every week.

## Zero Tolerance of Cheating & Plagiarism Policy

AIHT rebukes any form of cheating or plagiarism. During the course of the study, if it is determined that a student was trying to cheat or has cheated to pass any exam; the student will immediately earn a Failing Grade (F) for the entire module by the instructor. The instructor will later forward the incident report to the Administration which may take disciplinary actions against the student including suspension or termination.

## Grading System

Grades and grade points represent the final measure of a student's performance in a course. A grade is issued for each course attempted. The following grades are used at AIHT:

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0 (Fail)
TR	Transfer of Credit
W	Withdrawn
I	Incomplete
R	Repeat Module
P	Pass

- Passing score for Medical Terminology, Anatomy & Physiology and other shorter modules is 70% overall in individual theory and practical/ lab, if any; whereas for longer modules like ultrasound physics, echocardiography and other sonography modules, the passing score is 75% overall in theory and practical/lab/ clinical.
- Practical grades will not be counted towards Cumulative GPA. It is Pass or Fail.
- Student is required to pass both theory and practical exams in order to successfully pass the module.

For further details contact the Administration.

### **Academic Grade Appeal**

Students may appeal the assignment of grades by the instructor if they feel that the grade was not determined by an appropriate evaluation. Grade appeals must be initiated on an individual basis. A student must submit a written and signed rationale to the instructor (no electronic submissions permitted) stating the reason for the grade appeal and the grade s/he feels should have received. The grade appeal should be done any time until the end of 2<sup>nd</sup> week following the date on which the initial grade was awarded.

First, student and the instructor shall attempt to settle the matter in good faith. If the student and instructor cannot reach an agreement, then the student must submit the appeal to the Compliance Director or the President within a week of the grade issued by the instructor the second time.

The Compliance Director or the President will review the information and will take inputs from both the student and the instructor. After reviewing all the information, a written copy of the final decision will be provided to both the student and the instructor by the Compliance Director or President within 10 days of the written request to the Compliance Director or the President. In any case, the decision of the Compliance Director or President shall be final.

### **Guidelines for Tests**

Students will be tested on the following guidelines for Quizzes, Mid-terms & Final Exams. The general guidelines are provided here but please follow your syllabus for the exact distribution of scores.

### **For Theory EXAMS**

The student has to pass with an overall of 75% (for sonography program modules) or 70% (for all other programs) in the theory.

#### **Quizzes:**

- 10% of your total grade will be based on your Quizzes.
- There are no re-takes for the quizzes, even if you are sick, have family problem, ride problem or for any other emergencies.
- If you are not present to take the quiz, you will lose 10% of your grade.
- The number of quizzes provided for a module depends on the instructor.

*You have to return the answer sheet and question paper to the instructor after checking your grades.*

#### **Mid-term:**

- 35% of your total grade will be based on your Mid-term.
- Please notify the instructor in advance if you are unable to appear for the exam because of a legitimate reason on the announced date.



- There are no re-takes for the mid-term unless the instructor puts in a strong recommendation for the student to the administration considering student's interest and dedication in the subject along with his/her participation in the class.

*You have to return the answer sheet and question paper to the instructor after checking your grades*

#### **Final exam:**

- 50% of your total grade will be based on your Final Exam.
- A retake of the final exam will be given only if the student fails to pass overall in the module. The retake must be taken within 5 business days after finding about the failed result. Please notify the Instructor and the student services in advance if you are unable to appear for the final exam because of a legitimate reason on the announced date. A legitimate reason could range from falling sick (will have to produce a doctor's note in this case) to having family emergencies. In all cases, the say of the instructor will be final in deciding whether the reason given by the student is a legitimate reason or not.

#### **Overall performance:**

- 5% of your total grade will be based on your overall performance in the class including but not limited to behavior, dedication, interest in the subject, wearing clean uniform and ID, participation in class discussions and activities like volunteering for other students, attitude towards other classmates, instructor and administration.

#### **For Practical Exams**

The student has to pass with 75% (for sonography program modules) or 70% (for all other programs) in the individual practical exams.

- If the student fails the exam, he or she will be asked to pass it within the next two weeks from the first exam.
- **The student cannot retake the same practical exam (s) more than once.**
- **Practical grades will not be counted towards Cumulative GPA.**

#### **General note:**

- All re-take tests are going to be different than the original tests.
- If you are caught cheating you will immediately earn a Failing Grade (F) for the entire module by the instructor
- When a student appears for a repeat exam, the maximum overall grade he/ she can get is just the minimum passing grade in the module (75% overall for the ultrasound program modules and 70% for all the other shorter modules).
- If the student fails to pass the repeat exam, he/she would be asked to repeat the whole module with the next available start date for the module or he/she would be asked to withdraw from the course or transfer to another program.
- There are few exceptions to the general grade distribution criteria, however, for more information, please refer to specific syllabus for the module:
  - ✓ For Patient care: There will be no quiz or mid-term but there will be one final exam (theory) worth 95% of the total grade.
- **Student is required to pass both theory and practical exams in order to successfully pass the module.**



### **Failed Course**

A student who receives 'F' grade in the module will be required to repeat the module. The highest grade will be taken into consideration for calculation of cumulative GPA; however, the transcript will mention that the student repeated the module.

### ***For the Diagnostic Medical Sonography (DMS) and Cardiovascular Technologist (CVT)***

**Program Students:** The students will not be allowed to repeat more than one core module during the whole program. If the student fails more than one core module, he or/ she will be terminated from the program.

### **Incomplete Grades**

Incomplete grades will be given only to those who fail to meet the minimum requirements to pass the module due to medical emergencies and other unforeseen circumstances. Students will be given a period of two weeks to meet the requirements in order to complete the module, failing which will result in 'F' grade.

### **Withdrawal from School**

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

The student that withdraws after two weeks of starting the module will be given a grade of W in the module. Any unexcused long absence, not informing the administration or responding to phone calls or emails will result in termination from the course. It is mandatory for the students to inform any revised address or telephone number of contact immediately to the administration.

### **Change of Program**

The request could be initiated by submitting a Change of Program request form. The form will be evaluated by the President and/or the Compliance Director and in any case their decision will be final.

Students who plan to change to a program which requires taking same modules as they have already attempted or completed, will be given a 'credit waiver' for the module. . The modules attempted by the student if they are not related to the new program, will not hold any value.

### **Re-enrollment/ Re-entry**

Re-enrollment process/policy could apply when a student in the past:

- withdrew from the program or
- was terminated, or
- went beyond the permitted leave of absence

In case of re-enrollment, a student must complete and return a new signed enrollment form to the admissions office with the non-refundable registration fees. If the student is re-entering in less than a year then the registration fee will be waived.

In order to waive any relevant course credits, the school will look into the transcript of the student. The school will waive the already attended courses successfully completed within the last three years except the core course(s). In case the student completed the core course(s) more than a year ago, the school reserves the right either to waive the course credit(s) after the student successfully passes the administered the final exam (theory and/or practical) for the relevant core course(s), or ask the student to retake the course(s) in entirety.

The students that were dismissed from school for any reason and are requesting re-entry must also provide a written explanation of what led to failing a class in the past and a remedial plan to avoid same type of circumstances in the future.

After the student submits a plan and new signed enrollment, the school will review the application and make its decision. In any case, the decision of the school will be final and the student will receive a letter from the President stating the decision.

After successful re-entry, if the student is found to violate the same code of conduct as before, the school will directly terminate the student and in that case, there will be no option of another re-enrollment or new admission into any of the AIHT's offered programs.

### **Additional Credential**

If a student wants to earn an additional credential at the school, the student may do so by filling a new enrollment form and submit the completed form along with the non-refundable registration fees to the admissions office. If the student has taken/attended similar courses in the previous program then the student will also be given a tuition and fees waiver accordingly. However, the student must also fill out a transfer of credit form in order to get the courses waived from the new program. After the successful completion of the new credential, the student will be awarded a certificate.

## **Externship**

### **Sonography, Medical Assistant, Medical Billing and Coding Programs**

#### **Policies and Procedures**

The student will be offered externship as a part of the program. Assignment of clinical sites is typically made near the end of the didactic portion of the program. Students will be offered available externship site at an off-site location after successfully passing all the required modules with the school. Externships are generally unpaid. Both day and evening students **must** attend externship during day hours. Students must be prepared to travel to their externship sites. The externship sites will be within maximum 60 to 70 miles radius from the school. Based on the externship site availability, students may be required to complete their externship at more than one externship site location.

### **Wait Period before You Start**

Depending on the availability of clinical sites the normal wait period may be up to 60 days between the end of the didactic portion of the program and the beginning of the clinical rotation which may extend the student's expected date of graduation. In the event of such a

gap, students are expected to make use of school resources and keep themselves updated with the theoretical information related to field.

### **Placing on Hold**

If you refuse to go to the externship site for any reason, you will be placed on 'hold' until the next new site is available. In such an event, the school makes no assurance as to when other site(s) will be available. If the student declines to wait for the next available externship site, or if the hold period is more than 30 days, he/she will be terminated from the program.

### **Paperwork to Be Submitted before Starting Externship**

Before starting the externship, students are required to submit a copy of their background check along with a physical health information form from their primary care provider. Student may also be asked to get a drug test by some clinical sites before starting of the externship program. The costs of all these pre-requisites required to be completed before starting the externship program along with the transportation expenses has to be covered by the student. The school, in any case, has no responsibility to pay for these expenses.

### **Meeting with the Clinical Preceptor before Starting Externship**

Depending on the site, some students may be required to meet with the externship preceptor before starting externship. The meeting gives an opportunity to the both preceptor and student to meet with each other and ask externship related questions. After the meeting, if the preceptor feels the student's personality and strength does not match with their work environment demands, the student may be sent to a different site and the same process will be repeated.

***You can also choose and bring your own clinical site for externship:*** The school is responsible for arranging externship sites for the students, however, students may decide to do externship at a site that is not affiliated with the school. In such case, the student should inform the school in advance, giving enough time to complete the required paperwork and other formalities on time, however, school do not guarantee such site(s).

### **Externship Schedule**

The student is expected to work at the clinical site in accordance with their start and end time. However, minor changes to the schedule can be made after proper approval from the externship supervisor/preceptor. The school does not advise students to ask for any accommodation before the start or in the first week of the externship. In case of any changes made to the schedule, it is **mandatory** for the student to inform the school. Without proper approval from the externship preceptor, the externship schedule cannot be modified. Modifying schedule without permission can give students negative or below expected performance on the evaluations which can impact their satisfactory progress in externship and may also lead to expulsion from the externship site.

### **Attendance Requirement**

Students are required to attend 100% of the clinical hours. In the event that the student will be absent from clinical, the student must call the clinical site in advance and notify them.

### **Removal from the Clinical Site**

If the school and the clinical site decide that the student is not reliable for any reason, including absences and behavior, the student may be removed from the site and/or may be terminated from the program.

### **Student Responsibility**

The student is required to send the clinical contact hours, completed required competencies evaluations, procedure log and exam logs on a biweekly and/or monthly basis. Please refer to the externship handbook for individual programs for more details.

### **Clinical Evaluation Criteria:**

The student will be evaluated based on the criteria mentioned in the externship handbook by the clinical site preceptor/ supervisor on a regular basis and also at the end of externship.

### **Clinical Externship Evaluation and Procedure**

Although the preceptor evaluates students every day, they are required to evaluate you formally every month based on the clinical evaluation criteria. At the end of the externship also, the site preceptor will evaluate the student on the same criteria.

Based on the monthly evaluations and final evaluation provided by the externship preceptor at the clinical site and the timely submission of the required paperwork to school, the externship faculty at school will assign a final grade to the student at the end of the externship.

The internship grade will be \*Pass (P) or Fail (F), however, the student would require to score at least 75% on the overall percentage to be able to successfully complete the externship module.

Eighty percent of the final grade (80%) comes from the monthly and final competency evaluation done by the preceptor and twenty percent (20 %) comes from timely submission of the required paperwork).

Average of monthly and final evaluation	80%
Timely submission of externship paperwork	20%
<u>TOTAL</u>	<u>100%</u>

**\*You need at least 75% overall to pass the module.**

### **Program Policies and Procedures**

The student will be offered externship as a part of the program. Externships are generally unpaid. Both day and evening students must attend externship during day hours.

The student enrolled in programs required to complete externship as part of their program may be asked to submit a physical health information form from their primary care provider prior to participate in any externship training program. Along with the physical health information form, the student may also be asked to get a criminal background check and a drug test before starting of the externship program. The costs of these pre-requisites required to be completed before starting the externship program will be covered by the student. The school, in any case, has no responsibility to pay for these expenses. Students are also responsible to pay for the transportation expenses.

Assignment of externship site is typically made near the end of the didactic portion of the program. Students will be offered available externship site at an off-site location after successfully passing all the required modules with the school. Students must be prepared to

travel to their externship sites. Although, the school will attempt to assign an externship site that is conveniently located closer to a student's home or workplace, it might not be possible in some cases. The externship sites will be within maximum 60 to 70 miles radius from the school. Based on the externship site availability, students may be required to complete their externship at more than one externship site location.

If you refuse to go to the externship site for any reason, you will be placed on 'hold' until the next new site is available. In such an event, the school makes no assurance as to when other sites will be available. If the student declines to wait for the next available externship site, he/she is may be required to withdraw from the program. In such cases no amount of refund towards fees will be entertained under any circumstances.

Depending on the availability of externship site(s) the normal wait period may be up to 45 days between the end of the didactic portion of the program and the beginning of the externship rotation which may extend the student's expected date of graduation. In the event of such a gap, students are expected to make use of school resources and keep themselves updated with the theoretical information related to field.

The school is responsible for arranging externship sites for the students, however, students may decide to do externship at a site that is not affiliated with the school. In such case, the student should inform the school in advance, giving enough time to complete the required paperwork and other formalities on time, however, school do not guarantee such site(s).

### **Externship Attendance Requirements**

Students are required to attend 100% of externship hours. The externship schedule is finalized by the site preceptor/supervisor and externship faculty. Students must meet and interview with the site preceptor/supervisor for his/her approval and decide the date and time of the externship. Days or times of externship may not be re-arranged without permission from the externship faculty and the site preceptor/supervisor. In the event that the student will be absent from externship, the student must call the externship site in advance and also notify the school. If the school and the externship site decide that the student is not reliable for any reason, including absences, the student may be removed from the site and/or may be terminated from the program.

The student is required to send the externship contact hours biweekly or at the end of the externship\* depending on the program. It is the responsibility of the student to have his or her site preceptor/supervisor fax completed externship hours for the weeks no later than 10:00a.m on Monday of the following week. If a student has missed any externship time, arrangement for makeup time must be made with the site preceptor/supervisor. Students will not be considered to have completed their externship until the site preceptor/supervisor has certified all required attendance hours, and all other required paperwork.

*\* Please refer to the externship student handbook for more details*

### **Externship Performance Standards**

Throughout the program, students must complete required competencies in order to pass the externship. Students must record all exams that they have observed and/or performed on a daily exam log sheet. The site preceptor/supervisor will evaluate the student monthly or at the end of the externship\* based on evaluation criteria depending on the program. The student will be notified in person or via email by the externship faculty about their progress and any suggested recommendations, if any. The students will be required to meet with the externship faculty if there are some issues brought to the school's attention by

the site preceptor/supervisor that are important for the student to know in order to successfully complete the externship.

The externship grade will be \*\*Pass (P) or Fail (F). The externship faculty is responsible to assign a final grade to the student at the end of the externship (80% from the monthly and final competency evaluation done by the preceptor and 20% from timely submission of the required paperwork).

\* Please refer to the externship student handbook for more details

Average of monthly and final evaluation	80%
Timely submission of externship paperwork	20%
<u>TOTAL</u>	<u>100%</u>

*\*\*You need at least 75% to pass the module for sonography programs; DMS and CVT.*

*\*\*You need at least 70% to pass the MA and MBC programs.*

## **Certified Nurse Assistant and Patient Care Technician Programs**

### **Program Policies and Procedures**

Assignment of externship site is typically made near the end of the didactic portion of the program. Students will be offered available externship site at an off-site location after successfully passing all the required modules with the school. Students must be prepared to travel to their externship sites.

### **Externship Attendance Requirements**

Students are required to attend 100% of externship hours. The externship schedule is finalized by clinical instructor. Days or times of clinical externship may not be re-arranged without permission from the clinical instructor. In the event that the student will be absent from externship, the student must notify the clinical instructor.

If a student has missed any externship time, arrangement for makeup time must be made with clinical instructor. Students will not be considered to have completed their externship until the clinical instructor has certified all required attendance hours, and all other required paperwork.

### **Externship Performance Standards**

Students must complete required competencies in order to pass the externship. Students must record all exams that they have observed and/or performed on a daily exam log sheet. At the end of each day, the clinical instructor will evaluate the student based on clinical evaluation criteria. The student will be notified in person or via email by the clinical instructor about their progress and any suggested recommendations, if needed. At the end of the externship, the clinical instructor will also evaluate the student on the overall performance based on the clinical evaluation criteria. The externship grade will be \*Pass (P) or Fail (F). The clinical instructor is responsible to assign a final grade to the student at the end of the externship.

*\*Need at least 70% to pass the module.*

### **Externship Code of Conduct**

The externship site is a professional medical environment. Students must conduct themselves in the professional manner deemed appropriate for the workplace including arriving on time, leaving on time and acting in a reliable and responsible manner. Students must demonstrate a professional image, behavior and retain an appropriate personal hygiene at all times during the externship



The student's ability to complete externship at an externship site is at the discretion of the externship preceptor/supervisor/ clinical instructor. The externship receptor/supervisor/clinical instructor may at any time, for any reason, request the school to pull-out the student from the externship site. Pulled-out students may have to wait until another externship rotation site becomes available or may be terminated from the program if the reason of dismissal from the site is serious. Therefore, students should make every effort to ensure that their externship experiences are successful.



## Satisfactory Academic Progress (SAP)

Students are required to make satisfactory progress toward the completion of a program. All programs are divided in to multiple terms that are equal to or shorter than 25% of the total program. Academic progress will be evaluated at the end of each term based on following criteria:

**Minimum Qualitative Requirements:** Students must maintain a minimum cumulative GPA (**cGPA**) as well as module grade point of at least 2.0 at the end of each evaluation period, i.e. at the end of each term.

**Minimum Quantitative Requirements:** Students will be evaluated with the Maximum Time Frame (MTF) allowed as well as the Minimum Completion Rate or Pace of Progression at specified evaluation periods, i.e. at the end of each term.

- **Maximum Time Frame (MTF) Allowed:** Students are expected to complete all program requirements by their scheduled end (graduation) date. However, an extension may be granted, not to exceed 150% of the standard program hours. For example, if a program requires successful completion of 100 clock / credit hours, the student may not attempt more than 150 clock / credit hours in the completion of his/her program. Students must successfully complete 100% of the required courses within the maximum time frame allowed.
- **Minimum Pace of Completion:** AIHT will evaluate the successful course completion percentages for all enrolled students at the end of each term. The pace of completion is calculated by dividing cumulative hours/credits that have been successfully completed by the cumulative hours/credits attempted.

At 50% or less of MTF allowed, the student must have successfully completed 60% of the total clock / credit hours attempted.

At more than 50% of the MTF allowed, the student must have successfully completed 67% of the total clock / credit hours attempted.

### Minimum SAP Standards:

Percentage of Program Attempted	Minimum cGPA	Minimum Pace of Completion
50% or less of MTF	2.0	60%
More than 50% of MTF	2.0	67%

The specified completion rates at identified intervals i. e. at the end of each term, maintains a pace of progression that ensures completion of the academic credential within the maximum time frame allowed.

If it becomes apparent at any time that the student cannot complete the program within the maximum time frame, the student will not be allowed to continue.

SAP is monitored by the Student Services Office. All students are made aware of their Academic Progress at the end of each term.

### **Additional Considerations for Quantitative and/or Qualitative Standards**

**Transfer Credits (TR):** will count as clock / credit hours attempted and earned. It will count towards the maximum timeframe and pace of completion, but not in the cGPA calculation.

**Pass (P) - Externship and/or Pre-clinical Modules:** will count as clock / credit hours attempted and earned. It will count towards the maximum timeframe and pace of completion, but not in the cGPA calculation.

**Incomplete Grades (I):** will count as clock / credit hours attempted but not earned. It will not count towards cGPA until the final grade has been posted. Students will be given a period of two weeks to meet the requirements in order to complete the module, failing which will result in 'F' grade.

**Failed Grades (F)\*:** will count as clock / credit hours attempted but not earned. It will count towards maximum time frame, completion rate and cGPA.

\* Failed Grade (F) received in externship and pre-clinical module(s) will not count towards cGPA.

**Withdrawal Grades (W):** will count as clock/ credit hours attempted but not earned. It will count towards maximum time frame and completion rate but not towards their cGPA.

**Repeat Modules (R):** will enable the student to achieve a higher cumulative grade point average. The student can repeat a module only once and the higher grade will count towards cGPA calculations. Repeating modules will adversely affect the student's completion rate requirements and maximum time frame.

**Change of Program:** will count as the clock / credit hours attempted, earned, maximum time frame, completion rate and cGPA for all courses that apply to the student's new program.

### **SAP Warning**

Students failing to meet SAP minimum standards at the end of each term will be placed on SAP Warning. Students on SAP Warning will receive academic advisement upon request to assist them in improving their academic progress. Students may only remain on SAP Warning for one academic term. Students who meet SAP minimum standards at the end of the academic term will be placed back in good standing. Students who do not meet SAP minimum standards at the end of the academic term may appeal to be placed on SAP Probation; otherwise, they will be terminated.

### **SAP Appeals**

Students who are placed on SAP Warning but could not meet SAP minimum standards and have mitigating circumstances may appeal to be placed on SAP Probation. Students should begin the appeal process prior to or at the end of the academic term. Students must submit the appeal in writing and must state the reasons why they failed to make satisfactory academic progress along with plan they have made or will be making to be academically successful. Students who wish to avoid a disruption of their enrollment status must submit a complete appeal request, including all supporting documentation. Appeal forms are available with the Student Services Office.

Examples of mitigating circumstances for appeal may include death in the immediate family, serious medical illness or injury, or other circumstances beyond the student's control. Students should submit documentation from a third party such as a doctor's note, an obituary for a deceased family member, or other relevant information to support their appeal, if necessary. The documentation must align with the time frame in which the student struggled academically. The appeal will also be reviewed by the Compliance Director and/or the President based on the student's past performance and the mathematical possibility for the student to meet the necessary evaluation period benchmarks to be in good standing in the required amount of time. The student will be notified in writing of the final decision within ten business days of the appeal request. Students with granted appeal will be informed when it is possible for them to return to school based on scheduling and course availability along with an academic plan which may require more frequent SAP evaluations than by the next academic plan.

### **SAP Probation**

Students who are granted a SAP appeal will be placed on SAP Probation for one academic term. Students on SAP Probation may receive academic advisement to assist them in improving their academic progress upon request. After the probationary period, students must meet the minimum SAP standards. Failure to meet these standards will result in termination from the program.

### **SAP Watch List**

One academic term may comprise of more than one module. If the term has more than one module then the student cannot fail two modules consecutively. After a student fails one module, the student will be put on SAP Watch List for the next module. The student has to pass the next module in order to get back to good standing or get removed from the SAP Watch List. Students who fail to get back to good standing at the end of the module for which the student was placed on Watch List, the student may appeal to be placed on SAP Probation; otherwise they will be terminated. Please refer to SAP appeal proceedings for more detail. Remember, not all students may qualify for SAP probation.

### **Re-establishing SAP**

At the end of the next evaluation period, i.e. academic term, the student must meet minimum SAP standards i.e. both quantitative and qualitative to re-establish SAP. Re-establishing SAP must be requested and addressed to the President/ Compliance Director in writing with either the evidence of corrected deficiencies or a plan to correct the deficiencies. President, Compliance Director and Instructor(s) will review the evidence or plan and make a decision to re-instate the student.

## Graduation Requirements

- Successful completion of all on-campus courses with a minimum cumulative grade average of 2.0.
- Successful completion of all clinical externship with 100% of clinical hours completed.
- On-campus attendance rate of at least 85% in individual modules.
- Fulfillment of financial obligations to the school as per the Enrollment Agreement.
- Successfully passing Sonography Principles and Instrumentation (SPI) certification exam conducted by ARDMS (*only for sonography program students*).
- Successfully passing the state of CT Nurse Aide License exam (*only for patient care technician and certified nurse assistant program students*).

Students will be awarded a program completion certificate after he/she meets all graduation requirements. Students should fill out the certificate request form in order to receive the completion certificate. Diplomas can be either mailed to the students or can be picked up in person.

Please Note: The school does not guarantee that successful completion by the student of the programs will result in the student obtaining employment in any field or profession.

## School Regulations and Other Policies

### Semester Credit Hour Calculation

All academic modules are calculated in terms of semester credit hours. Semester credit hours are derived through method shown below:

1 Semester credit hour = (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45)

Minimum of 50 minutes of instruction is delivered for every 60 minutes of scheduled class time.

### Course Codes

School has used following method to choose course codes:

**First Digit** = All groundwork and shared courses begin with the numeral '1'. All domain specific courses begin with the numeral '2'.

**Second Digit** = Term

**Third Digit** = Course Type

(0, 1 & 2 = Theory Classes)

(3 = Theory + Lab)

(4 = Lab)

(5 = Clinical Externship)

### Student Dress Code

The students are expected to wear scrubs (top and bottom), socks (should be at least up to ankle) and shoes (white sneakers, nursing shoes, or crocs with no holes and closed toes).

## **Personal Appearance**

- The student is expected to be well groomed.
- Hair longer than neck must be tied back.
- There should not be any body piercings of any kind except for pierced ears.
- Wearing rings on fingers should be avoided.
- All body tattoos should be covered.
- Nails should not be over 1/4 inch and no artificial nails are allowed.
- Proper personal and oral hygiene is expected from all the students.
- Strong perfumes and colognes should be avoided.

## **Student Code of Conduct**

AIHT expects all students, admitted to the school, to abide by the terms of school policies mentioned in the catalog and act professionally. Unwillingness to abide by the rules and policies of the school can lead to disciplinary action against the student. The following are unacceptable and will not be tolerated:

1. Physical or verbal abuse, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sex, sexual orientation, national origin, disability, gender or any other protected status.
2. Any and all forms of sexual harassment, including, without limitation, creating a hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something).
3. Any and all types of dishonesty, including, without limitation, cheating, plagiarism, knowingly furnishing false information to the institution, forgery and/or alteration. Fabrication of any information on his or her Enrollment Agreement or any other documentation that the student provides to the school, including, without limitation, his or her educational status. The use of institution documents for identification with intent to defraud is strictly prohibited.
4. Any forms of cell phone and laptop use causing disruption to the class can lead to suspension and then termination from the program.
5. Physical, mental or emotional abuse of any person on school premises or at functions sponsored or supervised by the school.
6. Theft, abuse or unauthorized use of school property, the personal property of others or public property, including, without limitation, unauthorized entrance into the school facilities or information technology systems, possession of stolen property and littering.
7. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives, including, without limitation, the illegal use, distribution or possession of stimulants, intoxicants or drugs and/or the use, distribution or possession of alcoholic beverages on school premises or at organized school activities or events.
8. Deliberate or careless endangerment of others; tampering with safety alarms or equipment; violation of safety regulations; failure to render reasonable cooperation in any emergency; possession or use on school premises or at organized school activities of any firearm (except for law enforcement officers who are required to carry a firearm at all times and who have notified the President of, and documented, that requirement), knives other weapon, explosive or fireworks. No weapons of any type are allowed on campus.

9. Obscene, indecent or inconsiderate behavior, insubordinate behavior towards their fellow student, any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others.
10. Gambling on school premises or at organized school events.
11. Failure to comply with the lawful directions of any school official, staff member or student employee who is acting in performance of duties of position or is explicitly assuming responsibility on behalf of the school in the absence of a particular official (Emergency orders may supersede some written regulations. Any student who receives orders which he or she considers unreasonable although not illegal must obey the orders).
12. Violation of any federal, state or local law.
13. Intentional or careless destruction, damage or defacement of any school property. The school may, in addition to imposing discipline, hold any student who is responsible for any such destruction, damage or defacement liable for the repair or replacement of the property.
14. Failure to strictly adhere to any term, provision, requirement, policy or procedure stated in this Student Handbook or the student's Enrollment Agreement.
15. Breach of any term of the student's Enrollment Agreement or any other agreement between the student and the school.
16. Hazing, defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student, as determined by the school, for the purpose of initiation or admission into an affiliation with any organization within the school.
17. Incitement of others to commit any of the acts prohibited above; providing assistance or encouragement to others to engage or engaged in prohibited act above; or failure to separate oneself clearly from a group which others are so engaged.

### **Disciplinary Actions Imposed**

The school can impose the following disciplinary actions on a student, although, the student has the right to appeal against the action.

- **Reprimand:** The student will be given an oral and/ or written warning. The student is expected to immediately comply with the policy in question. Failure to comply with the action can result in probation or dismissal from the program/ school.
- **Probation:** The student will be imposed with special conditions for a specified amount of time after determining of behavioral misconduct or policy violation. The student is expected to immediately comply with the policy in question. Failure to comply with the action can result in suspension or dismissal from the program/school. The student may or may not be considered for Probation depending on the validity of the explanation provided by the student.
- **Dismissal:** The student will be dismissed or suspended from the school. This action will be taken against the student if the school after carefully considering the evidences produced against the student.



## **Student Discipline Procedure**

Improper conduct by any student is strictly prohibited. Based upon the severity of the offense, (which could require immediate staff intervention), the following procedures are followed:

### **Reprimand**

**Verbal Warning:** If the offence is considered minor, the instructor or the Compliance Director is empowered to issue verbal warning. The warning will advise the student of the reasons for the warning, of the seriousness of the issue and the possible consequences if there is no improvement or if an offence is repeated. The warning remains in effect for the entire module in which the student behavior will be monitored.

**Formal Written Warning:** If the offence is considered to be more serious/ disrupting to the class etc., or if there has been further failure to conform to the required standards following a verbal warning, the Compliance Director and/ or the President are empowered to issue a formal written warning. The formal warning will advise the student of the reasons for the warning, of the seriousness of the issue and the possible consequences if there is no improvement or if an offence is repeated. The warning remains in effect for the entire module in which the student behavior will be monitored. Failure to comply with the action can result in probation or dismissal from the program/school depending on the offence.

### **Probation**

If the offence is considered to be serious, or if there has been further failure to conform to the required standards following earlier warnings, the Compliance Director and/ or the President are empowered to impose the student with special conditions for a specified amount of time after determining of behavioral misconduct or policy violation. Immediate compliance to policy is expected and failure to do so can result in dismissal or expulsion of the student from the program. The student may or may not be considered for Probation depending on the validity of the explanation provided by the student. The burden is on the students to provide a valid explanation of the behavior. Failure to provide a valid explanation can lead to direct dismissal from the program. However, to consider the explanation to be valid is on the Compliance Director or the President's discretion.

### **Dismissal (Expulsion):**

If the student is guilty of a gross misconduct of such a nature that the institute is justified in no longer tolerating the continued presence of the student who commits an offence or has not conformed to the written warning, then the Compliance Director and/ or the President can dismiss the student from the school.

*In consideration of the gravity of the gross misconduct and the safety of the AIHT community, in some cases, AIHT might not issue any verbal or written warnings prior to taking critical disciplinary action, which may include suspension and/or expulsion.*

Examples of offences of gross misconduct which may lead to the expulsion of students and which, if committed by students, will be regarded as breaches of disciplinary rules, include:

- Stealing from the school, members of staff or the public, and other offences of dishonesty.
- Sexual offences, sexual misconduct and/or sexual harassment



- Fighting or physical assault
- Use of any kind of force, or threatening statements of any sort against the fellow students, the instructor or any school official
- Malicious damage to the school's property
- Serious breaches of safety regulations endangering other people, including deliberate damage to, neglect of, or misappropriation of fire and other safety equipment.
- Serious drug related offences
- Criminal behavior adversely affecting the Institute's reputation

This list is neither exclusive nor exhaustive, and in addition there may be other offences of a similar gravity that would constitute gross misconduct.

### **Condition for Dismissal**

Student may be dismissed from the school for the following reasons.

1. Misconduct or not adhering to school's rules, regulations, policies and code of conduct as set forth herein, or as amended
2. Non-adherence to attendance policy of school.
3. Failure to maintain satisfactory academic progress.
4. Inability to meet with the financial obligations.

AIHT reserves the right to terminate any student whose behavior or attitude is completely intolerable towards the institution; the faculty, staff, and students. The school will notify the student in writing, should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal; however, students may appeal to the school Management if the student wants to refute it. For those students receiving financial assistance, or student loans, it is the responsibility of the dismissed student to notify the appropriate institution overseeing their financial assistance or student loan. Prepaid tuition will be refunded according to the school refund policy.

**Note:** Students deferring fee payment for three consecutive months could be subjected to suspension from AIHT for a period of time which the school finance department considers fit or until further payment. After a period of nine to twelve months of non-payment, the suspended student is automatically considered dismissed or terminated on financial grounds. However, in all cases of non-payment, the student would be notified of such, and issued verbal and written warnings before a decision to terminate the student's enrollment is made.

## **Student Grievance Procedure**

Student grievance procedure is provided to examine the grievances within the structure of school. The student has the right to pursue a grievance through regular administrative channels. The term will not apply to any legal matter beyond the school administration level in which school is the not deciding authority.

### **Level One: Instructor**

The instructor will try to resolve the matter between the student and the instructor by meeting with the student and talking with them.

### **Level Two: Program Director**

If the student does not agree or is dissatisfied with the solution suggested by the instructor then she or he can take the matter to the Program Director. The Program Director will meet with the student and try to resolve the matter.

### **Level Three: Compliance Director**

If the student does not agree or is dissatisfied with the solution suggested by the Program Director then she or he can take the matter to the Compliance Director. *The student must submit the grievance to the Compliance Director in writing.* Upon the receipt of the written grievance, the Compliance Director has to meet with the student or the grievant within 5 business days of receipt of the written complaint. The Compliance Director shall provide with a written answer to the grievance within the next 5 business days of the receipt of the application.

### **Level Four: Board of Directors**

If the student does not agree or is dissatisfied with the solution suggested by the Compliance Director then she or he can take the matter directly to the Board of Directors. *The student must submit the grievance to the Board of Directors in writing for hearing.* Upon the receipt of the written grievance, the Board of Directors shall arrange for the hearing within ten days of the receipt of appeal. The hearing should include only the parties in interest. After the hearing, the Board of Directors shall provide all interested parties with the written decision.

### **Level Five: State and or the Council**

If the student is dissatisfied by the school's resolution, he or she may contact the Office of Higher Education at 450 Columbus Boulevard, Suite 510 in Hartford, Connecticut. Ph: (860) 947-1816 or the Accrediting Council for Independent Colleges and Schools, 1350 Eye Street, NW, Suite 560, Washington, DC 20005, Phone: (202) 336-6780.

## Sexual Harassment and/ or Solicitation

It is against the policy of AIHT for any member of the AIHT community, male or female, to sexually harass any employee, student or other person having dealings with AIHT. AIHT is committed to providing a working, living, and learning environment that is free from all forms of sexually abusive, harassing, or coercive conduct. This policy seeks to protect the rights of all members of the educational community (faculty, administrators, staff, and students) and other person(s) having dealings with the AIHT, to be treated with respect and dignity.

Sexual Harassment is a form of behavior, which fundamentally undermines the integrity of academic relationships. It is a particular concern within the educational framework of AIHT where all members of the community, but especially students, instructors, administrators and staff, are connected by strong bonds of intellectual interdependence and trust. Both the Federal and State Courts and the Equal Employment Opportunity Commission have ruled that sexual harassment constitutes sex discrimination as defined under Title VII of the Civil Rights Act of 1964.

### A. Definition

1. The following definition applies to any individual of either sex who participates in the educational community as a student, faculty member, administrator staff member or other person having dealings with AIHT.
2. Sexual harassment consists of unwelcome verbal, nonverbal and/or physical behavior of a sexual nature which has the effect of interfering with student, employment, academic, or other status, or of creating a sexually intimidating environment. Sexual harassment incidents can involve a male/female harasser and a female/male victim, or same gender harassment.
3. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment.
  - a) Submission to such conduct is made either explicitly or implicitly a term or condition of individual's employment or education.
  - b) Submission to, or rejection of, such conduct by an individual is used as a basis for academic or employment decisions affecting that individual.
  - c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating a sexually intimidating, hostile or offensive employment, educational or living environment.
4. Examples of sexual harassment may include, but not limited to:
  - a) Verbal harassment; or abuse
  - b) Subtle pressure for sexual activity
  - c) Sexual remarks about an individual's or group's clothing, body or sexual activities
  - d) Unnecessary touching, patting, or pinching
  - e) Demands for sexual favors accompanied by implied or overt threats or offer concerning one's job, grades, letter of recommendation, etc.
  - f) Physical sexual assault

#### B. Consensual Relationships

1. Under this policy, consenting romantic and or sexual relationships between faculty and student, staff and student, or administrator and student, are deemed unprofessional. Because such relationships interfere with or impair required professional responsibilities and relationships, they are looked upon with disfavor and are strongly discouraged under this policy.
2. Codes of ethics for most professional associations forbid professional/client sexual relationships. Many elements of the administrator/student, staff member/student, are similar to those of the Instructor/Student relationship because of a similar need for trust. For purposes of this policy, therefore, these relationships are also discouraged and looked upon with disfavor.

#### C. Measures to Confront Sexual Harassment

Whenever it has been properly determined that sexual harassment has occurred, AIHT administration will take prompt and corrective action including appropriate disciplinary action. In determining whether the alleged conduct constitutes sexual harassment, AIHT administration will look at the entire record and the circumstances, such as the nature of the sexual conduct and the context in which the alleged incidents occurred and will make a decision on a case-by-case basis. The administration is committed to promoting, to the greatest degree possible, an environment free from sexual harassment.

#### D. Complaint Procedures

AIHT complaint procedure will serve as a system of review and resolution for both informal claims and formal complaints of sexual harassment. Any member of the AIHT community who believes he/she has been a victim of sexual harassment may initiate the formal complaint procedure by contacting AIHT Director of Education.

## **Campus Security and Crime Prevention Policies**

School encourages all its students and employees to report immediately any criminal incidents or other emergencies which occur on the campus to the administration. Director of Administration along with the Board of Directors is responsible for investigation and taking legal or other actions were warranted according to the situation. School will work with the local law enforcement authority if the need arises.

School strives to provide all its stake holders a secured and safe environment. Building has circuit cameras to record entry and departure of all visiting the building. All students and employees of the school are encouraged to keep the school authorities posted immediately of a possible criminal or a criminal activity that is likely to take place or has taken place. Statistical information of various criminal offenses will be distributed to the students and all employees on annual basis. A copy of this report will be available with the administration to all students and employees and as well to the prospective students and employees.

## **Student Services**

### **Career Services**

Once the student graduates, he/she is eligible for career services. Preparing resumes and training if required for attending interviews would be done by the career services. The school may recommend sites for application, when the vacancies arise, to all its graduates based on their performance. Procuring a placement depends ultimately on the performance of the student and the will of the site. Students cannot hold the school in anyway responsible for employment opportunities. There is no guarantee that successful completion of the programs will result in the student obtaining employment in any field or profession.

### **Barriers to Employment**

Students must be aware that any type of felony conviction may prevent them from starting externship and/or finding employment in the health care field.

### **Student Records**

The records that the school will maintain (fire proof safe) are as follows:

1. The enrollment agreement (1 Passport size photograph).
2. Attendance Records.
3. Academic Records.
4. Financial Records.
5. Placement Data.
6. The ability to benefit (where applicable).
7. Record of meetings, appeals, disciplinary actions and dismissals.
8. A copy of the graduation certificate.
9. Final transcripts\*
10. Medical Records\*\*

\* Final transcripts will be maintained on file upon completion/termination of enrollment.

\*\*This record is kept on a separate file to avoid any violation of HIPAA law.

Student records are maintained by the Student Services Office and are available for review by the student by filing a request form and your request will be processed in one week. Students are encouraged to submit updates to their records, such as, address changes or

changes in financial status, as soon as possible. All records are private and are handled with confidentiality.

Current students can access their academic records i.e. attendance and grades by requesting to the Compliance Director. Student can fill in request form and submit it with the administration. School will not entertain these requests on the phone.

### **Parking and Transportation**

The students are expected to park in the designated parking area. The school is not responsible for any loss or damage to any motor vehicle parked in any designated parking area or any other surrounding area near the school. Students who park in the areas designated for other businesses of the building or surrounding streets may be subject to having their car towed at their expense and /or receive a parking ticket.

The bus stop is located outside the school on Lordship Blvd. Students may use bus number 10 from downtown Bridgeport to get here. The bus terminal is located at 710 Water Street in downtown Bridgeport. Students may visit <http://gogbt.com> to learn more about the bus schedule.

### **Advising**

AIHT provides a safe, confidential, and supportive environment where students can get the help they need to be successful in the program. Our advising services are designed to promote academic success. Academic advising is provided by the Compliance Director. In some cases, she links the student to an appropriate instructor for extra help.

The school provides vocational advising to students through graduation on an as-needed basis. Students are welcome to set up an appointment with the Compliance Director whenever they feel the need to do so.

### **Lost and Found**

If you have misplaced or lost items, please inquire at the Front Desk. You may be asked to show a photo ID to claim your belongings. If you find items, please turn in to the Front Desk.

## **License/Registry Exam Disclaimer**

Registration, Certification or License exam requisites are stipulated by the respective agencies and are subjected to variations from time to time by the agencies without notice to AIHT. Therefore, AIHT cannot promise eligibility for graduates to take certification exams.

For Sonography Students: Students without a bachelor's degree will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit:

<http://www.ardms.org/ARDMS%20Documents/Prerequisites/ARDMS-461%20General%20Prerequisites%202018.pdf>.

For other Programs: Please refer to the specific certification boards in order to find out the eligibility criteria for the exam.

The contents for testing are entirely in the hands of the agency and AIHT cannot guarantee success for its students. However, AIHT would try to help students in such endeavors to achieve best results. Becoming eligible or passing a registry/ licensing exam is dependent upon the relevant agency's protocols and individual effort. Eligibility requirements are subject to change without notice to American Institute of Healthcare & Technology. It is student's responsibility to determine his/her own eligibility, and, if eligible, it is also student's responsibility to register for the examination (s), and success on any particular registry/licensing exam is not guaranteed. No representative of AIHT EDUCATION has promised registry/license eligibility.

## **Academic Program Offering / Termination Policy for Programs**

Program Curriculum must be approved by Office of Higher Education. AIHT will continue offering the approved curriculum in campus with appropriate length. AIHT will notify Office of Higher Education Program approval unit in advance about discontinuation of any program if such program is not being responsive and there are no students enrolled in that program for one-year period. AIHT will remove the terminated / suspended program from website and school catalog.



## Financial Information

### Tuition Information

According to AIHT payment plan the student must pay non-refundable \$125.00 for registration and reserve a seat in the class scheduled. Thereafter, students are responsible to pay according to their payment plan until tuition fee is paid in full. Payment done between 1<sup>st</sup> and 7<sup>th</sup> of every month will be considered as a regular payment; from 8<sup>th</sup> to 10<sup>th</sup> there will be \$10.00 & after 10<sup>th</sup>, \$25.00 collected towards late fee charges. Please look at the “AIHT payment plan” for details (Business Office).

### Tuition Breakdown for Programs

COURSE	Hours	Reg. Fees	Books	*Other	Tuition	Total
CARDIOVASCULAR TECHNOLOGIST	92.5 Credit HRS	\$125.00	\$750.00	\$1000.00	\$25,500.00	\$27,375.00
CERTIFIED NURSE ASSISTANT	150 HRS	\$125.00	\$75.00	\$200.00	\$1,075.00	\$1,475.00
DIAGNOSTIC MEDICAL SONOGRAPHY	101.0 Credit HRS	\$125.00	\$750.00	\$1000.00	\$25,500.00	\$27,375.00
MEDICAL ASSISTANT	43.0 Credit HRS	\$125.00	\$500.00	\$450.00	\$13,425.00	\$14,500.00
MEDICAL BILLING & CODING SPECIALIST	18.5 Credit HRS	\$125.00	\$500.00	\$250.00	\$3,125.00	\$4,000.00
PATIENT CARE TECHNICIAN	300 HRS	\$125.00	\$250.00	\$500.00	\$3,125.00	\$4,000.00
VASCULAR TECHNOLOGIST	70.0 Credit HRS	\$125.00	\$375.00	\$500.00	\$20,500.00	\$21,500.00

**Cash, Check, Money Order or Credit card accepted**

*\*For lab supplies, uniform(s) and externship costs (if applicable)*

## **Financial Arrangements**

Students may apply for federal financial aid in order to fund their tuition and fees. Following programs are approved to participate in federal financial aid: Medical Assistant, Cardiovascular Technologist, Vascular Technologist and Diagnostic Medical Sonography.

The school offers in house 'NO INTEREST' payment plans options depending on individual student needs. Please meet with our Financial Assistance team to learn about the payment plan options. The school also works with a private student loan company; 'Meritize', where students can apply for a student loan. Please go to their website to learn more <http://www.meritize.com/>.

Students can also look for other sources for financial assistance like The Workforce Innovation and Opportunity Act (WIOA), Trade Reform Act (TRA), and The Workplace Incorporation. Please contact the individual agency directly for more information.

## **General Default Management Policies and Procedures**

The student that does not adhere to the payment plan schedule is considered a defaulter. Student may be terminated for non-payment. If the student fails to adhere to the payment plan; he student may be issued a verbal warning. If the student still fails to fulfil the financial obligations then he or she will be issued a written warning; providing the information on what amount is to be paid and when. However, if the student still fails to clear his or her financial obligations, then the student will be terminated from the school. Monies owed that are three months past due are turned over to a collection agency, and a collection fee is added to the monies owed.

The process of collection involves determining which students are delinquent, notifying each student of outstanding debt and offering a repayment agreement option, reporting the student to the credit bureau if the monies owed are not paid, monitoring payments, and reporting full payment of delinquent accounts to the appropriate credit bureaus on a quarterly basis. A student who has delinquent tuition and fees will not be allowed to return to the school at a later time.

If the student financial account shows monies owed that are not paid by the due date or remain uncollected will be prevented from receiving the school's services; including registering for class, obtaining official transcripts and/or letter of completion/verification.

## **Cancellation and Refund Policy**

### ***Refund Policy in case of Cancellation:***

- If an applicant is rejected for enrollment, a full refund of all monies paid will be made to the applicant, except for the nonrefundable registration fees.
- If AIHT cancels a program subsequent to a student's enrollment, a full refund of all monies will be made to the student, including the nonrefundable registration fees.
- If a student cancels prior to the start of scheduled classes or never attends class (no-show), the school will refund all monies paid, less the nonrefundable registration fees.

### ***Refund Policy in case of Withdrawal or Termination:***

- A student may withdraw from the program at any time with or without notification. Notification of intent to withdraw could be made to the School Administration either via email, verbally or in writing. The students can be terminated if they fail to follow the attendance, conduct and/or Satisfactory Academic Progress (SAP) policies. All refunds are based on the student's last date of attendance (LDA).

***Within each academic year:***

- If the student withdraws in the first week of the classes, then 10% tuition charges will be withheld by the school. If 10% tuition charges exceed \$1,000 then school will withhold no more than \$1,000.00.
- If the student withdraws between the first week of classes and 50% of the academic year, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of \$1000.
- After 50% of the total academic year is completed, the school will retain the full tuition for that period.

*Note 1* – School will consider a partial week the same as whole week completed, if the student was present at least one day during the scheduled week.

*Note 2* – Books and Supply charges incurred during the portion of the program attended by the student are non-refundable.

**Refund Due Dates:**

If a student never attends class (no-show) or cancels the agreement prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). Date of Determination (DOD) is the date the student gives in written or verbal notice of withdrawal to the school or the date the school terminates the student, by applying the school's attendance, conduct, or Satisfactory Academic Policy (SAP).

If a student provides advanced notice of withdrawal such that the 45-day window for refund processing ends before the last date of attendance, the refund will be paid within forty-five (45) calendar days from the last date of attendance.

The school will generate a refund calculations sheet for each student who cancels, withdraws, or terminated from the program. Students with a student loan are responsible for notifying the loan institution of class cancellation, withdrawal or termination.

**Return of Title IV Funds (R2T4)**

**Information for students who receive federal financial aid from Title IV funds:**

This policy shall apply to all students at **AIHT Education** who receive federal financial aid from Title IV funds and who totally withdraw, take a leave, drop out or stop attending all classes without officially withdrawing.

Federal regulations require that when you officially withdraw from the institute or stop attending your classes that the amount of Federal Title IV Financial Aid assistance that you have "earned" up to that point must be calculated using a pro-rata formula. Other aid, such as state grants and outside scholarships will be returned as specified by the grantor. If you received more Federal Financial Aid than you earned, the excess funds will be returned on your behalf by the institute to the program in which you received aid. In many instances this will leave you owing the institute.

**Refund of Charges**

***Within each academic year:***

- If the student withdraws in the first week of the classes, then 10% tuition charges will

be withheld by the school. If 10% tuition charges exceed \$1,000 then school will withhold no more than \$1,000.00.

- If the student withdraws between the first week of classes and 50% of the academic year, then the school will retain the pro-rata portion of the tuition for the training period completed, plus 10% of the unearned tuition for the training period that was not completed, up to a maximum of \$1000.
- After 50% of the total academic year is completed, the school will retain the full tuition for that period.

Upon completion of the “Exit Notification and Leave of Absence Form”, the Financial Aid Office will perform the return calculation. You will then be notified by the Financial Aid Office of your pro-rated charges; any adjusted aid and if there is any outstanding balance with the institute. You are responsible for making payment arrangements with the Financial Aid Office.

***Refund Policy in case of Failing Grades:***

Per federal regulations a student who receives all failing grades for his/her semester classes will be subject to the Return to Title IV policy. A student whose attendance is documented past the 60% mark will not be subject to the Return to Title IV policy.

The Financial Aid Office encourages you to read this policy carefully. Please contact the Financial Aid Office to discuss how your withdrawal might affect your financial aid and your possible repayment.

***Refund Policy in case of Withdrawal or Termination:***

A student may withdraw from the program at any time. Notification of intent to withdraw is not required; however, the request could be made to the School Administration via email, verbally or in writing. If a student unofficially withdraws (meaning the “Exit Notification and Leave of Absence Form” was not completed) and **AIHT Education** had no knowledge that a student stopped attending classes, the aid will be calculated as of the last date of attendance (LDA) at a documented academically-related activity.

“Title IV Funds” refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 (as amended) and includes: Federal Subsidized and Unsubsidized Student Loans, Parent Loans to Undergraduate Students (PLUS), Federal Pell Grants, Federal Supplemental Educational Opportunity Grant (SEOG), and Federal Perkins Loans.

A student’s withdrawal date is:

- The date the student reported on the “Exit Notification and Leave of Absence Form” or officially notified the institution of intent to withdraw; or
- The midpoint or later date of the period for a student who stops attending all classes without notifying the institution; or
- The student’s last date of attendance at a documented academically related activity. The amount which must be returned by the school to Title IV programs is calculated using the federal policy calculation.

Below mentioned process is followed when determining the funds to be returned:

1. Identify Appropriate Withdrawal Date
2. Identify Percentage Earned of Title IV Aid

3. Identify Percentage of Unearned Title IV Aid
4. Identify Title IV Aid to be disbursed
5. Identify Title IV Aid Disbursed
6. Identify Title IV Aid to be returned
7. Identify Amount Institution must return

**Funds Returned by Program:**

Unearned Title IV aid shall be posted on the student ledger for return to Title IV aid and will be submitted for refund. The school will return the funds to the Title IV programs (sources) in the order in which they appear on the R2T4 worksheet.

**Processing Timeframe:**

The applicable refunds for students who withdraw from school will be processed within 45 days from the Date of Determination (*DOD*). The *DOD* is based on the payment period from which the student withdrew.

**Post Withdrawal Disbursement:**

If a student does not receive all of the funds earned, per Return of Title IV calculation, the student may be due a Post-withdrawal disbursement (PWD). Eligibility depends on required federal conditions. If PWD includes loan funds, student shall be notified promptly of their eligibility and requested to consent to disburse loan funds within 14 days of the written notification. Amount of PWD shall be applied to eligible unpaid program costs. The balance, if any of the PWD amount over eligible program costs shall be paid to student via check. R2T4 refunds and/or PWDs shall be recorded on Student's ledgers. Student ledger shall also be updated for adjustment of fees as per the Institution's Tuition Refund Policy and copy of the student ledger shall be mailed to student.

The percentage of Title IV aid unearned to be returned to the appropriate program shall be 100% minus the percent earned. No program can receive a refund if the student did not receive aid from that program. Unearned aid shall be returned by **AIHT Education** from the student's account to the appropriate programs in the following order:

- Direct Unsubsidized Student Loan
- Direct Subsidized Student Loan
- Perkins Loan
- Direct Grad PLUS Loan (graduate students only)
- Direct PLUS Loan (parents of dependent students)
- PELL Grant
- SEOG
- TRIO Grant
- Other Title IV programs

Intentionally left blank

## Program Curriculum Details

Following are the Detail Program Curriculums approved by Office of Higher Education. Program length in months may vary depending on holidays, vacations, state emergency holidays, emergency early closing etc. Program lengths in hours are as follow.

The total hours per course are as follows:

COURSE	Clock Hours	Credit Hours
CARDIOVASCULAR TECHNOLOGIST	NA	92.5
CERTIFIED NURSE ASSISTANT	150	NA
DIAGNOSTIC MEDICAL SONOGRAPHY	NA	101.0
MEDICAL ASSISTANT	NA	43.0
MEDICAL BILLING & CODING SPECIALIST	NA	18.5
PATIENT CARE TECHNICIAN	300	NA
VASCULAR TECHNOLOGIST	NA	70.0

The maximum number of students allowed per class or lab is 12 i.e. maximum students - teacher ratio for the class and lab for all programs is 12:1.

For Certified Nurse Assistant and Patient Care Technician Programs, the maximum number of students allowed per class or lab is 10 i.e. maximum students - teacher ratio for the class and lab for all programs is 10:1.



Intentionally left blank

# Programs Offered

Intentionally left blank

# CARDIOVASCULAR TECHNOLOGIST

92.5 Semester Credit Hours

Approximate Duration in Weeks: 91 (for Day classes) and 107 (for Evening classes)

## Program description

Cardiovascular Technologists conduct tests on cardiovascular systems of patients for diagnostic purposes. They may conduct or assist in electrocardiograms, and cardiac catheterizations, and similar tests.

In this program the students will learn about the normal physiology as well as the pathology of the heart and blood vessels. The program comprises of modules like Medical Terminology, Anatomy & Physiology, Ultrasound Physics, Scanning modules like vascular and echocardiography. The coursework also includes 800 hours of externship which will give students an opportunity to practice what they learned in the class. Students can also learn plenty of job related situations and how to handle these situations while working under the supervision of a trained professional in the field. The course utilizes the instructor-led method of teaching. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject. A step-by-step procedure is employed to walk the students through each chapter or topic.

## Program Objective

The objective of the program is to provide the required knowledge and skills to students in order to become successful Cardiovascular Technologists in the future.

## Professional Credentials

After completion of the program student may appear for certification examinations offered by: [Cardiovascular Credentialing International](#) (CCI) and/or American Registry for Diagnostic Medical Sonography (ARDMS)

Students may appear for Registered Cardiac Sonographer (RCS) exam or Registered Vascular Specialist (RVS) exam through [Cardiovascular Credentialing International](#) (CCI).

For more information, please visit <http://cci-online.org/content/examinations-offered>.

Students may also appear for Registered Diagnostic Cardiac Sonographer (RDMS) exam and/or Registered Vascular Technologist (RVT) exam through American Registry for Diagnostic Medical Sonography (ARDMS). Students without a bachelor's degree and who wish to apply for the ARDMS specialty exam will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit: <http://www.ardms.org/ARDMS%20Documents/Prerequisites/ARDMS-461%20General%20Prerequisites%202018.pdf>.

## Employment

A Cardiovascular Technologist performs echocardiography according to the established practices and procedures, providing preliminary diagnostic evaluation and notifying cardiologists of results of examinations. The technician consults with cardiologist to establish requirements for non-standard examinations and determines technical factors to satisfy

requirements. He or she is familiar with standard concepts, practices and procedures within a particular field; Relying on experience and judgment to plan and accomplish goals as well as performing a variety of related tasks. The technician usually works under general supervision and typically reports to a manager.

## Program Layout

Term	Module	Course Title	Sem Credit
<b>Term I</b>			
	<b>Mod 1</b>	BIO111 Anatomy and Physiology	13.0
	<b>Mod 2</b>	PTC 110 Patient Care	2.0
<b>Term II</b>			
	<b>Mod 1</b>	SPI 222 Ultrasound Physics & Doppler	20.5
<b>Term III</b>			
	<b>Mod 1</b>	AEC 233 Adult Echo 1	16.0
	<b>Mod 2</b>	AEC 234 Adult Echo 2	6.5
<b>Term IV</b>			
	<b>Mod 1</b>	DMS 243 Vascular Scanning	16.0
<b>Term V</b>			
	<b>Mod 1</b>	CVT 254 Pre - Clinical	1.0
	<b>Mod 2</b>	CVT 255 CVT Externship	17.5
			<b>92.5</b>

**Total Semester Credits - 92.5**

## Course Description

### **BIO111 Anatomy and Physiology**

The module will give introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System.

This module will also cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

### **PTC 110 Patient Care**

The topics covered under this module are:

Patient Care Techniques, Safety & Communication: bio-effects of ultrasound, monitoring of patient, common emergency handling, vital signs, assisting patient transfer and movement, and communication modes; Infection Control: terminology and basics of asepsis, cycle of infection, standard Precautions – hand washing, wearing gloves, gowns, masks, precautions for transmission of infection and disposal of contaminated material used; Legal and Ethical Principles: patient identification, clinical indication comparison, terminology of legal issues, patient's rights- includes informed consent, confidentiality (HIPAA), Patient's bill of rights and ethics of ultrasound technologist.

### **SPI 222 Ultrasound Physics & Doppler (core module)**

The student will learn about the parameters of sound wave, pulsed ultrasound, interaction of sound with different media, range equation, axial resolution, types of transducers, characteristics of sound beams, display modes, two-dimensional imaging, real-time imaging, displays and image storage, dynamic range, and harmonics. Students will also cover various sections of instrumentation and by the end of the class will have a complete understanding of Doppler.

*Required pre-requisite for the module: BIO 111.*

### **AEC 233 Adult Echo 1 (Core Module)**

This module covers the basic introduction to echocardiography which includes the Heart Doppler – velocities and pressures Trans esophageal and stress echo Cardiac masses, infection and congenital abnormalities. The students are made aware about the various features of echocardiography and the ultrasound production and detection and interpretation, echo techniques in common clinical use, the indication of echo.

*Required pre-requisite for the module: SPI 222.*

### **AEC 234 Adult Echo 2 (Core Module)**

This module covers the specific pathologies related to the congenital heart disease and great vessels – Aorta. The students are made aware about the various features on echocardiography related to these pathologies.

*Required pre-requisite for the module: AEC 233.*

### **DMS 243 Vascular Scanning (core module)**



This module covers the basic introduction to the vascular ultrasound. The module covers the basic concept about vasculature, the vascular anatomy and pathology related to vessels. *Required pre-requisite for the module: SPI 222.*

**CVT 254 Pre – Clinical (core module)**

In this module, the student will be required to practice the clinical protocols learned in all the core scanning modules. The student will practice and review the protocols under the supervision of the clinical instructor covering the scanning protocols of Echocardiography and Vascular modules.

*Required pre-requisite for the module: AEC 234, DMS 243.*

**CVT 255 CVT Externship (core module)**

This course will provide the student with hands-on experience in a physician's office, hospital, or imaging centers under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module: CVT 254 and ARDMS, SPI certification (effective April 2021).*

## CERTIFIED NURSE ASSISTANT

150 Clock Hours

Approximate Duration in Weeks: 7 (for Day classes), 8.5 (for Evening classes)

### Program Description

This course is designed for students that want to become certified Nurse Assistant in the State of Connecticut by meeting the standard curriculum suggested by the Department of Public Health, State of Connecticut. The program aims to provide the required knowledge and skills in order to become successful certified nurse assistants in the future.

Graduates are trained to work in the acute hospital/clinic setting, as well as Chronic, long-term care settings. The students will learn about the topics that will help them attain comprehensive knowledge and skills related to the nurse assistant job duties.

After completion of the program, student may appear for the Connecticut Nurse Aide Exam. The program utilizes the instructor-led method of teaching. The program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

### Program Objective

The objective of the CNA program is to prepare students for entry-level jobs providing them with skills and knowledge required to assist in direct patient care.

### Professional Credentials and Graduation Requirement

After completion of the program, students must appear for the Connecticut Nurse Aide Exam. Successful completion of the state nurse aide exam is required in order to be considered a graduate. You are not considered "Certified Nurse Assistant" until you successfully passed the State of Connecticut, Nurse Aid exam.

### Employment

CNA is employed at any long-term health care facilities including convalescent centers and hospitals.

### Program Layout

Term	Module	Course Title	Theory	Lab	Clinical
Term I					
	Mod 1	CNA 110 Nursing Assistant	80	40	
	Mod 2	CNA 255 CNA Externship			30
			80	40	30

**Total Clock Hours - 150**

## Course Description

### **CNA 110 Nursing Assistant**

In this module, the students will be provided with the knowledge and skills necessary to become certified as a Nurse Aide in the State of Connecticut, by meeting the standard curriculum suggested by the state of CT.

### **CNA 255 CNA Externship (core module)**

This course will provide the student with hands-on experience to practice the skills learned in the CNA 110 module in a long-term care center in the observation of clinical instructor.

Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module: CNA 110*

## DIAGNOSTIC MEDICAL SONOGRAPHY

101.0 Semester Credit Hours

Approximate Duration in Weeks: 98 (for Day classes) and 113 (for Evening classes)

### Program Description

Diagnostic Medical Sonographers, work towards conducting sonographic exam to create images in order to help physicians assess and diagnose medical conditions. Sonographers schedule and coordinate tests, records test results, and prepares and maintains operational logs.

In this program, students learn to perform diagnostic sonographic examinations utilizing ultrasonic equipment to locate, evaluate and record critical functional, pathological, and anatomical data. The program comprises of modules like Medical Terminology, Anatomy & Physiology, Ultrasound Physics, Scanning modules like abdomen, vascular and Ob/gyn. The coursework also includes 800 hours of externship which will also give students an opportunity to practice what they learned in the class. Students can also learn plenty of job related situations and how to handle these situations while working under the supervision of a trained professional in the field. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject. A step-by-step procedure is employed to walk the students through each chapter or topic.

### Program Objective

The objective of the Diagnostic Medical Sonography Program is not only to prepare students to become skilled sonographers but also to equip them with the essential knowledge of the vital principles and instrumentation of Diagnostic Ultrasound.

### Professional Credentials

After completion of the program student may appear for certification examinations offered by:

[Cardiovascular Credentialing International](#) (CCI) or

American Registry for Diagnostic Medical Sonography (ARDMS) or

[American Registry of Radiologic Technologists](#) (ARRT)

Students may appear for Registered Vascular Specialist (RVS) exam through [Cardiovascular Credentialing International](#) (CCI). For more information, please visit <http://cci-online.org/content/examinations-offered>.

Students may also appear for Registered Vascular Technologist (RVT) exam and Registered Diagnostic Medical Sonography (RDMS) exam through American Registry for Diagnostic Medical Sonography (ARDMS). Students without a bachelor's degree and who wish to apply for the ARDMS specialty exam will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit: <http://www.ardms.org/ARDMS%20Documents/Prerequisites/ARDMS-461%20General%20Prerequisites%202018.pdf>.

Students with Associates degree may also appear for the Sonography exam through the American Registry of Radiologic Technologists (ARRT). For more information, please visit

<https://www.arrt.org/earn-arrt-credentials/types-of-credentials/primary-pathway/sonography>.

**Employment**

Many Diagnostic Medical Sonographers are employed in hospitals, ambulatory centers, and radiology centers. The education focus of the student allows them to function well in their field. The Medical Sonographers not only scan parts of the body but are also responsible for maintaining equipment and orders supplies when needed. They rely on limited experience and judgment to plan and accomplish goals. They should be able to perform a variety of tasks, and typically report to a chief technologist or manager.

## Program Layout

Term	Module	Course Title	Sem Credit
<b>Term I</b>			
	<b>Mod 1</b>	BIO111 Anatomy and Physiology	13.0
	<b>Mod 2</b>	PTC 110 Patient Care	2.0
<b>Term II</b>			
	<b>Mod 1</b>	SPI 222 Ultrasound Physics & Doppler	20.5
<b>Term III</b>			
	<b>Mod 1</b>	DMS 233 Abdomen and Small Parts	16.0
<b>Term IV</b>			
	<b>Mod 1</b>	DMS 243 Vascular Scanning	16.0
<b>Term V</b>			
	<b>Mod 1</b>	DMS 253 Ob/GYN	15.0
<b>Term VI</b>			
	<b>Mod 1</b>	DMS 264 Pre - Clinical	1.0
	<b>Mod 2</b>	DMS 265 DMS Externship	17.5
			<b>101.0</b>

**Total Semester Credits – 101.0**

## Course Description

### **BIO111 Anatomy and Physiology**

The module will give introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System.

This module will also cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

### **PTC 110 Patient Care**

The topics covered under this module are:

Patient Care Techniques, Safety & Communication: bio-effects of ultrasound, monitoring of patient, common emergency handling, vital signs, assisting patient transfer and movement, and communication modes; Infection Control: terminology and basics of asepsis, cycle of infection, standard Precautions – hand washing, wearing gloves, gowns, masks, precautions for transmission of infection and disposal of contaminated material used; Legal and Ethical Principles: patient identification, clinical indication comparison, terminology of legal issues, patient's rights- includes informed consent, confidentiality (HIPAA), Patient's bill of rights and ethics of ultrasound technologist.

### **SPI 222 Ultrasound Physics & Doppler (core module)**

The student will learn about the parameters of sound wave, pulsed ultrasound, interaction of sound with different media, range equation, axial resolution, types of transducers, characteristics of sound beams, display modes, two-dimensional imaging, real- time imaging, displays and image storage, dynamic range, and harmonics. Students will also cover various sections of instrumentation and by the end of the class will have a complete understanding of Doppler.

*Required pre-requisite for the module: BIO 111.*

### **DMS 233 Abdomen and Small Parts (core module)**

This module covers the scanning techniques of abdominal organs like liver, biliary tree, pancreas, spleen, gall bladder, kidney, urinary bladder, appendix, along with the pathology of abdomen organs and small parts like thyroid glands, parathyroid glands, prostate, scrotum and breasts.

*Required pre-requisite for the module: SPI 222.*

### **DMS 243 Vascular Scanning (core module)**

This module covers the basic introduction to the vascular ultrasound. The module covers the basic concept about vasculature, the vascular anatomy and pathology related to vessels. *Required pre-requisite for the module: SPI 222.*

### **DMS 253 OB/GYN (core module)**

This module includes scanning techniques of Pelvic organs like ovaries, uterine tubes and cervix. They also study about normal and completed pregnancy, scanning techniques of fetus, pathology & congenital anomalies of the fetus.

*Required pre-requisite for the module: SPI 222.*

**DMS 264 Pre – Clinical (core module)**

In this module, the student will be required to practice the clinical protocols learned in all the core scanning modules. The student will practice and review the protocols under the supervision of the clinical instructor covering the scanning protocols of Abdomen and Small Parts, Ob/Gyn and Vascular modules.

*Required pre-requisite for the module:* DMS 233, DMS 253, DMS 243.

**DMS 265 DMS Externship (core module)**

This course will provide the student with hands-on experience in a physician's office, hospital, or imaging centers under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module:* DMS 264 and ARDMS, SPI certification (effective April 2021).



Intentionally left blank

## **MEDICAL ASSISTANT**

43.0 Semester Credit Hours

Approximate Duration in Weeks: 36(for Day classes) and 46(for Evening classes)

### **Program description**

Medical Assistants perform administrative and certain clinical duties under the direction of a physician. They perform duties ranging from scheduling appointments, maintaining medical records, billing, and coding to taking vital signs and medical histories, preparing patients for examination, and drawing blood. The Medical Assistant program is divided into different modules like Medical Terminology, Anatomy & Physiology, Phlebotomy, ECG, and Medical Billing. The coursework also includes 225 hours of externship which will give students an opportunity to practice what they have learned in the class. The course program utilizes the instructor-led method of teaching. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject.

### **Program Objective**

The Medical Assistant program is designed to prepare students to become skilled office subordinates work closely with doctors, registered nurses, and other office personnel delivering patient care and assuming appropriate responsibilities before, during, and after hospital stays, surgical procedures and doctor's care.

### **Professional Credentials**

After completion of the program, graduates can appear for national certification examination, Clinical Medical Assistant Certification (CCMA) through NHA (National Health Career Association).

### **Employment**

Many medical assistants are employed in Doctor's offices, hospitals, ambulatory centers, and emergency departments. Some are employed directly by doctors as 'private assistants' while others work as 'surgical assistants'. They also work in clinics, surgery centers, and general and specialty medical offices. Their broad educational background plus specialized focus, allows medical assistants to function well in a number of diverse areas of their field. Employment possibilities in addition to MA, include, surgery schedulers, materials managers, organ/tissues procurement and preservation, cardiac catheterization laboratories, product development, EKG technicians, phlebotomists and sales. A number of medical assistants become instructors after 3 years of experience in the field.

## Program Layout

Term	Module	Course Title	Sem Credit
<b>Term I</b>			
	<b>Mod 1</b>	BIO 111 Anatomy and Physiology	10.0
	<b>Mod 2</b>	PHL 113 Phlebotomy	4.0
	<b>Mod 3</b>	EKG 115 Electrocardiography	4.0
	<b>Mod 4</b>	MBC 121 Introduction to Billing	5.0
	<b>Mod 5</b>	CMA 223 Assisting with Medical Specialist 1	4.0
<b>Term II</b>			
	<b>Mod 1</b>	CMA 224 Assisting with Medical Specialist 2	11.0
	<b>Mod 2</b>	CMA 235 CMA Externship	5.0
			<b>43.0</b>

**Total Semester Credits - 43.0**

## Course Description

### **BIO111 Anatomy and Physiology**

The module will give introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System. This module will also cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

### **PHL 113 Phlebotomy**

In this module, the students will learn basic venipunctures techniques on the practice arm along with dermal punctures and butterflies. They will learn the blood order of draws and different tubes to be used for different blood tests.

### **EKG 113 Electrocardiography**

This module will cover comprehensive information on the normal anatomy and physiology of the heart, the conduction pathway, 12-lead EKG, normal and abnormal heart rhythms. The students will perform the EKG on each other to learn how to perform the same.

### **MBC 121 Introduction to Billing**

In this module, the student will be provided with a comprehensive knowledge needed to explain the health insurance plans, requirements & responsibilities of the provider, insurance company and medical biller in depth.

*Required pre-requisite for the module: BIO 111.*

### **CMA 223 Assisting with Medical Specialist 1 (core module)**

Students will learn the theory and foundational skills required to be a successful medical assistant. The module will build on the basics of medical terminology, and human anatomy & physiology. It will help the student demonstrate legal ethical behavior, safety practices, interpersonal/teamwork skills, and appropriate written & verbal communication skills using the terminology of the occupation and the business/industry. The course is designed to provide preparation for entry-level positions in medical assisting.

*Required pre-requisite for the module: BIO 111.*

### **CMA 224 Assisting with Medical Specialist 2 (core module)**

Students will further their theory and foundational skills required to be a successful medical assistants by learning more about the specialty procedures like used in surgery, ENT, Ob/gyn, Pediatrics etc. Students will also learn about the emergency medical procedures and nutrition.

*Required pre-requisite for the module: CMA 223*

### **CMA 235 CMA Externship (core module)**

This course will provide the student with hands-on experience in a physician's office and hospital under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module: CMA 224.*

Intentionally left blank

## **MEDICAL BILLING & CODING SPECIALIST**

18.5 Semester Credit Hours

Approximate Duration in Weeks: 17(for Day classes), and 20 (for Evening classes)

### **Program Description**

Medical Billing and Coding Specialist Medical Billers and coders usually work regular office hours may be in the billing office or in the billing department of the professional healthcare office. They must know the different methods of billing patients, understand various collection methods, ethical and legal implications have a good working knowledge of medical terminology, medical billing and claims form completion, and coding. They also must understand database management, spreadsheets, electronic mail, and possess state-of-the-art word processing and accounting skills, be proficient in bookkeeping, and be able to type at a good typing speed.

In this program, students learn Medical terminology, computer application, Medical insurance, billing, coding, HIPAA and medical law & ethics. The clinical externship hours gives you an idea of working in hospital, doctor's office, labs and insurance companies. Each module in the program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

### **Program Objective**

The purpose of medical billing and coding program is to provide students with a comprehensive knowledge needed to explain the health insurance plans, requirements & responsibilities of the provider, insurance company and medical biller in depth.

### **Professional Credentials**

After completion of the program, graduates can appear for national certification examination, Certified Billing & Coding Specialist (CBCS) through NHA (National Health Career Association).

### **Employment**

Medical Billers and coders usually work 40 regular office hours from Monday through Friday on a desk in the billing office or billing department of the professional healthcare office. They must know the different methods of billing patients, understand various collection methods, ethical and legal implications have a good working knowledge of medical terminology, medical billing and claims form completion, and coding. They also must understand database management, spreadsheets, electronic mail, and possess state-of-the-art word processing and accounting skills, be proficient in bookkeeping, and be able to type at a good typing speed.

## Program Layout

Term	Module	Course Title	Sem Credit
<b>Term I</b>			
	<b>Mod 1</b>	BIO 110 Medical Terminology	2.5
<b>Term II</b>			
	<b>Mod 1</b>	MBC 221 Medical Billing and Insurance	5.5
	<b>Mod 2</b>	MBC 222 Medical Coding and Compliant Billing	8.0
	<b>Mod 3</b>	MBC 223 Electronic Health Record (EHR)	1.0
<b>Term III</b>			
	<b>Mod 1</b>	MBC 235 Billing and Coding Externship	1.5
			<b>18.5</b>

**Total Semester Credits – 18.5**

## Course Description

### **BIO110 Medical Terminology**

This module will cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

### **MBC 221 Medical Billing and Insurance (core module)**

In the Medical Billing & Insurance module, the students will be introduced and given an overview of Medical Insurance, billing cycle, coding procedure, claim follow up and payment processing, management, legal and ethical skills with an emphasis on the basic and essential information.

*Required Pre-requisites for the Module:* BIO 110.

### **MBC 222 Medical Coding & Compliant Billing (core module)**

In the Medical Coding & Complaint Billing module, the students will be introduced and given an overview of Medical coding procedure, understanding the various code sets, rules and guidelines for coding, assigning correct codes, understanding the importance of code linkage on health care claim, common billing errors, compliant billing, and calculating insurance payments.

*Required Pre-requisites for the Module:* MBC 221 and BIO 110.

### **MBC 223 Electronic Health Record (EHR) (core module)**

In the Electronic Health Record module, the students will be introduced and given an overview of the EHR documentation through the SpringCharts software. Students will learn the features and functionality, linking EHR software skills to meaning use of EHR. This module emphasizes on different aspects of SpringCharts, from basic patient's chart to labs, tests, codes, and templates.

*Required Pre-requisites for the Module:* MBC 221 and MBC 222.

### **MBC 235 Billing and Coding Externship (core module)**

This course will provide the student with hands-on experience in a medical office, hospital, or billing & coding management company under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module:* MBC 221, MBC 222, MBC 223.



Intentionally left blank

## PATIENT CARE TECHNICIAN

300 Clock Hours

Approximate Duration in Weeks: 15 (for Day classes), 18 (for Evening classes)

### Program Description

This course is designed to provide students with the knowledge and skills necessary to become a Patient Care Technician by first attaining to meet or exceed the standards for the state's nursing aide license. Graduates are trained to work in the acute hospital/clinic setting, as well as Chronic, long-term care settings. The students will learn about the topics that will help them attain comprehensive knowledge and skills related to the patient care job duties.

After completion of the program, student will appear for the Connecticut Nurse Aide Exam. The program utilizes the instructor-led method of teaching. The program has a particular set of books and materials to serve as the fundamental reference guide for the subject.

### Program Objective

The objective of the PCT program is to prepare students for entry-level patient care technician jobs as well as equip them with the skills and knowledge required to assist in direct patient care.

### Professional Credentials and Graduation Requirement

After completion of the course CNA 110 and CNA 255, students must appear and successfully pass the Connecticut Nurse Aide Exam. Successful completion of all courses and the State of Connecticut, Nurse Aid exam is required to be considered a graduate.

### Employment

PCT is employed at any long-term health care facilities including convalescent centers and hospitals.

### Program Layout

Term	Module	Course Title	Theory	Lab	Clinical
Term I					
	Mod 1	EKG 113 Electrocardiography	45	30	
	Mod 2	PHL 113 Phlebotomy	45	30	
	Mod 3	CNA 110 Nursing Assistant	80	40	
	Mod 4	CNA 255 CNA Externship			30
			175	95	30

**Total Clock Hours- 300**

## Course Description

### **CNA 110 Nursing Assistant (core module)**

In this module, the students will be provided with the knowledge and skills necessary to become certified as a Nurse Aide in the State of Connecticut, by meeting the standard curriculum suggested by the state of CT.

### **EKG 113 Electrocardiography**

This module will cover comprehensive information on the normal anatomy and physiology of the heart, the conduction pathway, 12-lead EKG, normal and abnormal heart rhythms. The students will perform the EKG on each other to learn how to perform the same.

This module will also cover the basics of treadmill (stress) tests and Holter monitoring.

### **PHL 113 Phlebotomy**

In this module, the students will learn basic venipunctures techniques on the practice arm along with dermal punctures and butterflies. They will learn the blood order of draws and different tubes to be used for different blood tests.

### **CNA 255 CNA Externship (core module)**

This course will provide the student with hands-on experience to practice the skills learned in the CNA 110 module in a long term care center in the observation of clinical instructor.

Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module: CNA 110*

# VASCULAR TECHNOLOGIST

70.0 Semester Credit Hours

Approximate Duration in Weeks: 60 (for Day classes) and 88(for Evening classes)

## Program Description

Vascular technologist, work towards conducting sonographic exam to create images in order to help physicians assess and diagnose medical conditions. Sonographers schedule and coordinate tests, records test results, and prepares and maintains operational logs.

In this program, students learn to perform sonographic examinations utilizing ultrasonic equipment to locate, evaluate and record critical functional, pathological, and anatomical data. The program comprises of modules like Medical Terminology, Anatomy & Physiology, Ultrasound Physics, and Vascular Scanning module. The coursework also includes 800 hours of externship which will also give students an opportunity to practice what they learned in the class. Students can also learn plenty of job related situations and how to handle these situations while working under the supervision of a trained professional in the field. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject. A step-by-step procedure is employed to walk the students through each chapter or topic.

## Program Objective

The objective of the Vascular Technologist Program is to prepare students to become skilled Vascular Technologists and also prepare them to take Registered Vascular Sonographer exam through Cardiovascular Credentialing International. This program will equip them with the essential knowledge of the vital principles and instrumentation of Vascular Ultrasound.

## Professional Credentials

After completion of the program student may appear for certification examinations offered by:

- ✓ Cardiovascular Credentialing International (CCI) or
- ✓ American Registry for Diagnostic Medical Sonography (ARDMS) or

Students may appear for Registered Vascular Specialist (RVS) exam through [Cardiovascular Credentialing International](http://cci-online.org/content/examinations-offered) (CCI). For more information, please visit <http://cci-online.org/content/examinations-offered>.

Students may also appear for Registered Vascular Technologist (RVT) exam through American Registry for Diagnostic Medical Sonography (ARDMS). Students without a bachelor's degree and who wish to apply for the ARDMS specialty exam will need to first gain additional clinical experience to become eligible to take the ARDMS specialty exam. The additional clinical experience could be gained by working as an ultrasound/vascular sonographer for a minimum of 12 months or 1680 hours. ARDMS does not accept volunteer, instructorship, unpaid, barter or veterinarian experience. Clinical experience earned to document the education requirement cannot also be used to support the clinical requirement. To learn more about the pre-requisites, please visit: [http://www.ardms.org/Prerequisite%20Charts/generalprerequisites - 2014-2.pdf](http://www.ardms.org/Prerequisite%20Charts/generalprerequisites-2014-2.pdf).

**Employment**

Many vascular technologists are employed in hospitals, ambulatory centers, and radiology centers. The education focus of the student allows them to function well in their field. The Sonographers not only scan vessels but are also responsible for maintaining equipment and orders supplies when needed. They rely on limited experience and judgment to plan and accomplish goals. They should be able to perform a variety of tasks, and typically report to a chief technologist or manager.

## Program Layout

Term	Module	Course Title	Sem Credit
<b>Term I</b>			
	<b>Mod 1</b>	BIO111 Anatomy and Physiology	13.0
	<b>Mod 2</b>	PTC 110 Patient Care	2.0
<b>Term II</b>			
	<b>Mod 1</b>	SPI 222 Ultrasound Physics & Doppler	20.5
<b>Term III</b>			
	<b>Mod 1</b>	DMS 243 Vascular Scanning	16.0
<b>Term IV</b>			
	<b>Mod 1</b>	RVT 264 Pre - Clinical	1.0
	<b>Mod 2</b>	RVT 265 RVT Externship	17.5
			<b>70.0</b>

**Total Semester Credits - 70.0**

## Course Description

### **BIO111 Anatomy and Physiology**

The module will give introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System.

This module will also cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

### **PTC 110 Patient Care**

The topics covered under this module are:

Patient Care Techniques, Safety & Communication: bio-effects of ultrasound, monitoring of patient, common emergency handling, vital signs, assisting patient transfer and movement, and communication modes; Infection Control: terminology and basics of asepsis, cycle of infection, standard Precautions – hand washing, wearing gloves, gowns, masks, precautions for transmission of infection and disposal of contaminated material used; Legal and Ethical Principles: patient identification, clinical indication comparison, terminology of legal issues, patient's rights- includes informed consent, confidentiality (HIPAA), Patient's bill of rights and ethics of ultrasound technologist.

### **SPI 222 Ultrasound Physics & Doppler (core module)**

The student will learn about the parameters of sound wave, pulsed ultrasound, interaction of sound with different media, range equation, axial resolution, types of transducers, characteristics of sound beams, display modes, two-dimensional imaging, real-time imaging, displays and image storage, dynamic range, and harmonics. Students will also cover various sections of instrumentation and by the end of the class will have a complete understanding of Doppler.

*Required pre-requisite for the module:* BIO 111.

### **DMS 243 Vascular Scanning (core module)**

This module covers the basic introduction to the vascular ultrasound. The module covers the basic concept about vasculature, the vascular anatomy and pathology related to vessels.

*Required pre-requisite for the module:* SPI 222.

### **RVT 264 Pre – Clinical (core module)**

In this module, the student will be required to practice the clinical protocols learned in all the core scanning modules. The student will practice and review the protocols under the supervision of the clinical instructor covering the scanning protocols of Abdomen and Small Parts, Ob/Gyn and Vascular modules.

*Required pre-requisite for the module:* DMS 243

**RVT 265 RVT Externship (core module)**

This course will provide the student with hands-on experience in a physician's office, hospital, or imaging centers under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

*Required pre-requisite for the module: RVT 264 and ARDMS, SPI certification (effective April 2021).*



Intentionally left blank

## APPENDIX A: Holiday and Program Schedule 2020-2021



### 2021 Academic Calendar

January							February							March							Observed Holidays	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
27	28	29	30	31	1	2	31	1	2	3	4	5	6	28	1	2	3	4	5	6	<b>New Year's Day</b> <b>Fri, Jan 1, 2021</b>	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	<b>Martin Luther King</b> <b>Mon, Jan 18, 2021</b>	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	<b>Washington's Birthday</b> <b>Mon, Feb 15, 2021</b>	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	<b>Good Friday</b> <b>Fri, Apr 2, 2021</b>	
24	25	26	27	28	29	30	28	1	2	3	4	5	6	28	29	30	31	1	2	3	<b>Memorial Day</b> <b>Mon, May 31, 2021</b>	
31	1	2	3	4	5	6															<b>Independence Day</b> <b>Mon, Jul 5, 2021</b>	
																					<b>Labor Day</b> <b>Mon, Sep 6, 2021</b>	
																					<b>Columbus Day</b> <b>Mon, Oct 11, 2021</b>	
																					<b>Veterans Day</b> <b>Thu, Nov 11, 2021</b>	
																					<b>Thanksgiving</b> <b>Thu, Nov 25, 2021</b>	
																					<b>Black Friday</b> <b>Fri, Nov 26, 2021</b>	
																					<b>Christmas Day</b> <b>Fri, Dec 24, 2021</b>	
																					<b>New Year's</b> <b>Fri, Dec 31, 2021</b>	
																					<b>*Summer Vacation*</b> <b>Aug. 16 to Aug. 20, 2021</b>	
																					<b>*Winter Vacation*</b> <b>Dec. 27 to Dec. 31, 2021</b>	
																					<b>** New Session will start on January 3, 2022</b>	
April							May							June								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
28	29	30	31	1	2	3	25	26	27	28	29	30	1	30	31	1	2	3	4	5		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
25	26	27	28	29	30	1	23	24	25	26	27	28	29	27	28	29	30	1	2	3		
							30	31	1	2	3	4	5									
July							August							September								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	31	1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30	31	1	2	3	4	26	27	28	29	30	1	2		
October							November							December								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1		
31	1	2	3	4	5	6																

Intentionally left blank

If classes are cancelled due to inclement weather or other unforeseen circumstances, make-up classes will be required for the missed hours. Your respective instructor will inform the class about any mandatory make-up classes.

In case of unscheduled school closings, students will have to access the school's website for updated information.

**Program Schedules:**

Program Name	Day	Evening
Medical Billing & Coding Specialist Certified Nurse Assistant Patient Care Technician	Monday – Thursday 9am – 2pm	Monday – Thursday 5pm – 9pm
Medical Assistant Diagnostic Medical Sonography Cardiovascular Technologist Vascular Technologist	Monday – Friday 9am – 2pm	Mon - Friday 5pm – 9pm

*Note:* Each course may vary in length; therefore, start and end dates will also vary. Observed holidays and inclement weather may cause program completion dates to vary.

*Weather Emergencies:* The school reserves the right to close during weather emergencies or natural disasters. Under this condition, the student will not be considered absent and instructors will cover the missed material in the following class. The AHIT website will provide updates regarding any school closings or delayed openings.

Intentionally left blank

## APPENDIX B: Administrative Members

<b>Name</b>	<b>Position Held</b>
Ravish Shah	President
Lauren kappel	Director (Enrollment and Student Support)
Archi Khurana	Financial Aid Administrator
Claire Fox	Enrollment Assistant

Intentionally left blank

## APPENDIX C: Course Start Dates

### **DMS: October 26, 2020 Cohort Eve**

BIO Term 10/26/2020  
SPI Term 2/1/2201  
AB Term 6/7/2021  
OB Term 10/18/2021  
Vasc Term 2/28/2022

### **CVT: October 26, 2020 Cohort Eve**

BIO Term 10/26/2020  
SPI Term 2/1/2201  
Vasc Term 6/7/2021

### **DMS: March 2, 2020 Cohort Day**

AB Term 4/26/2021

### **CVT: March 2, 2020 Cohort Day**

Vasc Term 3/1/2021

### **CVT: February 10, 2020 Cohort Eve**

Adult Echo 2 5/31/2021

### **DMS: September 21, 2020 Cohort Day**

Vasc Term 3/22/2021  
OB Term 7/5/2021  
AB Term 10/25/2021

### **CVT: September 21, 2020 Cohort Day**

Vasc Term 3/22/2021  
Adult Echo 1 7/5/2021

### **VT: September 21, 2020 Cohort Day**

Vasc Term 3/22/2021

### **DMS: October 26, 2020 Cohort Eve**

Vasc Term 3/22/2021

### **CVT: October 26, 2020 Cohort Eve**

Vasc Term 3/22/2021



#### APPENDIX D: Unexcused and Excused Hours Allowed

<b>Course Title</b>	<b>Un-Excused Hours Allowed</b>	<b>Excused Hours Allowed</b>
<b>AEC 233 Adult Echo 1</b>	51	15 hours
<b>AEC 234 Adult Echo 2</b>	18	10 hours
<b>BIO111 Anatomy and Physiology</b>	30.0	10 hours
<b>CMA 223 Assisting with Medical Specialist 1</b>	10	10 hours
<b>CMA 223 Assisting with Medical Specialist 2</b>	30	10 hours
<b>CNA 110 Nursing Assistant</b>	18	10 hours
<b>CVT 254 Pre – Clinical</b>	0	NA
<b>DMS 233 Abdomen and Small Parts</b>	51	15 hours
<b>DMS 243 Vascular Scanning</b>	51	15 hours
<b>DMS 253 Ob/GYN</b>	51	15 hours
<b>DMS 264 Pre – Clinical</b>	0	NA
<b>EKG 113 Electrocardiography</b>	10.5	10 hours
<b>MBC 121 Introduction to Billing</b>	9	5 hours
<b>MBC 221 Medical Billing and Insurance</b>	12	10 hours

<b>MBC 222 Medical Coding and Compliant Billing</b>	18	10 hours
<b>MBC 223 Electronic Health Record (EHR)</b>	3	10 hours
<b>PHL 113 Phlebotomy</b>	12	10 hours
<b>PTC 110 Patient Care</b>	6	5 hours
<b>SPI 222 Ultrasound Physics &amp; Doppler</b>	40	20 hours

## APPENDIX E: VA Pending Payment Compliance

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
  - ❖ Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Intentionally left blank

## APPENDIX F: Distance Education Information

AIHT Education is currently offering programs through hybrid teaching methods due to global COVID-19 pandemic. Under the hybrid teaching method, courses are offered both online and in-person. The school will communicate in advance as to which portion of the program will be covered online or in-person.

*Required Resources and Equipment:* To attend the online portion of the class, students must have access to a computer/smart device with working camera and stable internet. Students should also have a valid email ID which students must verify ownership of at the time of enrollment. At the time of enrollment, the school will verify the student email by sending unique code to the provided student email ID. Students must verify that code with the enrollment director as an evidence of ownership of the email ID.

*Identity Protection and Student Privacy:* School uses Zoom licensed version to conduct online teaching activity where the instructor sends secure Zoom class session link to students via email every day before the class. The email also contains passcode information to enter the class session. Students are encouraged not to share this passcode with anyone else. Students are also encouraged to not to even share the password for their emails with anyone at any time. Students are also asked not to open emails from unknown senders in order to avoid any computer virus or bug.

Please note that there are no special costs and fees associated with distance learning.

Please speak with our Enrollment Director to learn more about the online learning requirements as well as the course schedule.