

A photograph of the AIHT Education building, a single-story structure with a white stone-textured facade and grey metal siding. The building features a prominent entrance with glass doors and a large red sign above it that reads "AIHT EDUCATION". The address "480" is visible above the entrance. The building is surrounded by greenery, including trees and bushes, under a clear blue sky.

**AIHT
EDUCATION**



STUDENT CATALOG 23-24

480 Lordship Blvd, Stratford, CT - 06615

www.aiht.edu

We recommend you 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 2023 – June 2024

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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

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Introduction

American Institute of Healthcare & Technology (AIHT or AIHT Education) was founded in Connecticut by a group of Healthcare and Information Technology professionals in 2011, 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 field.

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 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 by a group of Healthcare and Information Technology professionals in 2011, 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 and administrative offices. The instructional area starts after administrative offices. It consists of lecture rooms, laboratories for sonography, medical assistant, nurse assistant, phlebotomy, and electrocardiography. We also offer Wi-Fi network service for students on campus.

Authorization and Accreditation

Our campus is authorized by the Office of Higher Education, State of Connecticut since 26th October 2012. AIHT Education is accredited by MSA-CESS (Commission on Secondary Schools of the Middle States Association of Colleges and Schools) to award certificate programs. The MSA-CESS is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) located at St. Leonard's Court 3819-33 Chestnut St, Suite 310 Philadelphia, PA 19104.

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.

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 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 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 entrance test
7. A 2-page, double spaced Statement of Purpose (Sonography Programs Only)
8. An interview with the President (Sonography Programs Only)
9. Background Check and 10 Panel Drug Screen (Sonography Programs Only)

*High School Diploma or G.E.D is not required for Certified Nurse Assistant program.

Prospective students are 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) to apply for a particular program.

Below are the score requirements:

Diagnostic Medical Sonography - 18

Cardiovascular Technologist - 18

Vascular Technologist -18

Medical Assistant - 12

Medical Billing and Coding – 12

Pharmacy Technician – 12

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 to get enrolled in any of the programs offered and 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 to continue to function effectively.

Admission Process

The prospective student(s), who come for an inquiry to the school, meets with our Enrollment Assistant for a detailed discussion on the program the student is interested in. The Enrollment Assistant also guides the prospective student(s) on available financial assistance.

The prospective student(s) is also given a campus tour at the end of the meeting. During the initial meeting, once the Enrollment Assistant 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 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 process.

Registration

Students may register at any time before the beginning of the first term of the program in person with the Enrollment Assistant (until the seats are filled). Maximum numbers of students allowed in a class are 16 except Certified Nurse Assistant and Patient Care Technician being capped at 10. The school strictly strives to maintain an ideal instructor student ratio to enhance individual attention to all our students to bring out the best in all.

For registration, the student must provide the following documents:

- Valid Picture ID issued by State or Federal Authority
- High school diploma or G.E.D certificate.
- Nonrefundable registration fees. (We accept cash, money orders, cashier checks and all major credit cards).

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 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 Sonography 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 modules from the Medical Assistant Program, will not be waived.

The Director of Enrollment 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 Director of Enrollment 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 90% 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 C. Faculty updates daily attendance record to track student attendance.

Student Makeup Hour Policy

The opportunity to make up hours will only be permitted outside of the student's normal classroom schedule. A maximum of 10% of the scheduled course hours can be made up during supervised makeup hour sessions.

The maximum number of hours a student can make up in one day is 5 hours, and the minimum is 30 minutes. The schedule for personal tutoring will be based on instructor availability.

Excused and Unexcused Absences

The absences, whether excused or unexcused, will be marked as absent on the attendance record. 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.

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 90%, he/she will be given a written warning. If a student's attendance is less than 90% 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 appendix C.

Automatic Withdrawal based on Absences

Student will be automatically considered withdrawn if:

- The student that is enrolled in Certified Nurse Assistant program is absent for three or more consecutive class days without any prior notice.
- The student that is enrolled in Medical Assistant or Medical Billing & Coding Specialist, Pharmacy Technician or Patient Care Technician program is absent for four or more consecutive days without any prior notice.
- The student that is enrolled in Sonography program is absent for seven or more consecutive days without any prior notice.

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 last date of attendance or as indicated by the student if completing the class.

If a student fails a class and provides a letter to request to retake that class, the student will be considered automatically on leave of absence.

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 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 7th 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 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 is 75% for each class in the Diagnostic Medical Sonography and Cardiovascular Technologist program.
- Passing score is 70% for each class in the Medical Assistant, Medical Billing and Coding, Patient Care Technician, Certified Nurse Assistant and Pharmacy Technician program.
- Practical grades will not be counted towards Cumulative GPA. It is Pass or Fail.
- A student is required to pass both theory and practical exams to successfully pass the course.

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 2nd 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 President within a week of the grade issued by the instructor the second time.

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 President within 10 days of the written request. In any case, the decision of President will 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 must pass with an overall of 75% (for Diagnostic Medical Sonography and Cardiovascular Technologist) or 70% (for all other programs) in the theory.

Quizzes:

- 10% of your total grade will be based on your Quizzes.
- There are no make ups or 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 must 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.
- Retakes for Mid-terms are only allowed for classes in the following programs; Medical Assistant, Medical Billing and Coding, Patient Care Technician, Pharmacy Technician, and Certified Nurse Assistant.
- There are no make-ups 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.
- If the student fails the Midterm and the expected final exam grade requires them to score over 100% on the final in order to pass the overall class, then the student would be terminated from the class.

You must 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/or 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 must pass with 75% (for Diagnostic Medical Sonography and Cardiovascular Technologist) or 70% (for all other programs) in the individual practical exams.

- If the student fails the exam, he or she will be asked to appear again within the 10 working days 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.

- There is no retake for final practical exam in sonography pre-clinical course(s). Students will be asked to retake whole course if they fail final pre-clinical practical exam.

General note:

- All re-take tests could 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 Diagnostic Medical Sonography and Cardiovascular Technologist 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 All Programs at AIHT Education: 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 Director of Enrollment 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.

Re-enrollment

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) 6 months 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 terminated from the program for any reason and are requesting re-enrollment must also provide a written explanation of what led to termination from the program in the past and a remedial plan to avoid same type of circumstances in the future. The request and remedial plan must be submitted with 10 calendar days of date of termination. If we receive a request after 10 days, then it will not be reviewed for consideration.

After the student submits a plan, the school will review the application and make its decision in 10 calendar days. In any case, the decision of the school will be final, and the student will receive a letter from the Director of Enrollment stating the decision.

After successful re-entry, if the student is found to violate the any 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 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

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 an 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 90 minutes commute each way from the school and/or home address of a student. 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. 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 pre-clinical course 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 and copy of covid vaccination. 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 must 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 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.

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 does 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.

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 at the end of externship.

Clinical Externship Evaluation and Procedure

Although the preceptor evaluates students every day, they are required to evaluate you formally monthly 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.**

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 always retain an appropriate personal hygiene during the externship.

Student must adhere to clinical site and school policies. If you have any questions about the policies at your clinical site, see your preceptor/supervisor at the clinical site.

Preceptors/supervisors, staff members, patients and fellow students should always be treated with respect.

During the “down time” or between exams or after your exams are finished for the day, you should ask your preceptor if they may need your help/assistance for patient related stuff. Only

in extreme circumstances you may leave your clinical site early, however, you must inform your clinical site preceptor/supervisor before leaving.

Check before leaving for your next day's assignment before leaving for the day and prepare for it early.

Remember you are at the externship site to learn and not socialize, therefore, please always keep your conversation with your fellow colleagues to a minimum.

Student should wear the school scrubs with school logo unless advised otherwise by externship site.

The externship site may terminate externship placement for not following externship code of conduct. Students that are terminated from the externship site are considered withdrawn from the program. Students have an opportunity to request re-enrollment. Student should follow the re-enrollment policy.

Satisfactory Academic Progress (SAP)

Students are required to make satisfactory progress toward the completion of a program. All programs are divided into multiple courses that are equal to or shorter than 25% of the total program. Academic progress will be evaluated at the end of each course 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 course.

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 course.

- **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 course. 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 course, maintain 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 course.

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 course 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 course. Students who meet SAP minimum standards at the end of the academic course will be placed back in good standing. Students who do not meet SAP minimum standards at the end of the academic course 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 course. Students must submit the appeal in writing and must state the reasons why they failed to make satisfactory academic progress along with the 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 from 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 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 an SAP appeal will be placed on SAP Probation for one academic course. 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 must pass the next module 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 qualify for SAP probation.

Re-establishing SAP

At the end of the next evaluation period, i.e., academic course, 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 in writing with either the evidence of corrected deficiencies or a plan to correct the deficiencies. President 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 90% in individual modules.
- Fulfillment of financial obligations to the school as per the Enrollment Agreement.
- 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 in Course/30

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

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. 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. 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 form 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 considered the evidence 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 staff/faculty will 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.

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. 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 serious, or if there has been further failure to conform to the required standards following earlier warnings, the President will 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 President's discretion.

Dismissal:

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 President will 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 endanger other people, including deliberate damage to, neglect of, or misappropriation of fire and other safety equipment.
- Serious drug related offences
- Criminal behavior adversely affects 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

Students may be dismissed from 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 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: Between Parties

The student will try to resolve the matter with the party in question.

Level Two: Director of Student Support

If the student does not agree or is dissatisfied with the solution of Level One, then she or he can take the matter to the Director of Student Support. The Director of Student Support will meet with the students and try to resolve the matter.

Level Three: President

If the student does not agree or is dissatisfied with the solution suggested by the Director of Student Support, then she or he can take the matter to the President. The student must submit the grievance to the President in writing. Upon the receipt of the written grievance, the President will meet with the student within 10 business days of receipt of the written complaint. The President will provide with a written answer to the grievance within the next 10 business days of the receipt of the application.

Level Four: State and or the Accrediting Agency

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 Middle States Association Commissions on Elementary and Secondary Schools at 3624 Market St, 2 W, Philadelphia, PA 19104. Ph: (267) 284-5000.

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.

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 like 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 President.

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 Student Support along with the President 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.

The school strives to provide all its stake holders a secure and safe environment. The building has surveillance cameras to record entry/exit and common areas of 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 employers 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 employer. 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 and/or misdemeanor may prevent them from starting externship and/or finding employment in the health care field.

Student Records

The records that the school will maintain are as follows:

1. The enrollment agreement.
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* (transcripts are kept for lifetime).
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 Support 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 Director of Student Support. 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 Program Directors and/or President.

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.

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 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

Program Name	Hours	Reg. Fees	Books	*Other	Tuition	Total
Cardiovascular Technologist	2220 HRS	\$125.00	\$750.00	\$1000.00	\$34,500.00	\$36,375.00
Certified Nurse Assistant	120 HRS	\$125.00	\$75.00	\$200.00	\$1,075.00	\$1,475.00
Diagnostic Medical Sonography	2440 HRS	\$125.00	\$750.00	\$1000.00	\$34,500.00	\$36,375.00
Medical Assistant	900 HRS	\$125.00	\$500.00	\$450.00	\$13,425.00	\$14,500.00
Medical Billing & Coding Specialist	600 HRS	\$125.00	\$500.00	\$250.00	\$5,500.00	\$6,375.00
Patient Care Technician	270 HRS	\$125.00	\$250.00	\$500.00	\$3,125.00	\$4,000.00
Pharmacy Technician	100 HRS	\$125.00	\$125.00	\$150.00	\$1,595.00	\$1,995.00

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. Students may be terminated for non-payment. If the student fails to adhere to the payment plan, the 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 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. The 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. The 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

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 etc. Program lengths in hours are as follow.

The total hours per course are as follows:

COURSE	Clock Hours
CARDIOVASCULAR TECHNOLOGIST	2220
CERTIFIED NURSE ASSISTANT	120
DIAGNOSTIC MEDICAL SONOGRAPHY	2440
MEDICAL ASSISTANT	900
MEDICAL BILLING & CODING SPECIALIST	600
PATIENT CARE TECHNICIAN	270
PHARMACY TECHNICIAN	100

The maximum number of students allowed per class or lab is 16 i.e., maximum students - teacher ratio for the class and lab for all programs is 16:1.

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.

Programs Offered

Cardiovascular Technologist
2220 Clock Hours
Approximate Duration in Weeks: 91 (for Day classes)
Hybrid Program: Online & In-Person

Program Description

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

In this program the students will learn about 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

Student with High School Diploma/GED or associate degree is only eligible to take Registered Cardiac Sonographer (RCS) exam through Cardiovascular Credentialing International (CCI).

Student with bachelor's degree or higher is eligible to take Registered Diagnostic Cardiac Sonographer (RDCS) exam through American Registry for Diagnostic Medical Sonography (ARDMS).

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

Course Title	Clock Hours
BIO 110 Medical Terminology	50
BIO 111 Anatomy and Physiology I	100
BIO 112 Anatomy and Physiology II	50
SON 113 Intro to Sonography	125
SPI 222 Ultrasound Physics & Doppler	200
DMS 243 Vascular Scanning	200
EKG 113 Electrocardiography	75
AEC 220 Cardiac AP	50
AEC 221 Hemodynamics	25
AEC 222 Cardiac Abnormalities & Embryology	25
AEC 233 Echocardiography	450
CVT 254 Clinical Practice	70
CVT 255 Clinical Externship	800
	2220

Total Clock Hours - 2220

Course Description

BIO 110 Medical Terminology

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

BIO 111 Anatomy and Physiology I

The module will introduce anatomy, the science of body structure, and 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.

BIO 112 Anatomy and Physiology II

This is an 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: The Spinal cord and Spinal Nerves, Development and Inheritance and Vascular Anatomy.

Required pre-requisite for the module: BIO 111

SON 113 Intro to Sonography

The student will learn about the profession of sonography and the role of the sonographer in the medical field. This will be achieved by learning about the history of the profession, essential patient care skills, knobology and different ultrasound examinations and procedures. Ethical/legal aspects, written and verbal communication, leadership, registry, accreditation, and professional organizations will also be discussed as it pertains to the field of sonography and the medical field. *Required pre-requisite for the module:* BIO 112

SPI 222 Ultrasound Physics & Doppler

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: SON 113

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.

AEC 220 Cardiac AP

Cardiac anatomy class will cover the structure and function of the heart, including its different parts, how blood flows through the heart, and how the heart's electrical system works.

Required pre-requisite for the module: SPI 222.

AEC 221 Hemodynamics

Hemodynamics courses cover the basic measures of cardiovascular functions, such as blood flow, pressure, and resistance. They also discuss the forces that affect circulating blood, such as preload

and afterload, and how these forces interact. Hemodynamics courses may also include topics such as: Basic cardiac anatomy and function, Anatomy of the right and left sides of the heart, Pulmonary and systemic circulation, and Hemodynamic monitoring.

Required pre-requisite for the module: SPI 222.

AEC 222 Cardiac Abnormalities & Embryology

Cardiac abnormalities can include heart valve defects, atrial and ventricular septa defects, stenosis, heart muscle abnormalities, and other defects.

Required pre-requisite for the module: SPI 222.

AEC 233 Echocardiography

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. 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: SPI 222.

DMS 243 Vascular

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 Clinical Practice

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.

CVT 255 CVT Externship

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

Certified Nurse Assistant

120 Clock Hours

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

Hybrid Program: Online & In-Person

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

Course Title	Theory	Lab	Clinical
CNA 110 Nursing Assistant	60	40	
CNA 255 CNA Externship			20
	60	40	20

Total Clock Hours - 120

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

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
2440 Clock Hours/80 Semester Credit Hours
Approximate Duration in Weeks: 98 (for Day classes)
Hybrid Program: Online & In-Person

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

Student with Associate Degree is only eligible to take certification exam through American Registry of Radiologic Technologist (ARRT)

Student with bachelor's degree or Higher is eligible to take certification through American Registry for Diagnostic Medical Sonography (ARDMS)

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

Course Title	Clock Hours
BIO 110 Medical Terminology	50
BIO111 Anatomy and Physiology I	100
BIO112 Anatomy and Physiology II	50
SON 113 Introduction to Sonography	125
SPI 222 Ultrasound Physics & Doppler	200
DMS 243 Vascular	200
DMS 232 Small Parts	150
DMS 233 Abdomen	300
DMS 253 Ob/GYN	425
DMS 264 Clinical Practice	40
DMS 265 Externship	800
	2440

Total Clock Hours – 2440

Course Description

BIO 110 Medical Terminology

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.

BIO 111 Anatomy and Physiology I

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.

BIO 112 Anatomy and Physiology II

This is an 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:

The Spinal cord and Spinal Nerves, Development and Inheritance and Vascular Anatomy.

SON 113 Introduction to Sonography

The student will learn about the profession of sonography and the role of the sonographer in the medical field. This will be achieved by learning about the history of the profession, essential patient care skills, knobology and different ultrasound examinations and procedures.

Ethical/legal aspects, written and verbal communication, leadership, registry, accreditation, and professional organizations will also be discussed as it pertains to the field of sonography and the medical field.

Required pre-requisite for the module: BIO 111.

SPI 222 Ultrasound Physics & Doppler

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: SON 113

DMS 232 Small Parts

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

Required pre-requisite for the module: SPI 222.

DMS 233 Abdomen

This module covers the scanning techniques of abdominal organs.

Required pre-requisite for the module: SPI 222.

DMS 243 Vascular Scanning

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

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 Clinical Practice

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

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

Medical Assistant

900 Clock Hours

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

Hybrid Program: Online & In-Person

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.

Program Layout

Course Title	Clock Hours
BIO 110 Medical Terminology	50
BIO 111 Anatomy and Physiology	100
EKG 113 Electrocardiography	75
PHL 113 Phlebotomy	75
MBC 121 Introduction to Billing	75
CMA 223 Assisting with Medical Specialist 1	75
CMA 224 Assisting with Medical Specialist 2	225
CMA 235 CMA Externship	225

Total Clock Hours - 900

Course Description

BIO 110 Medical Terminology

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.

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.

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.

CMA 224 Assisting with Medical Specialist 2 (core module)

Students will further their theory and foundational skills required to be a successful medical assistant 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.

Medical Billing & Coding Specialist

600 Clock Hours

Approximate Duration in Weeks: 24(for Day classes), and 30 (for Evening classes)

Hybrid Program: Online & In-Person

Program Description

Medical Billing and Coding Specialist or 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, anatomy and physiology, computer application, medical insurance, billing, coding, HIPAA and medical law & ethics. The clinical externship hours give students 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

Course Title	Clock Hours
BIO 110 Medical Terminology	50
BIO111 Anatomy and Physiology	100
MBC 221 Medical Coding and Compliant Billing	150
MBC 222 Medical Billing & Insurance	125
MBC 223 Electronic Health Record & EOB's	25
MBC 235 Clinical Externship	150
	600

Total Clock Hours - 600

Course Description

BIO 110 Medical Terminology

The module will familiarize students with various medical terms by acquiring basic understanding of the components of each medical word and learning the rules behind coining of each word.

BIO111 Anatomy and Physiology

Anatomy and Physiology will familiarize students to various medical terms by acquiring basic understanding of the components of each medical word and learning the rules behind coining of each word. This module is also designed to provide a foundation in human biology which includes getting familiar with the basic anatomical and histological organization of the human body, and physiology. Students will learn how the various organs of the body function and how they contribute to the overall functioning of the body.

MBC 221 Medical Coding & Compliant Billing

In the Medical Coding & Complaint Billing module, the students will be introduced and given an overview of the medical coding procedure, understanding the various code sets, rules, and guidelines for coding, assigning accurate codes, and understanding the importance of code linkage on a health care claim.

MBC 222 Medical Billing and Insurance

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.

MBC 223 Electronic Health Record & EOB's

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

MBC 235 Clinical Externship

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.

Patient Care Technician

270 Clock Hours

Approximate Duration in Weeks: 14 (for Day classes), 17 (for Evening classes)

Hybrid Program: Online & In-Person

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

Course Title	Theory	Lab	Clinical
EKG 113 Electrocardiography	45	30	
PHL 113 Phlebotomy	45	30	
CNA 110 Nursing Assistant	60	40	
CNA 255 CNA Externship			20
	150	100	20

Total Clock Hours- 270

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.

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

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

Pharmacy Technician

100 Contact Hours

Approximate Duration in Weeks: 4 (for Day classes) and 5 (for Evening classes)

Hybrid Program: Online & In-Person

Program Description

The pharmacy technician course will provide students with an overall understanding of the pharmacy profession by teaching topics like introduction to pharmacy, pharmaco-kinetics, drug administration and pharmacy management.

Graduates are trained to work in retail pharmacies or hospital-based pharmacy settings. The students will learn about the topics that will help them attain comprehensive knowledge and skills related to patient care job duties.

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 purpose of the program is to provide learning experiences which enable graduates to obtain basic competencies needed for entry level employment as a Pharmacy Technician in either the hospital or retail setting.

Professional Credentials

After completion of the program graduates can appear for national certification examination, Pharmacy Technician Certification (PTCB) through Pharmacy Technician Certification Board.

Employment

Pharmacy Technicians are employed in retail pharmacies and hospitals pharmacies. They assist the pharmacist for over-the-counter medication, refill the prescriptions, take patient information, do the billing and take care of pharmacy inventory. They work also in the pharmacies associated with clinics, Surgery centers and in nursing homes. Their educational background plus specialized focus allows Pharmacy Technician to function well in their field.

Program Layout

Course Title	Clock Hours
PHT 110 Pharmacy Introduction and Laws	25
PHT 111 Drug Administration and Pharmacokinetics	25
PHT 112 Drug Classification and Uses	25
PHT 113 Pharmacy Management	25
	100

Total Clock Hours - 100

Course Description

PHT 110 Pharmacy Introduction and Laws

The module is designed to provide an introduction to the pharmacy and related laws. Prescription and abbreviations for the directions of Medication use and dispensing. Calculation of doses for different dosage forms. You will also be introduced to Prescription Billing and Insurance and how to handle different Insurance issues. Law, DEA and FDA regulations regarding Pharmacy and handling of Drugs.

PHT 111 Drug Administration and Pharmacokinetics

This course will provide an introduction and detailed accounts about the Different Routes and dosage formulations of drugs. Compounding of drugs into other non-marketed formulations. Sterile and Nonsterile handling and preparations of Drugs. Calculation of doses for different dosage forms. You will also be introduced to Pharmacokinetics and be educated about different factors in the Body that affect the effect of different drugs. You will be introduced to Bioavailability and Bioequivalency of Drugs. There will a detailed account of Adverse and side effects of Drugs

PHT 112 Drug Classification and Uses

Introduced to the Common Body Systems in Terms of Anatomy and Physiology. Common disease conditions and related drugs to be used. The Drugs will also be classified based on Condition, mechanism of action, and other specifications.

PHT 113 Pharmacy Management

The module is designed to introduce pharmacy and related laws such as DEA and FDA regulations regarding handling of Drugs. You will also be introduced to the financial aspect of pharmacy setting such as different insurance plans. Inventory management involves stocking, verifying and dispensing drug products as per federal/state guidelines to improve overall operational efficiency and improve pharmacy's profitability

APPENDIX A: Holiday and Program Schedule 2024

Holiday and Program Schedule-2024	
Holiday	Date
New Year Day	January 2nd, 2024, Monday
Martin Luther King B- Day	January 15th, 2024, Monday
President's Day	February 19th, 2024, Monday
Good Friday	March 29th, 2024, Friday
Memorial Day	May 27th, 2024, Monday
Juneteenth	June 19th, 2024, Wednesday
Independence Day	July 4th, 2024, Thursday
Labor Day	September 2nd, 2024, Monday
Indigenous People Day	October 14th, 2024, Monday
Veterans Day	November 11th, 2024, Monday
Thanksgiving Day	November 28th, 2024, Thursday
Black Friday	November 29th, 2024, Friday
Christmas Day	December 25th, 2024, Wednesday
Summer Vacation: August 19th, 2024, to August 23rd, 2024 Winter Vacation: December 23rd, 2024, to January 1st, 2025	

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
Certified Nurse Assistant Patient Care Technician	Monday – Thursday 9am – 2pm	Monday – Thursday 5pm – 9pm
Medical Assistant Medical Billing & Coding Specialist Diagnostic Medical Sonography Cardiovascular Technologist Pharmacy Technician	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 these conditions, 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.

APPENDIX B: Administrative Members

Name	Position Held
Ravish Shah	President
Lauren Kappel	Director (Enrollment and Student Support)
Ruchi Chawla	Enrollment Assistant
Archi Khurana	Financial Aid Administrator
Jalpa Shah	Record Administrator

APPENDIX C: Unexcused and Excused Hours Allowed

Course Title	Total Hours	Hours Allowed Missed
BIO 110 Medical Terminology	50	5.00
BIO 111 Anatomy and Physiology I	100	10.00
BIO 112 Anatomy and Physiology II	50	5.00
SON 113 Intro to Sonography	125	12.50
SPI 222 Ultrasound Physics & Doppler	200	20.00
DMS 243 Vascular Scanning	200	20.00
EKG 113 Electrocardiography	75	7.50
AEC 220 Cardiac AP	50	5.00
AEC 221 Hemodynamics	25	2.50
AEC 222 Cardiac Abnormalities & Embryology	25	2.50
AEC 233 Echocardiography	450	45.00
CNA 110 Nursing Assistant	100	10.00
DMS 232 Small Parts	150	15.00
DMS 233 Abdomen	300	30.00
DMS 253 Ob/GYN	425	42.50
MBC 121 Introduction to Billing	75	7.50
CMA 223 Assisting with Medical Specialist 1	75	7.50
CMA 224 Assisting with Medical Specialist 2	225	22.50
MBC 221 Medical Coding and Compliant Billing	150	15.00
MBC 222 Medical Billing & Insurance	125	12.50
MBC 223 Electronic Health Record & EOB's	25	2.50
PHT 110 Pharmacy Introduction and Laws	25	2.50
PHT 111 Drug Administration and Pharmacokinetics	25	2.50
PHT 112 Drug Classification and Uses	25	2.50
PHT 113 Pharmacy Management	25	2.50

APPENDIX D: Distance Education Information

AIHT Education offers programs through hybrid teaching methods. Under the hybrid teaching method, courses are offered both online and in-person. At the start of each course, students will be provided with a syllabus. Syllabus will include hybrid schedule.

Required Resources and Equipment: To attend the online portion of the class, students must have access to a computer/smart device with a working camera and stable internet.

Identity Protection and Student Privacy: School uses Brightspace Learning Platform and Zoom licensed version to conduct online teaching activity. School will create a Brightspace user account using student email to attend online classes. During the online days, the instructor will conduct the live class.

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.