

Altierus Career College - Henderson
2017 - 2019 Catalog, Volume I, Version II
Addendum Effective 05/25/18

■ **ADDENDUM:** The new Title IX Coordinator is Susan Samek and the contact information was updated under **APPENDIX A** at the bottom of page 69 of the catalog as shown below.

¹ Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in education programs and activities in federally funded schools at all levels. The Title IX Coordinator’s purpose is to ensure that an institution maintains an environment for students that is free from unlawful sex discrimination in all aspects of the educational experience, including academics and extracurricular activities. The Title IX Coordinator for the Altierus – Atlanta West and Norcross campuses is Susan Samek. Please send your concerns to Zenith Education Group, 111 South Washington Avenue, Minneapolis, MN 55401 or to TitleIXquestions@zenith.org. You may also call the Title IX Coordinator directly at 714-825-7161.

■ **ADDENDUM:** The school no longer enrolls students into online programs. All language and policies referencing online programs was removed from the catalog.

■ **ADDENDUM:** The 2018 – 2019 modular calendars and the 2018 – 2020 linear calendars were updated as follows:

ACADEMIC CALENDARS

Please note: The end dates for any program with no online or distance-based attendance or academic requirements will be the Friday immediately preceding the end date listed in all of the calendars below.

Modular/Diploma Calendar 2018 – 2019	
Start Dates	End Dates
1/8/2018	2/2/2018
2/5/2018	3/4/2018
3/5/2018	4/01/2018
4/9/2018	5/6/2018
5/7/2018	6/3/2018
6/4/2018	7/1/2018
7/9/2018	8/5/2018
8/6/2018	9/2/2018
9/4/2018	9/30/2018
10/8/2018	11/4/2018
11/5/2018	12/2/2018
12/3/2018	1/6/2019
1/7/2019	2/3/2019
2/4/2019	3/3/2019
3/4/2019	3/31/2019
4/8/2019	5/5/2019
5/6/2019	6/2/2019
6/3/2019	6/30/2019
7/8/2019	8/4/2019
8/5/2019	9/1/2019
9/3/2019	9/29/2019
10/7/2019	11/3/2019
11/4/2019	11/27/2019*
12/2/2019	1/5/2020

Modular/Diploma Student Holiday/Breaks 2018 - 2019		
Holiday/Student Breaks	Start Dates	End Dates
Christmas & New Year Holidays	12/23/2017	1/1/2018
Martin Luther King Day	1/15/2018	1/15/2018
Presidents Day	2/19/2018	2/19/2018
Student Break	4/2/2018	4/8/2018
Memorial Day	5/26/2018	5/28/2018
Student Break	7/2/18	7/8/18
Labor Day	9/1/2018	9/3/2018
Student Break	10/1/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/25/2018
Christmas & New Year Holidays	12/24/2018	1/1/2019
Martin Luther King Day	1/21/2018	1/21/2019
Presidents Day	2/18/2019	2/18/2019
Student Break	4/1/2019	4/7/2019
Memorial Day	5/25/2019	5/27/2019
Student Break	7/1/2019	7/7/2019
Labor Day	9/2/2019	9/2/2019
Student Break	9/30/2019	10/06/2019
Thanksgiving Holiday	11/28/2019	12/1/2019
Christmas & New Year Holidays	12/24/2019	01/01/2020

*End Date due to Thanksgiving Holiday

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Academic Year 2018 - 2019				
Summer Term Starts		July	9	2018
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	15	2018
Summer Term Add/Drop Deadline 12 Week Courses		July	22	2018
Mini-Term Starts		August	20	2018
Mini-Term Add/Drop Deadline		August	26	2018
Labor Day Holiday		September	3	2018
Summer Term Ends		September	30	2018
Fall Break	From:	October	1	2018
	To:	October	7	2018
Fall Term Start		October	8	2018
Fall Term Add/Drop Deadline 6 Week 1 Courses		October	14	2018
Fall Term Add/Drop Deadline 12 Week Courses		October	21	2018
Mini-Term Starts		November	19	2018
Thanksgiving Day Holiday	From:	November	22	2018
	To:	November	25	2018
Mini-Term Add/Drop Deadline		November	29	2018
Winter Holiday	From:	December	24	2018
	To:	January	1	2019
Classes Resume		January	2	2019
Fall Term Ends		January	6	2019
				2019
Winter Term Starts		January	7	2019
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	13	2019
Winter Term Add/Drop Deadline 12 Week Courses		January	20	2019
M.L. King Jr. Birthday Holiday		January	21	2019
Presidents' Day		February	18	2019
Mini-Term Starts		February	19	2019
Mini Term Add/Drop Deadline		February	25	2019
Winter Term Ends		March	31	2019
Spring Vacation	From:	April	1	2019
	To:	April	7	2019
Spring Term Starts		April	8	2019
Spring Term Add/Drop Deadline 6 week 1 Courses		April	14	2019
Spring Term Add/Drop Deadline 12 week Courses		April	21	2019
Mini-Term Starts		May	20	2019
Mini Term Add/Drop Deadline		May	26	2019
Memorial Day Holiday		May	27	2019
Spring Term Ends		June	30	2019
Summer Vacation	From:	July	1	2019
	To:	July	7	2019
Independence Day Holiday		July	4	2019

Academic Year 2019 - 2020				
Summer Term Starts		July	8	2019
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	14	2019
Summer Term Add/Drop Deadline 12 Week Courses		July	21	2019
Mini-Term Starts		August	19	2019
Mini-Term Add/Drop Deadline		August	25	2019
Labor Day Holiday		September	2	2019
Summer Term Ends		September	29	2019
Fall Break	From:	September	30	2019
	To:	October	6	2019
Fall Term Start		October	7	2019
Fall Term Add/Drop Deadline 6 Week 1 Courses		October	13	2019
Fall Term Add/Drop Deadline 12 Week Courses		October	20	2019
Mini-Term Starts		November	18	2019
Mini-Term Add/Drop Deadline 6 week 2 courses		November	24	2019
Thanksgiving Day Holiday	From:	November	28	2019
	To:	December	1	2019
Winter Holiday	From:	December	24	2019
	To:	January	1	2020
Classes Resume		January	2	2020
Fall Term Ends		January	5	2020
Winter Term Starts		January	6	2020
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	12	2020
Winter Term Add/Drop Deadline 12 week courses		January	19	2020
M.L. King Jr. Birthday Holiday		January	20	2020
Presidents' Day		February	17	2020
Mini-Term Starts		February	18	2020
Mini Term Add/Drop Deadline		February	24	2020
Winter Term Ends		March	29	2020
Spring Vacation	From:	March	30	2020
	To:	April	5	2020
Spring Term Starts		April	6	2020
Spring Term Add/Drop Deadline 6 week 1 courses		April	12	2020
Spring Term Add/Drop Deadline 12 Week Courses		April	19	2020
Mini-Term Starts		May	18	2020
Mini Term Add/Drop Deadline		May	24	2020
Memorial Day Holiday		May	25	2020
Spring Term Ends		June	28	2020
Summer Vacation	From:	June	29	2020
	To:	July	5	2020
Independence Day Holiday		July	3	2020

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- **ADDENDUM:** The additional transcript fee is \$10.00 as shown in the Transcript and Diploma Release section below.

TRANSCRIPT AND DIPLOMA RELEASE

Requests for transcripts must be submitted to the Office of the Registrar via the school electronic transcript service provider. Student records may be released only to the student or his/her designee as directed by the Family

Educational Rights and Privacy Act of 1974. Students will receive one free transcript at the time of graduation with their diploma. Additional transcripts are \$10.00 per copy.

Pursuant to Florida law, any student enrolled at or seeking an official transcript from a Florida campus will not be eligible to receive an official transcript if the student is determined to be in default in making legally required payments on any student loan made or guaranteed by the State of Florida or its agencies (such as the Florida Office of Student Financial Assistance ("OFSA")), including any OFSA scholarship loan, student loan, or guaranteed loan. Any such student may not receive an official transcript until the loan is paid in full or the default status has been removed.

Altierus is working with Parchment to provide electronic delivery of official transcripts to students. Students can request their transcript by going to <https://www.altierus.edu/alumni> or by contacting the Registrar office for assistance.

Transcripts will be delivered electronically to the student's destination of choice if:

- Student has a record in the current student information system
- Student is current with their financial obligation to the campus, and student owes the campus an outstanding balance of \$1,500 or less

Upon graduation, all students who are current with their financial obligation to the campus will receive their diploma.

Note: Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

***Effective April 1, 2018**

- **ADDENDUM:** The following language was updated in the catalog and is effective on March 1, 2018:

ACADEMIC COUNSELING AND READINESS

Incoming prospective students, prior to enrollment, must provide evidence demonstrating their level of academic readiness as demonstrated by a high school diploma or recognized equivalent. Prior to course registration, prospective students must also provide evidence demonstrating their level of academic readiness as described below. If evidence cannot be provided by meeting the benchmarks below, the student must take the required assessment.

Acceptable measures of academic readiness that do not require counseling or remediation include:

- **Recent high school academic performance:** A high school cumulative grade point average (GPA) of 2.6 or higher on a 4 point scale (80% or higher on a numeric scale), with a date of high school graduation 4 years or less prior to the date of admission. High school seniors who have not yet graduated may use cumulative GPA at the end of 7 high school semesters.
- **Prior postsecondary performance:** An English Composition or writing-intensive general education course with a grade of C or higher, taken from a nationally or regionally accredited postsecondary institution, which suggests readiness level for reading and writing, and College Algebra with the same criteria, which suggests readiness level for mathematics. Developmental courses (generally noted as remedial or pre-college on a transcript and not calculated into a college GPA) do not qualify. Review and approval of previous college experience to be completed by office of the Registrar.
- **Recent standardized test scores:** Test scores at or above the thresholds below on tests administered 4 years or less prior to the date of admission:

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Assessment Method	Composition	Math
SAT Scores (Completed before 3/16)	460	460
SAT Scores (Completed after 3/16)	Reading—25 Writing—27 Evidence—520	500
PSAT Scores (taken prior to December of 2014)	Reading—46 Writing—46 Total CR+W—92	46
PSAT Scores (taken after January of 2015)	Reading—46 Writing—46 Total CR+W—92	52
ACT Scores	Reading—18 Writing—22	22
MRT Scores	70%	70%
External Institution ACCUPLACER (1 st Generation)	80+Sentence Skills 76+Reading	74 Elementary Algebra
ACCUPLACER (Next Generation)	263+Reading 263 + Writing	263+ Arithmetic
Compass	85+ Reading 74+ Writing	50+Math

If evidence of Academic Readiness cannot be provided as described above, the student must take the required assessment. For diploma students, the *MyReadinessTest*, a non-proctored, web-based assessment of fundamental math, reading, and writing skills must be taken. For Degree students, including Nursing and Surgical Technology students, ACCUPLACER, a proctored, nationally-normed web-based assessment of fundamental math, reading, and writing skills must be taken.

Academic Readiness for Nursing and Surgical Technology Programs

All Nursing and Surgical Technology Programs require administration of Test of Essential Academic Skills (TEAS). The TEAS is an entrance exam intended to predict the success of students in nursing and Surgical Technology programs. Documentation that a nursing associate degree or surgical technology student has met the applicable requirements above must be retained and present in the student's file prior to enrollment.

Nursing, Associate in Science Degree

Applicants must achieve a composite score of 66 or higher on the TEAS to be considered for entrance to the Associate Degree Nursing Program.

- If first time test taker fails (below 75%), must wait 7 days to retest.
- If second time test taker fails (below 75%), must wait 90 days to retest.
- If third time test taker fails again, must wait a year to retest.

Surgical Technology, Associate in Science Degree

Applicants must achieve a composite score of 60 or higher on the TEAS to be considered for entrance to the Associate Degree Nursing Program.

- If first time test taker fails (below 75%), must wait 7 days to retest.
- If second time test taker fails (below 75%), must wait 90 days to retest.
- If third time test taker fails again, must wait a year to retest.

Academic Readiness Interventions

Diploma students scoring below 70% on the *MyReadinessTest* (MRT) must meet with an advisor who will place students in the specific intervention based on program of study and modality, prior to enrollment. Degree students scoring below 263 in reading, writing, and arithmetic must meet with an advisor to discuss the required academic support course(s).

Online Readiness

Prospective students are required to complete an Online Readiness Assessment (ORA) prior to enrollment. Students who score below 40 points on the Online Readiness Assessment (ORA) will be required to meet with an advisor to discuss his/her scores.

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Retaking Assessments

All incoming applicants with the exception of Nursing Associate Degree and Surgical Technology programs are not permitted to retake an assessment for six months from the date of the initial assessment, unless approved by an academic advisor due to extenuating circumstances (e.g., compromised assessment environment).

All incoming Nursing Associate Degree and Surgical Technology program applicants who do not achieve the minimum required score on the assessment must refer to the program handbook for details on retesting.

Re-entering students will not be required to retake the academic readiness assessment if all required benchmark evidence, exam results, and advising and remediation documentation are in the student's permanent academic file and recorded in the system of record as per the above criteria.

■ **ADDENDUM:** The Retaking Failed Coursework section below was updated in the catalog and is effective on March 1, 2018:

Retaking Failed Coursework

Students must repeat all failed courses that are required for graduation from the program. Students in diploma programs may not exceed three attempts of courses. Students in degree programs must request permission to repeat a course after the second attempt to pass. Each attempt counts in the calculation of the students' rate of progress and maximum time frame. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. If a student doesn't pass a course after three attempts in a diploma program or if a course retake request is denied for a required course in a degree program, the student will be dismissed due to their inability to meet the program requirements for graduation.

Veterans Affairs (VA) students are not eligible for VA funding for repeating passed coursework.

■ **ADDENDUM:** The Academic Forgiveness language below was added to the catalog and is effective on March 1, 2018:

Academic Forgiveness

Academic Forgiveness offers a fresh start to students who have been separated from the college for a period of at least one (1) year and who wish to re-enroll. The student can re-enroll into the same or a different program. The student's grade point average begins with the new matriculation date; however, the former record will remain on the transcript. The student will retain the credits for any course(s) in which a grade of C or better was earned. This offer is only available once throughout the students' academic career with Zenith. Please refer to the student re-entry and the Administration of VA Benefits policy. Any academic forgiveness does not alter the student's CGPA or affect MTF for purposes of Title IV SAP assessments and Title IV SAP.

■ **ADDENDUM:** The underlined language below was added to the Transcript and Diploma Release section and is effective on April 1, 2018:

TRANSCRIPT AND DIPLOMA RELEASE

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Note: Students who have outstanding balances above \$1,500 may receive an unofficial copy of their transcript.

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■ **ADDENDUM:** The following academic calendars for degree programs have been added to the catalog.

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Summer Term Starts		July	9	2018
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	15	2018
Summer Term Add/Drop Deadline 12 Week Courses		July	22	2018
Mini-Term Starts		August	20	2018
Mini-Term Add/Drop Deadline		August	26	2018
Labor Day Holiday		September	3	2018
Summer Term Ends		September	30	2018
Fall Break	From:	October	1	2018
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Fall Term Start		October	8	2018
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Mini-Term Starts		November	19	2018
Thanksgiving Day Holiday	From:	November	22	2018
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Mini-Term Add/Drop Deadline		November	29	2018
Winter Holiday	From:	December	24	2018
	To:	January	1	2019
Classes Resume		January	2	2019
Fall Term Ends		January	13	2019
				2019
Winter Term Starts		January	14	2019
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	20	2019
M.L. King Jr. Birthday Holiday		January	21	2019
Winter Term Add/Drop Deadline 12 Week Courses		January	28	2019
Presidents' Day		February	18	2019
Mini-Term Starts		February	25	2019
Mini Term Add/Drop Deadline		March	3	2019
Winter Term Ends		April	7	2019
Spring Vacation	From:	April	8	2019
	To:	April	14	2019
Spring Term Starts		April	15	2019
Spring Term Add/Drop Deadline 6 week 1 Courses		April	21	2019
Spring Term Add/Drop Deadline 12 week Courses		April	28	2019
Memorial Day Holiday		May	27	2019
Mini-Term Starts		May	28	2019
Mini Term Add/Drop Deadline		June	3	2019
Spring Term Ends		July	7	2019
Independence Day Holiday		July	4	2019
Summer Vacation	From:	July	8	2019
	To:	July	14	2019

Academic Year 2019 - 2020				
Summer Term Starts		July	15	2019
Summer Term Add/Drop Deadline 6 Week 1 Courses		July	21	2019
Summer Term Add/Drop Deadline 12 Week Courses		July	28	2019
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Fall Break	From:	October	7	2019
	To:	October	13	2019
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Fall Term Add/Drop Deadline 6 Week 1 Courses		October	20	2019
Fall Term Add/Drop Deadline 12 Week Courses		October	27	2019
Mini-Term Starts		November	25	2019
Thanksgiving Day Holiday	From:	November	28	2019
	To:	December	1	2019
Mini-Term Add/Drop Deadline 6 week 2 courses		December	5	2019
Winter Holiday	From:	December	23	2019
	To:	January	1	2020
Classes Resume		January	2	2020
Fall Term Ends		January	12	2020
				2020
Winter Term Starts		January	13	2020
Winter Term Add/Drop Deadline 6 Week 1 Courses		January	19	2020
M.L. King Jr. Birthday Holiday		January	20	2020
Winter Term Add/Drop Deadline 12 week courses		January	27	2020
Presidents' Day		February	17	2020
Mini-Term Starts		February	24	2020
Mini Term Add/Drop Deadline		March	1	2020
Winter Term Ends		April	5	2020
Spring Vacation	From:	April	6	2020
	To:	April	12	2020
				2020
Spring Term Starts		April	13	2020
Spring Term Add/Drop Deadline 6 week 1 courses		April	19	2020
Spring Term Add/Drop Deadline 12 Week Courses		April	26	2020
Memorial Day Holiday		May	25	2020
Mini-Term Starts		May	26	2020
Mini Term Add/Drop Deadline		June	1	2020
Spring Term Ends		July	5	2020
Independence Day Holiday		July	3	2020
Summer Vacation	From:	July	6	2020
	To:	July	12	2020

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- **ADDENDUM:** The programs offered table has been updated to reflect the teach-out of all the programs.

PROGRAMS OFFERED

Program	Credential
Medical Administrative Assistant *	Diploma
Medical Assistant*	Diploma
Medical Insurance Billing and Coding*	Diploma
Associate Degree Program	Credential
Business Administration*	Associate of Science
Nursing*	Associate of Applied Science
*Enrollments are no longer accepted in this program	

- **ADDENDUM:** The following calendars have been updated.

DIY/Jr. Blended and All Shifts Medical Assistant Medical Administrative Assistant Medical Insurance Billing and Coding 2017 – 2018	
Start Dates	End Dates
11/6/2017	12/1/2017
12/4/2017	1/5/2018
1/8/2018	2/2/2018
2/5/2018	3/2/2018
3/5/2018	3/30/2018
4/9/2018	5/4/2018
5/7/2018	6/1/2018
6/4/2018	6/29/2018
7/9/2018	8/3/2018
8/6/2018	8/31/2018
9/4/2018	9/28/2018
10/8/2018	11/2/2018
11/5/2018	11/30/2018
12/3/2018	1/4/2019

DIY/Jr. Blended and All Shift Student Holiday/Breaks 2017 - 2018		
Holiday/Student Breaks	Start Dates	End Dates
Thanksgiving Holiday	11/23/2017	11/26/2017
Christmas & New Year Holidays	12/23/2017	1/1/2018
Martin Luther King Day	1/13/2018	1/15/2018
Presidents Day	2/17/2018	2/19/2018
Student Break	3/31/18	4/8/18
Memorial Day	5/26/2018	5/28/2018
Student Break	6/30/18	7/8/18
Labor Day	9/1/2018	9/3/2018
Student Break	9/29/18	10/7/18
Thanksgiving Holiday	11/22/2018	11/25/2018
Christmas & New Year Holidays	12/22/2018	1/1/2019

- **ADDENDUM:** The following links have been updated.

Old	New
www.Altierus.org	www.Altierus.edu
www.AltierusCares.org	www.AltierusCares.com

- **ADDENDUM:** All languages relating to Accrediting Council for Independent College and Schools (ACICS) has been removed from the catalog.