

# MDT Institute

[www.mdt.atsinstitute.edu](http://www.mdt.atsinstitute.edu)

## School Catalog

**2023-2024**

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Non-main campus

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Certified as true and correct in content and policy.

## **FOREWORD**

### **Welcome to MDT Institute!**

MDT strives to help each individual student to achieve their career goals and we support them through every step of the way. Our teaching methods focus on providing instruction that gives all students opportunities and attainable success. We offer to our students' specific knowledge and critical professional skills desired by today's employers. Our educational program is routinely updated to reflect the rapidly changing information and current and future needs of the job market.

Our faculty and staff are united with the institutional mission and work together to make a positive impact on your life. A Caring Culture helps our team to thrive and provide exceptional care to our students.

We look forward to guide you in pursuing your career and making a difference to yourself, your family, and your community. Together we can Make a Difference for Tomorrow.

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## About MDT Institute

The primary role of MDT Institute as an academic institution is to deliver exceptional education and services to its students. A consistent focus on delivery of quality education supports the mission and requires the Institute to plan, but also respond to current market demands.

MDT policies have been formulated in the best interests of students and the Institute. A printed version of the catalog and appendices will be provided upon request. During the admissions process students receive an electronic version of the catalog corresponding with their time of enrollment. The catalog and its appendices are maintained electronically at [www.mdt.atsinstitute.edu](http://www.mdt.atsinstitute.edu). MDT Institute reserves the right to change policies, tuition, fees, calendars and curricula as deemed necessary and desirable. However, changes to policies for student progression, retention and/or program completion will apply only to students in the incoming cohort. The information contained herein is subject to change. When a change is made to a policy that affects students, they will be notified by MDT email with a link to the newly published Handbook and/or Addendum. Students are required to adhere to all policies as outlined in the catalog as well as any revised policies which may be included in the Catalog Addendum.

## History

MDT Institute was founded in 2022 to serve the metro Atlanta community's need for training healthcare professionals. MDT Institute is a non-main campus to ATS Institute of Technology located in Chicago, Illinois. The Chicago campus was established in 2011 and continues to empower students to become practical nurses. MDT Institute is owned and operated by MDT College of Health Sciences, Inc., privately held corporation that provides career education. Mark Bykov is the owner of corporation and Leonard Bykov and Yelena Bykov are the officers of the corporation.

## Mission Statement

The mission of the school is to create and provide a high-quality educational experience to each individual student seeking to establish a successful career. The school is committed to offering health care programs designed to satisfy local and regional demands and equip students with a wide range of academic knowledge.

## Class Schedules

Our classes are offered year-round. Our programs are offered in a module system. Students may start classes approximately every 4 weeks. The module system allows us to meet the needs of our students and their education. The module system offers students the opportunity to take an active part in creating their education experience and to accommodate their busy life. Each module consists of two classes, allowing for incredible depth into a specific area of the program. Students are also required to attend an externship at the end of the program. Students are expected to be at the externship site 25 to 30 hours per week.

## The Facility and Instructional Equipment

MDT Institute - Duluth, GA is a non-main campus of ATS Institute of Technology located in Chicago, IL. This facility is located on the 5th floor of a modern barrier free, handicap accessible, air conditioned, and well-lit facility. Our campus has a variety of labs, classrooms, administrative offices, and a student lounge. Classrooms/labs are equipped with appropriate instructional equipment and furniture. Computer labs include student computer stations with internet access. Online resources/library information services are available to students and faculty.

## Accreditation, Approvals and Authorizations

### **Accreditation**

Institutionally Accredited by the Accrediting Bureau of Health Education Schools (ABHES). 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550

### **Approvals**

#### **US Department of Education**

Approved by the U.S. Department of Education for Title IV Federal Aid Programs

#### **State Approval**

MDT Institute is authorized under the Proprietary Act of the State of Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305, (770) 414-3300

# Programs of Study and Course Descriptions

## Dental Assisting Program

**Total Quarter Credits:** 47.0

**Credential Earned:** Diploma

**Program Length:** 34 weeks

**Program Delivery:** This program is offered in a Blended format. All students' externship experience is only offered in an on-ground/residential format.

**Outside Hours:** Students can responsibly expect to spend 5.0 hours of outside preparation for every quarter credit of lecture and lab scheduled in a course.

**Program Description:** The Dental Assisting program is a diploma program designed to prepare students to assist in a variety of dental office situations and assume entry-level positions as a Dental Assistant. Students receive training in dental anatomy, pathology, and terminology, instruments and materials, x-rays and radiography, chairside assisting techniques, as well as dental laboratory and office administration procedures. This program includes lecture, lab, and externship experience. All students who graduate will have earned a CPR certification.

Certification exams are not required for employment in Georgia. MDT Institute has not made a determination if its Dental Assisting program meets licensure requirements in any other state.

### Jobs Classifications (SOC): 31-9091

**Description of the profession:** Dental assistants perform a variety of clinical, laboratory, and administrative duties. Dental assistants acquire vital signs and dental and medical histories, prepare patients for examinations, treatments, or surgical procedures, and work chairside as dentists examine and treat patients. They expose and/or process dental images and prepare dental materials. They sterilize and disinfect instruments and equipment, prepare trays of instruments for dental procedures, and instruct patients on pre- and postoperative and general oral health care. They apply topical anesthesia preoperatively if permitted by law and understand the procedural steps necessary to successfully complete any dental procedure. During the procedure, dental assistants provide oral illumination, tissue retraction, and oral evacuation.

### Required Courses for the Dental Assisting Program

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Quarter Credits	FA Credits**	Prerequisite
MED100	Professional Skills for Allied Health Professions	10	30	0	2.5	2.0	None
DA100	Dental Sciences I	30	10	0	3.5	2.0	None
DA105*	Dental Sciences II	20	20	0	3.0	2.0	DA100
DA110	Dental Specialties	20	20	0	3.0	2.0	None
DA120	Dental Office Procedures	20	20	0	3.0	2.0	None



DA130	Dental Materials I	20	20	0	3.0	2.0	None
DA135*	Dental Materials II	10	30	0	2.5	2.0	DA130
DA140	Patient Relations	20	20	0	3.0	2.0	None
DA150	Dental Radiography I	20	20	0	3.0	2.0	None
DA160*	Dental Radiography II	20	20	0	3.0	2.0	DA150
DA170*	Infection Control and Medical Emergencies	20	20	0	3.0	2.0	DA105
DA180	Practice Management	30	10	0	3.5	2.0	None
DA190	Dental Prevention & Nutrition	20	20	0	3.0	2.0	None
DA199	Career Readiness	20	20	0	3.0	2.0	None
DA200*	Externship	0	0	160	5.0	5	Successful completion of all other courses
Total		280	280	160	47.0	33.0	

\*Signifies required prerequisite

\*\*Invoicing and Financial aid is calculated and paid per financial aid credits.

## Medical Assisting Program

**Credential Earned:** Diploma

**Total Quarter Credits:** 45.5

**Program Length:** 34 weeks

**Program Delivery:** This program is offered in a Blended format. All students' externship experience is only offered in an on- ground/residential format.

**Outside Hours:** Students can responsibly expect to spend 5.0 hours of outside preparation for every quarter credit of lecture and lab scheduled in a course.

**Program Description:** The Medical Assisting program is a diploma program designed to prepare students to perform entry-level clinical and administrative medical assistant duties in medical offices or other medical settings. Students will learn anatomy, physiology, and medical terminology and receive training on how to perform administrative duties including scheduling, patient interactions, maintaining medical records, billing, and coding for insurance purposes. Clinical duties will include taking and recording vital signs and medical histories, preparing patients for examination, First Aid, drawing blood, EKG, CPR, and administering medications as directed by a physician. This program includes lecture, lab, and externship experience.

Certification exams are not required for employment in Georgia. MDT Institute has not made determination if its Medical Assisting program meets licensure requirements in any other state.

CIP code for the program is 51.0801.

**Description of the profession:** Medical assistants are multi-skilled health professionals who perform a wide range of roles in physician's offices and other health care settings. Medical assistants work under the supervision of a licensed medical professional, such as a physician, nurse practitioner, or physician assistant. Duties may include preparing patients for examination; assisting with examinations, various procedures, and treatments; performing tests; educating patients; updating and managing patient medical records; performing administrative tasks; and entering orders through electronic health records, including prescriptions and diagnostic testing. Medical assistants help patients navigate the healthcare system, advocate for themselves, and comply with orders

### Required Courses for the Medical Assisting Program

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Quarter Credits	FA Credits**	Prerequisite
MED100	Professional Skills for Allied Health Professions	10	30	0	2.5	2.0	None
MED110	Medical Terminology	20	20	0	3.0	2.0	None
MED120	Anatomy and Physiology I	20	20	0	3.0	2.0	None
MED130	Anatomy and Physiology II	20	20	0	3.0	2.0	None
MED140	Medical Law and Ethics	20	20	0	3.0	2.0	None
MED150	Electronic Health Environments	20	20	0	3.0	2.0	None

MED160	Medical Office Administration	10	20	0	2.0	1.5	None
MED170	Career Readiness	20	10	0	2.5	1.5	None
MA100	Clinical Procedures and Education	10	30	0	2.5	2.0	None
MA110	Pharmacology	20	20	0	3.0	2.0	None
MA120	Specialty Clinical Procedures	10	30	0	2.5	2.0	None
MA130	Patient Relations and Communication	30	10	0	3.5	2.0	None
MA140	Laboratory Procedures	20	30	0	3.5	2.5	None
MA150	Phlebotomy	20	30	0	3.5	2.5	None
MA200*	Clinical Externship	0	0	160	5.0	5.0	Successful completion of all other courses
Total		250	310	160	45.5	33.0	

\*Signifies required prerequisite

\*\*Invoicing and Financial aid is calculated and paid per financial aid credits.

## Medical Billing and Coding Program

**Credential Earned:** Diploma

**Total Quarter Credits:** 44.0

**Program Length:** 32 weeks

**Program Delivery:** This program is offered in a Blended format. All students' externship experience and CPR training are only offered in an on- ground/residential format.

**Outside Hours:** Students can responsibly expect to spend 5.0 hours of outside preparation for every quarter credit of lecture and lab scheduled in a course.

**Program Description:** The Medical Billing and Coding program is a diploma program designed to prepare students for entry-level medical billing and coding positions. While there is a greater emphasis on medical billing and coding, the general education and office and business components provide the graduate with greater career flexibility. Students will gain a firm knowledge of medical coding rules and regulations, in addition to compliance and reimbursement. This program includes lecture, lab, and externship experience. Certification exams are not required for employment. All students who graduate will have earned a CPR certification.

Certification exams are not required for employment in Georgia. MDT Institute has not made a determination if its Medical Billing and Coding program meets licensure requirements in any other state.

**Jobs Classifications (SOC):** 29-2070, 29-2098, 43-6013, 43-9041

**Description of the profession:** Medical billers and coders are professionals in charge of processing patient data, such as treatment records and related insurance information. Both medical billing and medical coding professions are involved in the medical reimbursement cycle, working together to ensure that healthcare providers are accurately and efficiently paid for the services they perform.

### Required Courses for the Medical Assisting Program

Course Number	Course Title	Lecture Hours	Lab Hours	Externship Hours	Quarter Credits	Prerequisite
MED100	Professional Skills for Allied Health Professions	10	30	0	2.5	None
MED110	Medical Terminology	20	20	0	3.0	None
MED120	Anatomy and Physiology I	20	20	0	3.0	None
MED130	Anatomy and Physiology II	20	20	0	3.0	None
MED140	Medical Law and Ethics	20	20	0	3.0	None
MED150	Electronic Health Environments	20	20	0	3.0	None
MED160	Medical Office Administration	10	20	0	2.0	None

MED170	Career Readiness	20	10	0	2.5	none
MB100	ICD Coding I	20	30	0	3.5	None
MB110	Medical Insurance and Reimbursement	20	20	0	3.0	None
MB120	CPT Coding I	10	30	0	2.5	None
MB130*	CPT Coding II	20	30	0	3.5	MB120
MB140*	ICD Coding II	10	30	0	2.5	MB100
MB150	Electronic Medical Records	20	20	0	3.0	None
MB200*	MBC Externship	0	0	120	4.0	Successful completion of all other courses
Total		250	310	120	44.0	

\*Signifies required prerequisite

## Course Description

### **DA100 Dental Sciences I**

This course includes an introduction to dentistry and begins the student's instruction on dentitions, and dental health. It introduces medical terminology, with a focus on word construction, prefixes, suffixes, abbreviations, pronunciation, and rules of use. Terminology related to the major body structures, functions, and related diagnoses and treatments is also presented.

Quarter Credits: 3.5

Prerequisite: None

### **DA105 Dental Sciences II**

Students will be introduced to Anatomy and Physiology with an in-depth study of the head, neck, and oral cavity. Basic microbiology and pharmacology will also be introduced. Detailed instruction of advanced dental science concepts critical to the role of a dental assistant will be presented.

Quarter Credits: 3.0

Prerequisite: DA100

### **DA110 Dental Specialties**

In this course, students will explore expanded dental assistant functions within the dental specialty's endodontics, periodontics, oral and maxillofacial surgery, pediatric dentistry, and orthodontics. The basics of coronal polishing and dental sealants are explored.

Quarter Credits: 3.0

Prerequisite: None

### **DA120 Dental Office Procedures**

This course presents the foundation of chair-side dental assisting in the delivery of dental care to include dental instrument identification, use, and moisture and pain control methods. Collecting patient information, assessment skills, an understanding of oral diagnosis and treatment planning process, the needs of the special needs and the medically compromised patient will all be taught.

Quarter Credits: 3.0

Prerequisite: None

### **DA130 Dental Materials I**

This course provides fundamental knowledge of the materials commonly used in dentistry. Hands-on manipulation provides the practical skills necessary for competent assisting during multiple procedures.

Quarter Credits: 3.0

Prerequisite: None

### **DA135 Dental Materials II**

This course continues the instruction in laboratory materials including all materials needed for taking alginate impressions and constructing diagnostic casts.

Quarter Credits: 2.5

Prerequisite: DA130

### **DA140 Patient Relations**

This course examines principles and methods to cultivate patient relations, provide beneficial support, reduce anxiety, and improve customer satisfaction. Students will examine communication techniques and administrative practices that can be used to promote effective service.

Quarter Credits: 3.0

Prerequisite: None

**DA150 Dental Radiography I**

This course covers the basic concepts in radiation and principles of radiography, focusing on patient and operator safety. The student will practice paralleling techniques on manikins and be competent in exposure and processing techniques and will progress to practicing clinical radiography skills.

Quarter Credits: 3.0

Prerequisite: None

**DA160 Dental Radiography II**

In this course, the student will continue to gain practical skill-based knowledge and will practice clinical radiography skills on patients after proof of competency on manikins. The student will practice bitewing and bisecting techniques on manikins and be competent in panoramic imaging and image interpretation.

Quarter Credits: 3.0

Prerequisite: DA150

**DA170 Infection Control and Medical Emergencies**

This course presents the background importance and practical application of disease transmission prevention and infection control in dentistry, including regulatory agency guidelines. Also presented is information essential to diagnose and respond to adult medical emergencies in dental offices. This will include risk assessment, recognizing medical emergencies that are immediately life-threatening as well as those problems that require attention and required documentation.

Quarter Credits: 3.0

Prerequisite: DA105

**DA180 Practice Management**

This course will instruct students in the business of dentistry. Students will have the opportunity to gain skills in front office procedures including phone management, appointment scheduling, recall management, clinical records maintenance, third party reimbursement, bookkeeping, and written & oral communications.

Quarter Credits: 3.5

Prerequisite: None

**DA190 Dental Prevention & Nutrition**

This course focuses on patient education guidelines in oral self-care practices and nutrition. It will also focus on the pathology of diseases and their impacts on the teeth and oral cavity. In addition, the relationships between diet, oral pathology and the management of diseases will be explored.

Quarter Credits: 3.0

Prerequisite: None

**DA199 Career Readiness**

This course provides a review of clinical skills and content learned throughout the dental assistant program. Advanced concepts and principles needed in the dental field are reviewed. Students will also continue to prepare for job readiness.

Quarter Credits: 3.0

Prerequisites: None

**DA200 Externship**

This externship course enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under the general supervision of Institute staff. Supervisory personnel evaluate externs and the evaluations are placed in the

student's permanent record. Dentist Assistant students must complete their 160-hour externship training to fulfill graduation requirements.

Quarter Credits: 5.0

Prerequisite: Successful completion of all other courses in the program

### **MA100 Clinical Procedures and Education**

This course is an introduction to clinical procedures performed in the medical office. Students will obtain vital signs and medical histories, set up exam rooms, learn to prepare for and assist with routine exams, teach self-examination, and perform diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and caring for patients across their lifespan are addressed.

Quarter Credits: 2.5

Prerequisites: None

### **MA110 Pharmacology**

This course will introduce students to drugs, prescriptions, and medications used as treatments. Students will explore drug actions and classifications. Common side effects of these medications will be taught. There will be a focus on math and conversions relating to prescriptions and pharmaceutical dosages.

Quarter Credits: 3.0

Prerequisites: None

### **MA120 Specialty Clinical Procedures**

This course will address skills related to assisting with minor surgery and specialty procedures. Minor clinical surgery and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with procedures in cardiology, respiratory, and other areas. Safety, infection control, and federal regulations regarding medications and surgical procedures will also be included.

Quarter Credits: 2.5

Prerequisite: None

### **MA130 Patient Relations and Communication**

This course will focus on the medical assistant's role in educating and communicating with patients for the promotion of health and wellness, injury prevention, and support. Students will learn to adapt care for patients at various stages in life and how to identify and respond to abnormal behaviors.

Quarter Credits: 3.5

Prerequisite: None

### **MA140 Laboratory Procedures**

This course will introduce laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality control, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

Quarter Credits: 3.5

Prerequisites: None

### **MA150 Phlebotomy**

This course involves the role of the phlebotomist in facilitating the specimen collection process. Classroom and laboratory instruction concentrates on venipuncture using simulated arms and micro-collection techniques. Introduction to point of care testing and waived category tests; quality



management and liability risk management is also included.

Quarter Credits: 3.5

Prerequisites: None

### **MA200 Clinical Externship**

This externship course enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under the general supervision of Institute staff. Supervisory personnel evaluate externs and the evaluations are placed in the student's permanent record. Medical Assistant students must complete their 160-hour externship training to fulfill graduation requirements.

Quarter Credits: 5.0

Prerequisite: Successful completion of all other courses in the program

### **MB100 ICD Coding I**

This course covers both diagnosis and procedure classification systems, namely the International Classification of Diseases, Tenth Revision, Clinical Modification, and Procedure Coding System (ICD-10-CM/PCS). Students learn accurate coding guidelines to code, index, and sequence diagnoses and procedures for medical documentation. Ethical coding guidelines are examined.

Quarter Credits: 3.5

Prerequisite: None

### **MB110 Medical Insurance and Reimbursement**

This course covers the foundations of insurance and billing including a review of the types of healthcare payers, a determination of covered patient services, and the completion of different types of claim forms. The importance and application of the revenue cycle will be discussed. Claims submission and follow-up are covered. Compliance and ethical standards are discussed.

Quarter Credits: 3.0

Prerequisite: None

### **MB120 CPT Coding I**

This course introduces students to the principles and conventions of CPT coding. Students will gain a working knowledge of coding physician services provided both in inpatient and outpatient settings. Students will learn accurate coding guidelines and learn about their connections to healthcare payments and reimbursement.

Quarter Credits: 2.5

Prerequisite: None

### **MB130 CPT Coding II**

This course advances the student to the next level of coding, combining the previously learned code sets into an advanced class utilizing coding scenarios and exercises from a wide variety of healthcare settings. This will provide for an understanding of where to properly use the code sets and combination of code sets and covers the principles and guidelines for using each set in their respective healthcare setting. Students will gain an understanding of the relationships of outpatient to inpatient settings, as well as use cases and health record documentation from each setting.

Quarter Credits: 3.5

Prerequisite: MB120

### **MB140 ICD Coding II**

This course focuses on advanced topics in diagnosis and procedural coding including ICD-10-CM, ICD-10-PCS, and CPT/HCPCS. The course will concentrate on official coding guidelines, sequencing skills, and the use of ICD-10-CM and ICD-10-PCS in healthcare reimbursement. The course will include

practice in coding clinical documentation improvement techniques using both case studies and actual health records and computerized coding and grouping software.

Quarter Credits: 2.5

Prerequisite: MB100

### **MB150 Electronic Medical Records**

This course covers electronic health information systems, their designs, implementation, and application. This course provides the student the opportunity to put administrative skills into practice in a simulated medical setting using electronic health care records (E.H.R.) and allows the student to learn about E.H.R. management practices. This course uses software that simulates real-world, patient billing and accounting software programs. Upon completion, students should be able to apply policies and procedures to facilitate electronic health records and other administrative applications.

Quarter Credits: 3.0

Prerequisite: None

### **MB200 MBC Externship**

This course provides the opportunity for students to apply their knowledge of medical coding and billing to real-world practice. Students will be supervised in an approved facility and will be evaluated by facility personnel and program faculty. Medical Billing and Coding students must complete their 120- hour externship training to fulfill graduation requirements.

Quarter Credits: 4.0

Prerequisite: Successful completion of all other courses in the program

### **MED100 Professional Skills for Allied Health Professions**

This course will give students skills that will prepare them for entering the professional business world of their respective fields. The students will gain a working knowledge of communication skills, workplace etiquette, and the certification processes and licensing requirements for various allied health professions. HIV/AIDS awareness and theory will be discussed, and the students will obtain their Cardiopulmonary Resuscitation (CPR) certification.

Quarter Credits: 2.5

Prerequisite: None

### **MED110 Medical Terminology**

This course introduces the vocabulary, abbreviations, acronyms, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

Quarter Credits: 3.0

Prerequisite: None

### **MED120 Anatomy and Physiology I**

This course introduces the student to the structure and function of the body on a system-by-system basis including the musculoskeletal, nervous, cardiovascular, lymphatic, and integumentary systems. As the course progresses students will begin to think and speak using appropriate medical terminology related to each of these systems and gain a full perspective on how anatomy and physiology relate to their program and future career.

Quarter Credits: 3.0

Prerequisite: None

### **MED130 Anatomy and Physiology II**

This course introduces the student to the structure and function of the body on a system-by-system basis including the respiratory, digestive, urinary, and reproductive systems, and will also look at

growth and development. As the course progresses students will begin to think and speak using appropriate medical terminology related to each of these systems and gain a full perspective on how anatomy and physiology relate to their program and future career.

Quarter Credits: 3.0

Prerequisite: None

### **MED140 Medical Law and Ethics**

This course explores legal and ethical issues in healthcare delivery. Students will review and discuss legal principles, professional liability, informed consent, medical documentation, confidentiality, and the Health Insurance Portability and Accountability Act (HIPAA). Ethical discussions will focus on liability coverage and the need to follow policies relating to medical treatment.

Quarter Credits: 3.0

Prerequisite: None

### **MED150 Electronic Health Environments**

This course covers electronic health environments within the medical field. Topics include telehealth and technology, information security and integrity, online appointments. HIPAA guidelines the ADA Amendments Act and HITECH (Health Information Technology for Economic and Clinical Health Act) will all be explored. This course also covers communication and internet technologies as well as common software applications.

Quarter Credits: 3.0

Prerequisite: None

### **MED160 Medical Office Administration**

This course examines principles of financial and practice management software and administrative medical assisting responsibilities common to healthcare settings. Topics include document processing, patient reception, education, scheduling, equipment, supply inventory, accounts payable and receivable, and liability and risk management.

Quarter Credits: 2.0

Prerequisite: None

### **MED170 Career Readiness**

This course focuses on ensuring students understand the value of professional skills and behavior and that they also understand employer expectations. Students will develop resumes, cover letters, thank you letters, and references. Other topics will include job search, interview preparation, and continuing education.

Quarter Credits: 2.5

Prerequisite: None

# Admissions Policies

The MDT Institute encourages applicants to schedule a meeting with the admissions department to discuss the program of their choice.

Only those applicants who have an informed interest in a program of study and who are dedicated to finding employment in the related field upon completion of the program should consider registering for a program. It is the responsibility of the applicant to ensure that work schedules or other commitments do not conflict with the student class/lab hours.

## Admission Requirements

1. Possess a valid high school diploma or its equivalent\*
2. Must be a Georgia resident and have a valid state issued ID for Georgia

\*All prospective students must complete an Attestation of High School Graduation form or submit official copy of High School Diploma equivalent prior to acceptance for enrollment

The equivalent to a high school diploma includes GED®, HiSET™ or TASC™. For homeschooled students, a transcript, or the equivalent, signed by the parent or guardian of a homeschooled student that lists the courses the student completed and documents the successful completion of high school education as defined by state law. Foreign transcripts need to be translated into English and evaluated to be equivalent or higher than a USA high school diploma by a credential evaluation service, which is a member agency of the National Association of Credential Evaluation Services (NACS), subject to the approval of the Institute.

Should we be unable to verify a student's education or determine that the student's education does not meet the requirements, the student's enrollment will be canceled. Any paid tuition will be returned to the student.

A criminal record will jeopardize a student's ability to complete the program requirements and eligibility for employment; therefore, MDT does not accept applicants who have been convicted of a felony. See the **Criminal Background Checks and Drug Testing under Student Information**.

MDT Institute does not enroll students under the ability-to-benefit. An applicant under the age of 18 cannot be admitted without the written consent of a parent or legal guardian.

For Minimum Computer System Requirements for Programs Offered in a Blended modality,  
*See Appendix E*

## Steps to Complete the Admission Process

Once the applicant has received the Enrollment agreement, the applicant must:

1. Sign the enrollment agreement and other required documentation.
2. Complete a mandatory Blended and Online Student Orientation for the blended and online programs.

## Acceptance of Credits on Transfer

Transfer of credits from other institutions accredited by an agency recognized by the U.S. Education Department (ED) or the Council for Higher Education Accreditation (CHEA), including military training, will be evaluated with the following considerations:

- It is the responsibility of the student to provide MDT with official transcripts and a catalog with course descriptions from their previous institution.
- Evaluation will be on a case-by-case basis to ensure that the content of the course(s) and the academic period length are comparable to that of a related MDT course.
- A “C” or better grade was earned in the course.
- Students who transfer in credits must complete a minimum of 50% of the course work required for graduation at MDT.
- Credit for military training and experience can only be transferred if it is applicable to the student’s program requirements at MDT. Training time will be shortened, tuition reduced proportionately, and the VA and the veteran so notified.
- Eligibility for Federal Financial Aid programs can vary for transfer students.

Requests for acceptance of credit should be received by MDT before starting school. Requests made after the beginning of a student’s first term may be denied by MDT. A transfer of credit evaluation will be provided within 7 days.

Acceptance of credits earned at another institution that is not located in the United States or its territories will be evaluated by an agency which attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. It is the student’s responsibility to use the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE).

## Advanced Placement and Experiential Learning

Credit for experiential learning or work experience will only be considered for acceptance as part of the academic evaluation for veteran students. MDT does not accept advanced placement or credit for experiential learning or previous work experience.

# Academics

## Academic Progress Monitoring

Students who fail more than two courses or does not meet the Satisfactory Academic Progress are required to enroll and successfully complete the support course: Focused Learning Seminar by earning a grade of "S". The goal of the course is to promote student academic success and retention in the program. The course is designed to provide guidance and support to improve student academic performance. This class will be offered outside of your regular class schedule.

## Blended Delivery Method:

Students are expected to attend both, live online sessions and on-campus sessions, as well as completing asynchronous work and homework. The courses are delivered through the MDT learning management system, Brightspace.

## Substantive Interaction

The purpose of substantive interaction is to promote comprehension of the academic topics covered in the course and engage students in teaching, learning and assessment of the course content. Throughout both online and residential class sessions students are expected to ask questions about the content of a course, provide comments or opinion on classmates' responses and participate in a group discussion. Asynchronous/online substantive interaction may include, but is not limited to the posting of substantive, academic commentary on threaded discussions as requested by the instructor within the required time frames, complete simulated activities, watch the assigned video and complete the question/quizzes.

## Class Size

The class size is a ratio of 25 to 1. The maximum blended and online distance education class size is 25 to 1. The maximum laboratory size varies per program as outlined below:

- Medical Assisting: the maximum laboratory size is a ratio of 20 to 1
- Medical Billing and Coding: the maximum laboratory size is a ratio of 20 to 1
- Dental Assisting: the maximum laboratory size is a ratio of 12 to 1

## Course Numbering and Sequence:

Courses are numbered according to the following scheme: Roman numerals (I, II, etc.) after course titles indicate segments of a multi-course component. Courses are designed to be presented in an indiscriminate sequence. There are no prerequisites for any courses unless specified under the individual course description.

## Credit Hours Definition

The Academic Calendar is quarter based, Quarter consisting of 10 to 12 weeks of instruction in a term where one contact hour is equal to 50 minutes of instruction.

Coursework is measured in terms of quarter credit hours. One (1) quarter credit is equal to:

- 10 contact hours of lecture
- 20 contact hours of labs
- 30 contact hours of externship time

Partial credits for a course are rounded to the next lowest half or whole number.

**Outside Hours:** MDT also expects each student to do outside work each week to support his/her

classroom time. Outside preparation is in addition to regular classroom activities and is required to complete the course. The type of outside preparation will vary by course and may take the form of homework assignments, projects, reading, and required research. Students can responsibly expect to spend 5.0 hours of outside preparation for every quarter credit of lecture and lab scheduled in a course. The amount of time spent for outside preparation will vary according to individual student abilities and complexity of the assignments. Students are responsible for reading all study materials issued by their instructors and must turn in homework assignments at the designated time.

## Standards of Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) is defined as the successful progression through an academic program. Every student must maintain SAP in order to remain enrolled at the Institute and to remain eligible to receive federal financial aid. For federal financial aid eligibility purposes, SAP will be evaluated at the end of each payment period. These standards of satisfactory academic progress apply to all students, not just those receiving federal financial aid. SAP is measured in financial aid credits, in accordance with the conversion formula presented below:

**Federal Clock Hour to Credit Hour Conversion.** Financial Aid Credit for MDT courses is calculated as follows: 20 clock hours = 1 quarter credit hour. Financial aid is calculated and paid per financial aid credits.

- Medical Assisting program consists of 33 financial aid credits.
- Dental Assisting program consists of 33 financial aid credits.
- Medical Billing and Coding program consists of 32 financial aid credits

### Minimum Standards

All students are expected to meet the minimum standards of SAP required for the program of study. SAP is measured in two ways:

1. Quantitative- Rate of Progress (Pace)
  - a. A student must maintain the minimum Pace requirements at specific points throughout the program. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. For the purposes of calculating SAP the clock to credit conversion formula is used.
2. Qualitative- Cumulative Grade Point Average (CGPA)
  - a. Students must meet minimum CGPA requirements at each payment period throughout the program. Only those credits required in the student's program of study are used in the CGPA calculation.

For a student to be considered making academic progress, both SAP standards will be reviewed at the end of each payment period, and the student must be progressing in accordance with the table below. Payment periods vary per program.

### Evaluation of Student's Satisfactory Academic Progress

Students will be evaluated at the end of module 3, 6, 9, 12

SAP Standard Evaluation Dental Assisting and Medical Assisting Programs		
SAP Evaluation Points	Rate of Progress (Pace)	CGPA (Qualitative)
End of module 3	66.67%	1.25
End of module 6	66.67%	1.6

End of module 9	66.67%	2.0
End of module 12	66.67%	2.0

**Effect of Incomplete Grade on SAP.** The SAP calculation performed first on a grade of “I”. The number of hours attempted counted in Pace calculation but not included in GPA. After the 7 days period, when “I” changed to the grade, the SAP calculation performed again. An incomplete grade, not corrected within the prescribed period, will result in an “F” for the course. If an “F” grade is received, it is used to calculate the cumulative GPA. Both the original “F” and repeat attempt will be counted in Pace calculations. If repeating the course is required, the length of the program must not exceed 150 percent.

**Effect of Withdraw Grade on SAP.** Courses, which are marked with a “W,” are not included in calculation of the GPA, but are included in credit hours attempted and credit hours earned when calculating SAP.

**Effect of Repeated Courses on SAP.** Repeated courses will be added to total credit hours attempted and credit hours completed, however, the initial grade once a repeated class has been passed will not be included in the GPA calculation. The new grade will replace the initial grade in the GPA calculation at the next SAP evaluation point.

**Effect of Transfer Credit on SAP.** Transfer credit awarded by the Institute does not affect the CGPA calculation for SAP. Transferred credit hours, which count toward the student’s current diploma program, will be included in credit hours attempted, credit hours earned, and maximum timeframe.

**Effect of Readmission on SAP.** Previous credit hours which count toward the student’s current diploma program will be included in credit hours attempted, credit hours earned, GPA, and maximum timeframe.

### Maximum Time Frame

Students are expected to complete their program within 150 percent of the published length of the program (or 1.5 times the number of financial aid credits in their program). Pace calculations help assure that students will complete their programs within the maximum time frame.

Program	Maximum of Program length in Financial Aid credits
Medical Assisting	33x1.5=49.5
Dental Assisting	33x1.5=49.5
Medical Billing and Coding	32x1.5=48

### Warning and Probation Periods

If a student fails to meet the minimum SAP standards outlined above, the student will be placed on **Financial Aid Warning**. This status is assigned to students who fail to meet minimum CGPA, Pace, and/or maximum timeframe as stated above and who were not already in a warning status. This warning period allows the student to continue to receive financial aid for one payment period (PP). Students will be notified in writing by email of a Financial Aid Warning Status.

All students placed on Financial Aid Warning will be counseled by a college official. Students will receive a new plan of study and documentation will be placed in the student file. Students will be given remedial tutoring, if requested.

While in Financial Aid Warning, the student is considered to be making Academic Progress and will remain eligible to receive federal financial aid for one PP. If the student meets or exceeds the standards of the following PP, the student will be moved to SAP Met. Students on Financial Aid Warning who fail to meet the standards outlined above in the next PP are ineligible for federal financial aid. If the student is still failing to make SAP after the Financial Aid Warning period and loses their federal financial aid eligibility, the student may file an appeal. (see Appeal Process below). If approved, the student will be placed on Financial Aid Probation.

**Financial Aid Probation.** Students who successfully appeal the loss of federal financial aid eligibility are assigned a status of Financial Aid Probation. While in Financial Aid Probation (with an approved appeal and academic plan) the student will remain eligible to receive federal financial aid for one PP. Students will be notified in writing by email of a Financial Aid Probation Status.

A student that has progressed to Financial Aid Probation will be moved to SAP Met if the student proceeds to



meet or exceed the standards in the following PP. Students on Financial Aid Probation who fail to meet the standards outlined above in the next PP are ineligible for federal financial aid and will be moved to Financial Aid Suspension and dismissed from college unless the conditions of an academic plan were successfully met. Academic Plan provides a student with the minimum requirements that student need to meet per term to meet the SAP policy.

**Financial Aid Suspension.** If a student fails to achieve minimum GPA, Pace, and/or maximum timeframe standards while on a Financial Aid Probation status, the student will be placed on Financial Aid Suspension for the following PP. These students will not be eligible for any federal financial aid until all requirements for minimum GPA and/or Pace standards are met. Students will be notified in writing (by email) of a Financial Aid Suspension Status.

A student that has progressed to Financial Aid Suspension will be moved to SAP Met if the student proceeds to meet or exceed the standards in the following PP. If not, the student will remain on Financial Aid Suspension and be dismissed from college unless the conditions of an academic plan were successfully met.

Students not making Satisfactory Academic Progress are required to participate in any advising and tutoring that are considered to be necessary by the college. Failure to participate may result in Dismissal regardless of CGPA or Pace.

Students will be dismissed at any point in which it has been determined that it is mathematically impossible for the student to meet the minimum requirements.

**Extended Enrollment Period.** A student who has been placed on Financial Aid Suspension is in an extended enrollment status and is not eligible for additional federal financial aid and is responsible for making financial arrangements with the institution for tuition and fees incurred during the extended enrollment period. Students attending in an extended enrollment period will be charged tuition and fees consistent with stated costs. The credits attempted and earned in this period will count toward student evaluation for attempted and earned/completed credits (Pace/Maximum Timeframe).

During the extended enrollment period, students must seek to correct academic deficiencies by retaking courses they have failed or practicing previously learned skills in order to reestablish satisfactory progress. However, in no case can a student exceed 150 % of the standard time frame either as a regular student or in an extended enrollment status and receive the original credential for which he or she is enrolled. Students exceeding the maximum time frame may receive a certificate of completion.

## Appeal Process

Any student who has been placed on Financial Aid Probation or Financial Aid Suspension may appeal, if special or mitigating circumstances exist including the death of a relative, illness, or injury, or other special circumstances. The decision of the college is final and may not be further appealed.

To begin the appeal process, the student must submit the following

- The Satisfactory Progress Appeal Form (available in the Financial Aid Office),
- A formal letter of appeal explaining the mitigating circumstances that prevented the student from making academic progress, and
- Supporting documentation (see examples below).

The financial aid appeal deadline is at the end of the module in which the student is placed on probation or suspension. The Appeals Committee will review appeals on an individual basis and contact the student via email with the final decision.

If the appeal is approved, the student will be placed on Financial Aid Probation and may also have to meet the requirements of the academic plan developed by the college to qualify for further federal financial aid.

**Mitigating Circumstances:** Mitigating circumstances are considered unforeseen situations or events beyond the student's control which directly and negatively affect academic performance. For SAP appeals, students are required to provide supporting documentation for mitigating circumstances. The appeal must also explain how the circumstances have been resolved so that these circumstances will not affect future performance.

Below is a list of possible circumstances and the suggested documentation needed to substantiate the

mitigating circumstance. The following list is not exhaustive. If a student is providing circumstances and documentation not mentioned below, the appeal will be considered just the same. Additionally, providing a mitigating circumstance with supporting documentation from the list below does not guarantee an approval. All appeals are reviewed on a case-by-case basis for legitimacy and merit.

Acceptable documentation must be on official letterhead and obtained through an objective third party. Objective third parties include, but are not limited to: counselors, doctors, lawyers, social workers, religious leaders, state/government agencies, etc.

Possible Circumstances	Suggested Documentation
Death in the family	Death certificate, obituary
Divorce or separation	Court documents, lawyer statement
Domestic violence	Court documents, restraining orders, police records
Crime victim	Legal documentation, police records
Physical and/or mental illness	Documentation from medical professional
Imposed employment changes	Statement from employer
Involuntary call to military service	Official military orders
Jury duty/court appearance	Court documents

### **Reinstatement of Financial Aid Eligibility**

To regain financial aid eligibility, a student must successfully meet all requirements for satisfactory academic progress. At the completion of the extended enrollment period, the Financial Aid officer will evaluate student performance in the following areas:

- Achievement of the cumulative GPA as required by the College;
- Ability to complete a program within a maximum time frame; and
- Completion of at least 67% of the attempted cumulative hours as calculated.

After this determination, the student’s award package will be generated based on funds available at that time. Federal financial aid will not be given to students retroactively.

### **Transferability of Credits and Credentials Earned at Our Institution**

Transferability of credits vary considerably from school to school. MDT Institute cannot make any representation whatsoever regarding transfer or acceptance of MDT credits by any other institution. You should assume that credits you earn in our programs in most cases will not be transferable to any other Institute or university, nor will it serve as a basis for obtaining a higher-level degree at another Institute or university. MDT Institute does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution

## Financial

The Financial Aid office is dedicated to helping current and prospective students and parents apply for financial aid and understand the options for meeting the cost of education at our institution.

A variety of grants and loans are available for students who qualify based on financial need, enrollment, and satisfactory academic progress. An Award Notification letter will be sent to the student indicating the type and the amount of aid awarded once eligibility is determined.

Payment plans may be requested with the Bursar office. Financial Aid and Bursar services are available by appointment.

All US Citizen and Permanent Resident undergraduate students, including transfer students, who are interested in grants and loans, must submit the "Free Application for Federal Student Aid" (FAFSA).

## Student Financial Assistance

During a student financial aid appointment, the financial aid advisor provides the student with a financial estimate that outlines estimated financial aid based on the student's eligibility. MDT College provides students who are expected to pay out of pocket expenses with payment plan options. If students have questions about methods of payment or need to modify their payment arrangements, they may contact the Bursar's office.

## Billing

Student can access their payment portal through the SIS. URL (web address) of the online payment link uniquely assigned to each individual student. Student will be able to see the Payment Agreement and pay online. Billing questions or concerns can be emailed to the bursar office. Questions concerning charges, payments, or credit balances on the student account should be directed to the Bursar's Office.

Notices from the Bursar's Office concerning a student account are sent to the student's MDT e-mail account. It is a student's responsibility to ensure all requirements of their account are satisfied by the payment deadline of the term.

Holds may be placed on a student's record whenever that student is delinquent or has failed to pay any debt owed to the Institute or failed to return any Institute property or equipment. Students who are 10 days past due with payment may be counseled by Institute officials.

Financial hold is placed if:

- Student is 30 days delinquent and did not set up a plan to resolve the situation or did not fix the situation as planned.
- Student did not complete the FAFSA application or did not complete required documentation

Students cannot receive course materials while on financial hold. Grades, registration for next term, transcripts, diplomas, letters of completion or letters of recommendation will be issued only when a student's account is considered to be in good standing.

Students that did not fulfill their financial obligations during the previous term will lose their eligibility to continue with the installment payment plan until they clear previous obligations.

The MDT Institute reserves the right to reject the enrollment of any applicant who had formerly enrolled in a program at the Institute but failed to fulfill payment requirements.

## Cancellation and Refund Policies

### Cancellation Policy

Students have the right to withdraw from a program of instruction at any time.

- If students withdraw before the start of a payment period for which they have been charged, a student receives a refund of 100% of tuition charges.
- If student never attend classes scheduled, a student receives a refund of 100% of tuition charges.
- A student who starts class and withdraws during the first day of the class, may cancel the class without any financial penalty. The student will be responsible to pay for the books, fees, computer software, uniform and supplies. See Other Fees Refund policy.

### Tuition Refund Policy

A student no longer enrolled in a program receives a tuition refund based on the percentage of the student's completion of his/her current payment period.

If students withdraw after the start of a payment period for which they have been charged, the following formula will be used to calculate percentage of the student's completion for his/her current payment period:

**AT:** the number of calendar days attended before a student's last date of attendance (LDA) in a payment period, excluding any scheduled break of at least 5 consecutive days.

**PP:** the number of calendar days in the payment period in which the withdrawal occurred, excluding any scheduled break of at least 5 consecutive days.

**Percent Completed** =  $AT/PP \times 100$

If students withdraw after the start of a payment period for which they have been charged, but before or at the 60% completion of the payment period the tuition will be prorated in accordance with the percent attended. After the completion of 60% of a payment period no tuition refund is calculated. To determine the amount owed at the time of withdrawal the total tuition for the payment period will be multiplied by the student's percent completed.

#### Examples:

*Student A withdrew at week 3 of their payment period and attended 18 calendar days. The payment period is 84 calendar days. Therefore, the student percent completed is  $18/84 = 21\%$  (0.21) If assuming the tuition was \$5000, the student will owe  $\$5000 \times 0.21 = \$1050$*

*Student B withdrew at week 8 of their payment period and attended 53 calendar days. The payment period is 84 calendar days. Therefore, the student percent completed is  $53/84 = 63\%$  (0.63) If assuming the tuition was \$5000, the student will owe \$5000 because percent completed is more than 60% and no refund calculation is made.*

### Other Fees Refund Policy

The student will be responsible to pay for the books, fees, computer software, uniform and supplies and for any unpaid tuition after the refund calculation and Return to the Title IV (R2T4) is applied. See the Return of Title IV Funds policy below.

In the event that a student withdraws or is dismissed from Institute, all efforts will be made to refund pre-paid amounts for books, fees and supplies except for those items determined as consumed as written below. Charges for required purchase of books, fees, computer software, and supplies can be non-refundable if the student has consumed or used the books, fees, computer software and/or supplies.

Consumption of books, fees, computer software, and supplies shall be defined as:

- Items that were special ordered for a particular student and cannot be used by or sold to another student; or,
- Items that were unpacked.

The Institute shall make the appropriate refund within thirty days of the date the Institute is able to determine that a student has withdrawn or has been terminated from a program. Refunds are rounded to the nearest whole dollar.

In the case of documented student illness or accident, death in the family, or other circumstances beyond the control of the student, the student will be entitled to special consideration that may be less than that stated by the refund policy.

## Student Financial Aid Sources

### **Federal Pell Grant Program**

The Federal Pell Grant is given with no repayment expected. This program is designed to provide a “floor” upon which other financial aid programs are built. Any student wishing to receive a Federal Pell Grant at this institution must meet the eligibility requirements established by the U.S. Department of Education. The amount of the award depends upon the determination of the student’s eligibility, the student enrollment status, cost of attendance, and a payment schedule issued by the U.S. Department of Education.

To receive a Federal Pell Grant a student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or a paper application may be used. FAFSA forms are available in the Financial Aid Office, from high-Institute counselors, or other public places such as a library.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Each year the Institute makes a limited number of awards to students through the FSEOG program. These funds are reserved for students who qualify based upon exceptional financial need. The financial aid officer determines who will receive an FSEOG and the amount awarded, based on need, not to exceed the program maximum. Please consult your Financial Aid Officer for more information on FSEOG.

### **Federal Direct Subsidized Loan**

A Federal Direct Subsidized Loan is awarded based on need. The federal government pays the interest while the borrower is in Institute, during the grace period and during authorized periods of deferment. Repayment will begin six months after the borrower ceases to be enrolled in the program. A student may be eligible to request a maximum of \$3,500 per year.

### **Federal Direct Unsubsidized Loan**

A Federal Direct Unsubsidized Loan is not awarded based on need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. In addition, until repayment begins and during authorized periods of deferment, the borrower has the option to pay the interest or allow the interest to accumulate. Repayment will begin six months after the borrower ceases to be enrolled in the program.

A dependent student may be eligible to request \$5,500 (less any subsidized eligibility) in their first year and \$6,500 (less any subsidized eligibility) in their second year.

An independent student may be eligible to request \$9,500 less any subsidized eligibility in their first year and \$10,500 less any subsidized eligibility in their second year.

### **Federal Parent Loan to Undergraduate Student (PLUS)**

A Federal Parent PLUS loan is not based on need. Approval for this loan is determined by the Department of Education and is based on the parent's credit score. Parents may be eligible to request up to the cost of attendance, minus any other aid received by the student. Repayment will begin approximately sixty days after the final loan disbursement is made. The maximum repayment period is ten years. The FAFSA application is not required to apply for a Parent PLUS loan.

If the PLUS Loan is not approved, the student may borrow additional unsubsidized Federal Direct Student Loan funds.

### **Additional Information for Federal Direct Loans**

#### **Payment Periods**

Financial Aid will be disbursed at the beginning of each payment period. Financial aid is calculated and paid per financial aid credits.

#### **Federal Clock Hour to Credit Hour Conversion:**

Financial Aid Credits for MDT courses is calculated as follows: 20 clock hours = 1 quarter credit hour.

- Medical Assisting program consists of 33 financial aid credit hours
- Dental Assisting program consists of 33 financial aid credit hours

#### **Full-time financial aid status definition**

- Medical Assisting program: 12 or more financial aid credit hours
- Dental Assisting program: 12 or more financial aid credit hours

Students attending less than 6 financial aid credits in Medical Assisting and Dental Assisting programs are not eligible to participate in Title IV Direct loan funding. (Contact the Financial Aid Office for further information.)

### **Financial Aid Forms**

#### **Federal Application for Federal Student Aid (FAFSA)**

The FAFSA is a federal government application used to determine a student's eligibility for federal financial aid. The FAFSA asks for general information about the student (and parent or spouse) including financial and tax information. The form can be completed as early as October 1 for the upcoming academic year. The FAFSA must be completed each year the student intends to receive federal financial aid.

#### **Entrance Counseling**

Students are required to complete Federal Student Loan Entrance counseling prior to borrowing a Federal Direct Subsidized or Unsubsidized loan. The entrance counseling session (approximately 20 minutes) will ensure the student understands the loan terms and conditions and their rights and responsibilities as a federal student loan borrower.

Entrance counseling can be completed at <https://studentaid.gov/entrance-counseling>.

#### **Master Promissory Note (MPN)**

The MPN explains the terms and conditions of the student/parent's loan(s). It is a legal document in which the student/parent promises to repay the loan, accrued interest and fees to the U.S. Department of Education.

The MPN can be completed at <https://studentaid.gov/mpn>.

### **Student Loan Exit Counseling**

Student Loan Exit counseling ensures the student understands their student loan obligations and prepares the student for repayment. Student Loan Exit counseling must be completed by all federal student loan borrowers when the borrower leaves college (WD), graduates or drops below half-time enrollment. During the counseling session you will learn what your federal student loan payments will look like; review recommended repayment strategy(s) that best suits your future plans and goals. Student Loan Exit Counseling can be completed at <https://studentaid.gov/exit-counseling>. To complete exit counseling, you will need your Studentaid.gov login information, our college's name, and your updated contact information.

You may schedule an appointment to meet with the financial aid officer to complete the exit counseling requirement.

Before loan repayment begins, develop a plan that puts you on track to pay back your loan on time and in full. You have a six-month grace period before you are required to start making regular payments.

Go to <https://studentaid.gov/manage-loans/repayment> to learn about:

- What repayment plan options are available.
- When you must begin making payments.
- How to make your payment.
- How to pay off your loan faster.
- What to do if you have trouble making payments.

## **Return of Title IV Funds Policy**

Students with a credit balance resulting from Federal financial aid funds will be refunded within fifteen (15) days of aid being credited to the student's account. The Bursar office processes refund checks.

Refunds are placed in the US Mail and addressed to the address on file with the Institute. Students may update their address in writing to the Registrar's Office.

### **Return of Title IV Funds (R2T4) (PELL Grant/FSEOG/Federal Direct Loans)**

#### **General Requirements**

If a recipient of federal financial aid withdraws from an Institute after beginning attendance, the Institute performs an R2T4 calculation to determine the amount of financial aid earned by the student.

Federal law specifies how an Institute must determine the amount of Federal Financial Aid (Pell Grant, FSEOG and Federal Direct Loans) a student earned if they withdraw\* before completing at least 60% of each PP. If a student withdraws on or before the 60% point in time, a portion of the federal financial aid awarded to a student must be returned within 45 days of the date the Institute determines the student has withdrawn. The 45 days deadline of return of Title IV funds will be monitored by financial aid officer and CEO.

- For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a Institute will still determine whether the student is eligible for a post-withdrawal disbursement (PWD) (see below).

If funds are returned, it may result in the student owing outstanding tuition or fees to the Institute in addition to owing funds back to the U.S. Department of Education. Any grant amount the student must return is a federal grant overpayment and arrangements must be made with the Institute or the

U.S. Department of Education to return the funds.

*\*Withdrawal on the date of the student's last documented class attendance/activities according to the instructor's records.*

**How the Percent Earned is Determined:**

Percent earned = number of calendar days completed up to the withdrawal date\* (less scheduled breaks of 5 days or more) divided by the total days in the PP (less scheduled breaks of 5 days or more).

- Percent unearned = 100% minus percent earned.
- When a student receives federal financial aid in excess of aid earned – the Institute returns the lesser of institutional charges multiplied by the unearned percentage, or federal financial aid disbursed multiplied by the unearned percentage.

The student is responsible for returning any remaining unearned federal financial aid the Institute is not required to return. Loan funds are repaid in accordance with the terms of the Promissory Note.

Pell Grant funds are due after applying the 50% grant protection. Federal regulations limit the amount a student must repay to the amount by which the original overpayment amount exceeds 50% of the total grant funds disbursed to or that could have been disbursed to the student for the payment period.

Any grant amount the student must return is a Federal grant overpayment and arrangements must be made with the Institute or the U. S. Department of Education to return the funds.

After Return of Title IV Funds calculation is complete, federal funds will be returned in the following order:

1. Federal Direct Unsubsidized Loan
2. Federal Direct Subsidized Loan
3. Federal Direct Plus Loan
4. Pell Grant
5. FSEOG

Students will be billed, and payment is due immediately for any tuition balance created when the Institute is required to return funds to the U. S. Department of Education. Students have 45 days from their withdrawal date to repay to the Institute any federal grant overpayment. After the 45 days, the student must work directly with the U. S. Department of Education to resolve their federal grant overpayment and may not receive additional Federal Financial Aid until the overpayment is resolved.

The Institute must report to the U. S. Department of Education any student who is in a federal grant overpayment status.

*\*Withdrawal on the date of the student's last documented class attendance/activities according to the instructor's records.*

**Procedure for Calculation and Return of Title IV (R2T4) Funds Payments:**

The MDT Financial Aid office is responsible for completing the Return of Title IV funds payments correctly and timely. The Calculation of R2T4 must be performed for any financial aid recipient who ceases the enrollment prior to the end of the PP in which FA was disbursed or was scheduled to be disbursed. The calculation of R2T4 must be performed within 30 days from the Date Withdrawal.



### **Post-Withdrawal Disbursement (PWD)**

When federal financial aid that a student has earned as of the withdrawal date has not yet been disbursed to the student, the funds can be offered to student through a PWD. A PWD, whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds before available loan funds.

- The school will offer any PWD of loan funds within 30 days of the date of the college's determination that the student withdrew.
- The school will return any unearned funds and make a post-withdrawal disbursement of grant funds within 45 days of that date.
- The school will obtain confirmation from a student, or parent for a Direct Parent PLUS Loan, before making any disbursement of loan funds from a PWD, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent).
- The student or parent must respond to the notice within 14 days. After that period, the college may decide not to accept the PWD request.

The information provided in this notification will include the information necessary for the student, or parent for a Direct Parent PLUS Loan, to make an informed decision as to whether the student or parent would like to accept any disbursement of loan funds and will be provided within 30 days of the date of a college's determination that a student has withdrawn.

The student can accept or decline federal financial aid as part of PWD. A PWD of federal grant funds to satisfy outstanding allowable charges does not require the student's acceptance. The college is required, however, to obtain your permission to credit your account with federal grant funds in excess of allowable charges. You can choose to accept only an amount for the open charges or, if eligible, to accept a larger amount that will result in excess funds being returned to you. It is important to understand that accepting a PWD of student loan funds will increase your overall student loan debt that must be repaid under the terms of your Master Promissory Note. Additionally, accepting a PWD of grant funds will reduce the remaining amount of grant funds available to you should you continue your education later.

Outstanding charges on a student's account are charges for which you will be liable after the application of applicable refund policy. These are the institutional charges, after any adjustment that reflects what you will owe for the current term after the withdrawal. You may also provide permission to credit account for prior award year charges. Separate student/parent authorization is not required to use current federal financial aid to cover prior year charges up to \$200 for tuition and fees.

Any credit balance remaining is disbursed as soon as possible but no later than 14 days from the date of the disbursement of the PWD.

### **Treatment of Title IV Credit Balance when a Student Withdraws.**

A Title IV credit balance occurs when the amount of federal financial aid disbursed exceeds the amount of institutional charges. When a student withdraws with an outstanding Title IV credit balance, a Institute will first perform an R2T4 calculation to determine whether adjustments to the credit balance will occur.

Any existing Title IV credit balance funds for the payment period will be included in R2T4. The published institutional refund policy needs to be performed to determine if doing so creates a new or larger Title IV credit balance. Any Title IV credit balance applied as follows:

1. Any Title IV credit balance will be allocated first to repay any grant overpayment owed by the student because of the current withdrawal. The institution will return such funds to the Title IV grant account within 14 days of the date that the institution performs the R2T4 calculation.
2. Although not included in an R2T4 calculation, any Title IV credit balance from a prior period

that remains on a student's account when the student withdraws is included as Title IV funds when the institution determines the final amount of any Title IV credit balance when a student withdraws. Within 14 days of the date that the institution performs the R2T4 calculation, an institution will pay any remaining Title IV credit balance to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution) or to the student (or parent for a Direct PLUS Loan). If the institution cannot locate the student (or parent) to whom a Title IV credit balance must be paid, it will return the credit balance to the Title IV programs.

# Policies

## Academic Honors and Awards

### **Student of the Month Award**

Students are nominated to be Student of the Month by an MDT faculty and/ or staff member. The members of the Student of the Month Committee then select one student each month. All students with a good attendance record and passing grades are eligible for nomination. Students that are nominated exemplify professionalism, caring for others, leadership, outstanding academic performance, and are good role models for their fellow classmates.

Student of the Month nominees will receive:

- 1) Letter of Acknowledgement
- 2) Automatic consideration for the Student of the Month Award

Student of the Month winners will receive:

- \$15 gift card
- Student of the Month Certificate
- Letter of Acknowledgement
- Picture and name on the Student Awards bulletin board
- Automatic nomination for Student of the Module Award

Student of the Month winners may also list this award under “Honors” on the student’s resume for future employers to see.

### **President’s List**

Special recognition is awarded to students who earn a 3.5 CGPA and show an exemplary leadership in the classroom. The President’s List runs twice per year, in June and December. Students receive a certificate and are given general recognition on campus. Students with behavior violations on file are excluded from consideration.

## Alcohol and Drug Policy

MDT is committed to a safe, healthy, and productive environment for all students and employees free from the effects of substance abuse. All new students and employees are provided the MDT Drug and Alcohol Abuse Prevention Policy upon enrollment/ employment. This policy is also distributed annually to all active students and employees. The policy in its entirety can be provided by paper copy upon request, or at [www.MDTInstitute.edu](http://www.MDTInstitute.edu) under student resources.

Students may be selected for random drug testing at any time and specifically when being under the influence is suspected. A positive drug screen of an illegal substance (illegal substance or controlled substance without a prescription) or intoxication from alcohol may result in dismissal from the student’s program of study.

Reasons to suspect chemical substance use include, but are not limited to:

- Noticeable change in behavior
- Slurred speech
- Smell of ethanol on breath

No students under the influence of alcohol or other drugs will be allowed to attend class, remain at the Institute facility, or attend clinical. Students taking controlled medications that are prescribed for a legitimate reason must provide documentation for it from the health care provider within five days. Failure to comply with this will indicate a positive finding for the drug screening with possible dismissal from the program.

Failure or refusal to comply with any aspect of the substance abuse guidelines may impact academic progression. Examples of noncompliance include, but are not limited to, refusal to submit to immediate drug and alcohol testing or repeat testing, tampering, or altering of specimens, attempts to submit the samples of another person as the student's own, and failure to appropriately complete associated program or testing laboratory documents.

Any unlawful possession, use, or distribution of illicit drugs or alcohol, whether by students or employees, will be reported to the local police department. The student is responsible for any legal penalties resulting from the possession or distribution of illicit drugs including confiscation of personal possessions, fines, and incarceration. Students that are dismissed due to positive drug/alcohol testing will be allowed to reapply after successful completion and documentation of a substance use treatment program. Students dismissed due to refusal to comply with the testing requirements will not be allowed to reapply to the program. Students dismissed due to possessing any unlawful drug while on campus will not be allowed to reapply to the program.

## Computer and Internet Use Policies

(Subject to change without notification)

### **Purpose and Use**

The Institute workstations are to be used primarily for research and academic purposes, with the Institute students, faculty, and staff. The students will be allowed to print research and academic papers. The staff reserves the right to terminate an internet session if its use is not research or curriculum orientated. Moreover, the staff in charge reserves the right to ask users to end a session and relinquish the computer to another MDT student, faculty, or staff member.

The computer rooms are intended primarily for instructional and testing purposes. Faculty and staff have priority for scheduling instruction in the computer room. If no formal instruction is scheduled, the Institute faculty, staff, and students may use the computer room. The lab must be vacant 10 minutes before the scheduled class session.

Every effort will be made to inform facility users ahead of time of such reservations. However, the Institute reserves the right to close the facilities to users at short notice to accommodate instructional/testing needs.

The Institute reserves the right to monitor computer usage in the labs to ensure compliance with the Institute policies.

To protect students' access to functioning computers and to protect computer hardware, software, networks, and the proprietary rights of the Institution and third parties in commercial software, all students must assume the following responsibilities of legal and ethical computer and network use.

Depending on the severity of any violation of this policy, consequences may include a written or oral reprimand, loss of computer use privileges, expulsion from this Institution and/or referral to the appropriate legal authorities.

- Guests are not permitted in the computer labs or resource center.
- These resources are to be used for Institute or job-search-related activities such as research, homework assignments, and resume preparation. The Institute reserves the right to limit or prohibit personal use of computing facilities at any time.
- Students are prohibited from using Internet resources or computer facilities for the purpose of accessing pornographic content; for the purpose of sending, receiving, and/or storing chain mail, advertising, or fraudulent materials; for any commercial or for-profit activity; for annoying or harassing other users by such means as broadcasting unsolicited messages or sending harassing, obscene, or offensive messages; for sharing or receiving illegally copyrighted contents and for any purpose which is prohibited by law.
- Food or drinks may not be brought into the computer room, NO EXCEPTIONS!
- Students are prohibited from installing, downloading, and/or running any software, other than that provided by the Institute, on Institute computers, without explicit permission from a faculty member or administrator.
- Changing any settings or running any diagnostic or utility programs on any computer or network of the Institution without specific instruction by a faculty member or administrator is strictly prohibited. "Settings" include, but are not limited to, video display settings, mouse settings, printer settings, network settings, and protocols, etc.
- Students may also choose to save files on a personal USB flash drive. Saving their own data to any location other than the student's personal network storage space or USB flash drive is prohibited. Attempting to change or delete any data on the Institute's computers or computer network is also prohibited.
- Although the Institute makes the best effort to ensure the integrity of files saved on its network, students are strongly encouraged to keep a backup of all files saved on a personal USB flash drive.
- The Institute is not responsible for any lost or damaged data saved on its computer network.
- Every student will be assigned an account on the Institute's computer network. Sharing of accounts is strictly prohibited. Students will be held accountable for all activity occurring on their accounts! Therefore, all account information including passwords must be kept confidential.

**Use these basic account safety measures:**

- Choose hard-to-guess passwords, at least 8 characters with a letter, number, and symbol. Do not use common names. If you forget your password, notify administration so that your password may be reset.
- Never use another student's account to log on for any reason (this constitutes academic fraud)!
- Never leave computers unattended without logging off.
- Never give passwords to someone else or allow others to use your account.
- If you suspect that your account has been used by someone else, notify Administration immediately.
- Use shared resources considerately. Do not monopolize systems, overload networks with excessive data, or stream or waste computer time, disk space, paper, or other resources. Leave the work area clean and in order for the next person when finished.
- Do not assume information stored on the Institute's computer facilities to be private. Any and all information saved on Institute computer facilities may be accessed or deleted at any time by Institute representatives.
- All computer files, disks, USB flash drives, etc. belong to somebody. Assume them to be private and confidential unless the owner has given explicit permission to make them available to others. If in doubt, ask first.
- Staff, faculty, and students are strictly prohibited from copying commercial or otherwise copyrighted software and code, whether for use on or off-campus (except as specifically

permitted by the author or manufacturer) or engaging in any other activity that may violate copyright, patent, or trademark. (Consult the IT Specialist or the appropriate software license agreement should you have any questions.)

- It is the Institute's policy to comply with all copyright laws. All faculty, staff, students, and members of the campus community are expected to be aware of and follow these requirements. Copyright law information can be found at [www.copyright.gov](http://www.copyright.gov).
- Students are prohibited from accessing data or programs for any reason without the owner's explicit permission.
- Students are prohibited from downloading, installing, creating, modifying, or transmitting any computer program or instruction intended to gain unauthorized access to, or make unauthorized use of, any computer facilities or software.
- Students are prohibited from using the Institute's network, intranet, learning management system, or computer facilities with the intent to compromise other computers or networks, to commit crimes, or to engage in other unethical acts. The Institute will take necessary steps to preserve the security of its computer resources.

Students will be billed for the cost of any damage to computer hardware or the cost of reconfiguration of any software, or for any other costs incurred by the institution because of a violation of these rules.

### **Wireless Access**

The Institute is pleased to make wireless internet access available to students throughout the building. The following rules and policies apply to wireless internet access. Use of wireless internet access demonstrates your agreement to be bound by these rules and policies.

- Users are responsible for configuring their own equipment. The Institute does not guarantee technical support for establishing or maintaining a connection or equipment to maintain a wireless connection.
- The Institute is not responsible for any personal information that is compromised, or for any damage caused to hardware or software resulting from the use of the wireless Internet connection for any reason.
- All users are responsible for maintaining their own virus protection on their computers or wireless devices.
- The transmission or receiving of child pornography or sexually explicit graphics or material is strictly prohibited.
- Users are prohibited from misrepresenting themselves as another user; attempting to modify or gain unauthorized access to files, passwords or data belonging to others, or damaging or alternating others software or hardware.
- It is prohibited to download copyrighted material in violation of U.S. Copyright Law (Title 17, U.S. Code).
- Use of laptops during class, without the permission of the instructor, is prohibited.
- Anyone violating these rules is subject to having the right to use the wireless internet access terminated.

**DISCLAIMER:** The Institute is providing wireless connectivity in this facility as a supplementary information service and offers no guarantees or representations that any use of the wireless connection is in any way secure or that any privacy can be protected. Your transmissions may be viewed or intercepted by third parties. Use of this wireless connection is entirely at the risk of the user and the Institute is not responsible for any loss of information that may arise from the use of the wireless connection. Furthermore, the Institute is not responsible for any loss, injury or damage resulting from the use of the wireless connection.

The handouts on how to access the wireless connection may be picked up by the IT office or the

Administrative Assistant.

### **Social Media – Acceptable Use**

Communications on social media must be always respectful and in accordance with this policy. Use of social media must not infringe on the rights or privacy of other students or staff, and students must not make ill-considered comments or judgments about other students, staff, or third parties. Students must take particular care when communications through social media can identify them as a student of MDT Institute to members of staff, other students, or other individuals.

The following non-exhaustive list may, according to the circumstances and be of an unacceptable nature and should never be posted:

- Confidential information (which may include research not yet in the public domain, information about fellow students or staff or personnel matters, non-public or not yet approved documents or information).
- Details of complaints and/or legal proceedings/potential legal proceedings involving the Institute.
- Personal information about another individual, including contact information, without their express permission.
- Students may not post obscenities, slurs, or personal attacks that can damage the reputation of the Institution and its representatives. Curriculum, Brightspace/D2L, or email screenshot on any social media is strictly forbidden.
- Comments posted using fake accounts or using another person's name without their consent.
- Material, including images that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity.
- Any other posting that constitutes a criminal offense.
- Anything which may bring the Institute into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff, and those connected with the Institute.

## **Disabled Persons Assistance**

In accordance with Section 504 of the Rehabilitation Act of 1973 and its regulations and the Americans with Disabilities Act (ADA) of 1990, the Institute abides by the regulation that “no otherwise handicapped individual” shall be excluded from participation in the programs and services offered by the Institute “solely by reason of the handicap.” MDT Institute does not discriminate on the basis of disability in admission to, or access to, or treatment or employment in, its programs and activities. A student is eligible for consideration for accommodations and/or auxiliary aids and services if the student has a disability and the Campus Director has met with the student and determined that the functional limitations of the disability require such accommodation, auxiliary aids and/or services.

### **Academic Accommodations for Students with Disabilities**

The Institute is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by the Institute. To request auxiliary aids or services, please contact the Campus Director. Students should submit requests with supporting documentation at least six weeks prior to the beginning of the first day of classes or as soon as practical.

## **Discrimination**

**Equal Opportunity and Non-Discrimination.** MDT Institute is an educational institution that is

committed to supporting the diversity of its employees, students and programs. MDT is dedicated to a policy of equal opportunity and nondiscrimination on the basis of gender, age, race, national origin, sexual orientation, gender identity or expression, veteran status, political affiliation or belief, religion, disability or any other characteristic protected by state, local, or federal law, in all educational programs and activities, admission of students and conditions of employment. Prohibited sex discrimination covers sexual harassment and sexual violence. MDT Institute complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability. Inquiries or concerns regarding this policy, or assistance with accommodation requests can be brought to the attention of the Campus Director/Title IX Coordinator: p: 770-525-2002, email: [campusdirector@mdt.atsinstitute.edu](mailto:campusdirector@mdt.atsinstitute.edu)

A copy of this policy can also be found at [www.mdt.atsinstitute.edu](http://www.mdt.atsinstitute.edu)

## Family Educational Rights and Privacy Act (FERPA)

### Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years or older or who attends a postsecondary institution.)

These rights include:

1. The right to inspect and review the student’s educational records within 45 days after the day MDT Institute receives a request for access. A student should submit to the Academic Advisor, a written request that identifies the record(s) the student wishes to inspect. The Academic Advisor will make arrangements for access and notify the student of the time and place where the records may be inspected. Students should specify the specific records being requested as stated below when making such request:
  - Transcript
  - Student Disciplinary Records
  - Title IX records
  - Financial Aid Records
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the Institute to amend a record should write to the Institute official responsible for the record, clearly identify the part of the record the student wants to be changed and specify why it should be changed. If the Institute decides not to amend the record as requested, the Institute will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the Institute discloses personally identifiable information (PII) from the student’s records, except to the extent that FERPA authorizes disclosure without consent. The Institute discloses education records without a student’s prior written consent under the FERPA exception for disclosure to Institute officials with legitimate educational interests.

A Institute official is employed by the Institute in an administrative, supervisory, academic, or support staff position or serving on an official committee, such as a disciplinary or grievance committee. A Institute official also may include an outside contractor who is under the direct control of the Institute with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent. A Institute official has a legitimate educational interest if the official needs to



review an education record to fulfill the student professional responsibilities for the Institute.

Upon request, the Institute also discloses education records without consent to officials of another Institute in which the student seeks or intends to enroll. MDT Institute will make reasonable attempts to notify each student of these disclosures.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by MDT Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance  
Office U. S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202

## **Notice of Directory Information Contents**

MDT Institute is legally permitted to disclose directory information without the student's prior written consent. The Institute designates the following items as directory information: student's name; dates of attendance; location of attendance; MDT email address; website address; program of study; participation in officially recognized activities; diplomas awarded with associated honors, and dates awarded; anticipated date of graduation enrollment status (i.e., enrolled, active, future enrolled student, reentry, on leave of absence, withdrawn, etc.).

Students may request that MDT Institute not disclose any or all their directory information. Requests for non-disclosure must be in writing with the Institute Academic Advisor office. This policy is also located on the Institute website.

## **Possible Federal, State, Education authorities Data Collection and Use**

FERPA permits the disclosure of education records, without the consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to Institute officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other Institute officials, including teachers, within the Institute whom the Institute has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the Institute has outsourced institutional services or functions.
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the Institute's State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. Disclosures may also be made in connection with financial aid for which the student has applied or which the student has received if the information is

necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.

- To organizations conducting studies for, or on behalf of, the Institute, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the Institute has designated as “directory information” may be released at the Institute’s discretion. The Institute has defined directory information as the student’s name, address, phone number, e-mail address, birth date, enrollment status/grade level, date of graduation and honors received, photos, major field of study, dates of attendance, participation in officially recognized activities and sports, most recent institution attended, and student identification. If a student does not want the student directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Institute within 45 days of the student’s enrollment or by such a later date as the institution may specify. Under no circumstance may the student use this right to opt-out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the Institute determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the Institute’s rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student’s violation of any Federal, State, or local law of any rule or policy of the Institute governing the use or possession of alcohol or a controlled substance if the Institute determines the student committed a disciplinary violation and the student is under the age of twenty-one.
- No information will be released to any person(s) on the telephone or via email.

## Grading and GPA

### Course Grading and Quality Points

Grades are earned and awarded in each course and are recorded on the student’s permanent record at the end of each course. Evaluation of student achievement will be made in relation to the attainment of the specific objectives (outcomes) of the course. At the beginning of a course the instructor will explain these objectives (outcomes) and the basis upon which grades are determined.

Course grades are not round and are extended out by two (2) decimal numbers. For example, if the final course grade is 89.66896% then it will be truncated to 89.66% and it is not rounded to 90.00%. Grades are assigned in accordance with the following scale:

<b>Grades</b>	<b>Numerical Equivalent</b>	<b>Quality Points</b>
A	90-100%	4.0
B	80-89.99%	3.0
C	70-79.99%	2.0

D	60-69.99%	1.0
F	< 60%	0.0 Failure
I Incomplete	N/A	N/A
W Withdraw	N/A	N/A
WF Withdraw Fail	N/A	0.0 Failure
TC Transfer Credit	N/A	N/A
S Satisfactory	N/A	N/A
U Unsatisfactory	N/A	N/A

A student earning a grade of 60% or above is considered to have passed the course. A student earning 59.99% or below will receive an F and must repeat the course.

Grades of S/U are used for Externship and are not included in the calculation of GPA.

### **I - Incomplete**

Any student who wishes to request an incomplete grade is responsible for informing his or her instructor of the reason(s) for failing to complete all assignments and tests by the last day of the course. If the instructor deems such reason(s) justifiable, the instructor may issue an Incomplete ("I") grade. An "Incomplete" is not a final grade for the course. A student receiving a grade of "I" needs to correct any deficiencies within 30 days from the end of class to earn a passing grade. If the course for which the "I" grade was given is a prerequisite, the student cannot progress to the next course in sequence but may take other courses offered. An incomplete grade not corrected within the prescribed period will result in an "F" for the course, requiring the student to repeat the course. If an "F" grade is received, it is used to calculate the cumulative GPA. Both the original "F" and repeat attempt will be counted in Pace calculations. If repeating the course is required, the length of the program must not exceed 150 percent.

### **W - Withdraw**

A student will receive a "W" if he or she withdraws by the end of the second week of the course regardless of the student's academic status in the course at the time of the withdrawal. Courses, which are marked with a "W," are not included in calculation of the GPA, but are included in Pace when calculating SAP.

### **WF - Withdraw Fail**

A student who has withdrawn from a course or has been dropped from a course after the beginning of the third week will receive a grade of "WF" in the course. This grade is equal to the "F" and is calculated for GPA.

### **TC- Transfer Credit**

### **Grade- point average:**

The grade- point average (GPA) is calculated by summing the number of quality points earned by the student for all courses in which they have enrolled and dividing this sum by the number of credit hours designated to all courses in which they have enrolled.

A student who repeats a course for which the student has previously received credit (either by class work at the Institute or through credit transferred from another school) forfeits the original credit in the event the student should fail the course on a subsequent attempt.

If a student takes the same course more than once the initial grade once a repeated class has been passed will not be included in the GPA calculation. The new grade will replace the initial grade in the

GPA calculation.

If a student takes a course on a Pass/Fail basis, the course is not included in their academic average.

## **Grading & Records**

Grades are posted in the Student Information System (SIS) within 48 hours of the last date of the course. Students may access their grades online through the MDT Institute SIS system.

### *Grade Change*

If a final course grade is believed to be erroneous, the student should contact the professor as soon as possible. In general, no change of grade will be made after the end of the student's next academic term in residence.

## **Photo Release**

Occasionally, the Institute may take photos that will be released to the public for publicity and advertisement purposes. All students who participate in a photo session will be required to sign a waiver allowing the Institute to use their image for that purpose.

## **Student Identity and Privacy Protection in the Online Environment**

Proctorio provide a complete system for detecting, preventing, and deterring all possible forms of academic dishonesty during in-class and remote exams. By using an A.I.- enabled remote proctoring system backed by human review, Proctorio provide consistent, reliable, and efficient exam security.

The instructor or proctor verifies the student prior to providing the password to an exam.

Any abnormalities during the exam are reported by Proctorio and reviewed in-person by staff. MDT Faculty and Academic Administrators will meet with the student if disciplinary action is required.

## **Rules and Regulations**

### **Academic Calendar**

The academic programs in MDT institute are offered in modules. A module is a 4-week period in which students may complete one or more courses, except for the externship. Externship lengths vary by program. The Academic Year consists of the sequence of three (3) quarters.

### **Drop Period**

The Institute permits students to drop a course after the completion of a first day of a class without penalty. Students receiving federal financial aid must notify the Financial Aid Office regarding any changes to their enrollment status.

### **Attendance**

There are no formal institutional requirements regarding class attendance at MDT Institute.

#### *Class Attendance*

Attendance play an important role in student success in school. Students should, therefore, maintain regular attendance if they are to gain success in their studies.

All students are responsible for obtaining an understanding of each instructor's policy regarding absences; all students are expected to attend announced quizzes, laboratory periods, and final examinations.

Although it is recognized that occasionally it may be necessary for students to be absent from scheduled classes or laboratories for personal reasons students are responsible for all materials covered during an absence for any cause. Students should not schedule any vacation or other activities during their class time.

In the event of a medical emergency or an illness that is severe enough to require medical attention, students are responsible for contacting the Program Chair as soon as possible to report the medical issue or emergency, providing dated documentation from a medical professional and requesting assistance in notifying their instructors. It is the expectation of the Institute that instructional faculty will excuse a medical emergency or illness and allow make-up of the work missed, including homework, quizzes, examinations, or other class assignments.

Students who are absent because of participation in a particular religious observance will be permitted to make up the work missed during their absence with no late penalty, provided the student informs the course instructor of the upcoming absence, in writing, within the first week of class, and provided the student makes up the missed material within the time frame established by the course instructor.

If absences jeopardize progress in a course, the student's instructor may submit a "Course Warning Report" to the student. If a student continues absences that jeopardize progress in a course after the "Course Warning Report", an instructor may drop such a student from the course; and any drop initiated by an instructor for a student's lack of attendance past the drop date is recorded on the student's permanent record with a grade of "WF".

#### *Safe Online Class Attendance.*

Attending online classes while driving or working is prohibited. Students are to attend classes, including virtual course meetings, in a safe, learning environment. If a student is found driving or working while attending their class, they may be dismissed from the class session.

#### *Tardy*

Tardiness is defined as any student arriving 15 or more minutes late to class or leaving early. Students with excessive tardiness will be advised by their instructor.

#### *Make-up Work*

Students who miss class are responsible for make-up work and assignments. The student is responsible for contacting their instructor to find out what they missed and to do makeup work. Any work submitted after 7 days will have points reduced by 30%. It is the students' responsibility to seek the instructor's guidance at the time when a problem area is initially encountered, not after receiving an unsatisfactory grade. Arrangements for any special tutoring must be scheduled with appropriate educational staff (i.e.: instructor, student services, or program chair)

## Code of Conduct

### **Required Conduct**

All students are required to behave responsibly and professionally and are obliged to behave in a manner compatible with the mission and objectives of the school. This code apply from the time of application for admission through the actual awarding of a diploma.

The MDT Institute recognizes its responsibility to the professional community and to the consumers of the professional community. Therefore, any action by a student considered to be unprofessional shall be deemed cause for disciplinary action and/or dismissal.

### **Inappropriate Classroom Behavior**

The primary responsibility for managing the classroom environment rests with the instructor. Students who engage in any acts that result in disruption of a class may be directed by the instructor to leave the classroom or virtual class for the remainder of the class period. Longer suspensions from a class can be administered by the Program Chair.

### **Prohibited non-academic Conduct**

- Being under the influence of alcohol and/or illegal drugs while on the Institute premises or on externship.
- Using, selling, possessing, or distributing drugs or other illegal substances.
- Engaging in sexual harassment or sexual assault.
- Falsification of documentation
- Bullying and Harassment
- Taping and/or video recording without the consent of the individual/(s) being recorded. It is illegal for any person, including students, to use an electronic device to record what is happening in the classroom and on campus without the consent of the individual/(s) involved.
- Using physical or verbal abuse or violence in any form.
- Possessing a weapon of any kind on Institute property, regardless of whether the person is licensed to carry the weapon or not.
- Safety violations
- Theft and/or unauthorized possession or use of property or services belonging to the Institute, another person, or any other entity.
- Malicious or unauthorized damage to or destruction of Institute property or property belonging to another.
- Failure to comply with instructions or a directive of any properly identified Institute Official while that person is acting in the performance of official duties.
- Discriminatory conduct including:
  - Objectively offensive conduct directed at a particular person or persons based upon that person or persons' race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, or any class protected by law that creates a hostile environment or that results in excluding participation in, or denies the benefits of any educational program or working opportunity for that person or persons.
  - Verbal or written threats, coercion or any other conduct that is based on race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, or any class protected by law, that by design, intent or recklessness incites reasonable fear of physical harm or otherwise unreasonably interferes with another's working, learning, or living environment of the person. Allegations of sex and/or gender-based discrimination.

### **Prohibited Academic Conduct**

A student's conduct must not interfere with the learning process of any other student, the faculty/instructor, or the progress of the class. Violation of the academic honesty and integrity standards may include any and all types of academic fraud, misrepresentation or cheating, and engaging in any online acts that violate the End User Licensing Agreement.

### **Academic Fraud**

Academic Fraud is any type of cheating or misrepresentation that occurs in relation to online or on-ground classes. It can include:

- Plagiarism: The adoption or reproduction of code, ideas, words, or statements of another person or author without due acknowledgment.
- All parties to plagiarism are considered equally guilty. If a student shares the student

coursework with another student and it is plagiarized, that student is considered as guilty as the plagiarizer; since that student enabled the plagiarism to take place. Under no circumstances should a student make the student coursework available to another student unless the instructor gives explicit permission for this to happen.

- Fabrication: The falsification of data, information, or citations in any academic situation.
- Deception: Providing false information to a representative of the Institute concerning an assignment, mock interview, or class—e.g., giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in any class assignment(s) (like an examination) without due acknowledgment.
- Sabotage: Acting to prevent others from completing their work.
- Falsifying Records and Official Documents: Forging signatures or falsifying information on official academic documents such as forms, petitions, letters of permission, or any other official internal or external document.
- Students are entitled to a full investigation. The faculty/instructor will alert the Academic Integrity Committee and Program Administrator who will investigate the policy violation claim. Once the claim has been verified or unsubstantiated, the parties involved will be informed in writing.
- Sanctions for Violating the Academic Honesty Policy
- A student found in violation of the Academic Honesty and Integrity policy will be subject to disciplinary action by the Academic Integrity Committee.
  - For the first violation in a program, the student will receive a zero on the assignment and a written warning and may go on Academic Probation.
  - If a second violation occurs the student will be removed from the program. Disciplinary action will be determined by the Academic Integrity Committee. Dismissal from the program under this policy will be considered an academic dismissal and not subject for re-entry.

## **Corrective Action**

• A student found to be in violation of the Code of Required Conduct, or regulations defined in the student handbook, or other published or posted institutional regulations will be disciplined according to the nature of the offense. Disciplinary actions are entered in the student's confidential personal file. The student receives written notice of action taken that is recorded in the personal file.

The following sanctions represent corrective actions that may be selected depending on the individual situation:

- Written Warning - A written notice to the student offender that the student has violated the Institute rules and that further violations will result in more severe disciplinary action.
- Restitution - Reimbursement for damage to, or misappropriation of, the Institute property.
- Disciplinary Probation - A prescribed period of time in which any additional violation of policy may result in a disciplinary suspension/dismissal.
- Disciplinary Suspension - Exclusion of the offending student from the Institute, its classes, and other privileges or activities for a prescribed period in order to give the student time away from the Institute to reflect on the problem and to understand that further conduct infractions will lead to disciplinary dismissal. During the suspension, the student will be marked absent for the hours missed and will be subject to any consequence (such as missed assignments) incurred by such absences.
- Disciplinary Dismissal - Permanent termination of student status effective upon a specified date.

Any student who wants to dispute the basis for Disciplinary Probation or Suspension should make

a request to the Appeal Committee in writing. The decision of the committee will be final.

## Externship Special Regulations

### **Criminal Background Checks and Drug Testing**

Facilities that accept students for externships associated with our programs and employment upon graduation may conduct criminal or personal background checks as well as random or pre-placement drug testing. MDT expects that students in its programs can meet the criminal background check and drug test requirements of the externship sites.

Students with criminal records that include both felonies and misdemeanors (including those that are drug related or of a violent nature) or personal background issues such as bankruptcy might not be accepted by those facilities for externships or employment.

Drug testing may be required by healthcare facilities before acceptance and/or during the externship. If at any time a student tests positive on a drug test, the student will be removed from, or may not be allowed to start at, the externship site and may be subject to withdrawal from the program.

Students who have questions regarding how these issues may affect their externship placement, ability to graduate, or potential employment should discuss this with the Program Director or Career Services staff. The Institution does not have control regarding the decisions of outside agencies. A student who is unable to be placed at (or is involuntarily released from) an externship site due to an adverse result on either a criminal background check or random or pre-placement drug test may be dismissed from the program.

### **Special Medical Requirements**

If required by an externship site a student must provide proof of satisfactory health status and confirm immunity from communicable disease. Students may be required to submit a current negative PPD test or chest X-Ray. MDT highly recommends that those at risk consider the advantages of immunization and decide to receive the series from their own physician or area health department. Students enrolled in the Dental Assisting and Medical Assisting must be able to demonstrate the competencies of the program which can include bending, walking, and standing as required for their particular occupations prior to externship.

### **Externship Site Parking**

Students are responsible for payment of parking at externship sites. The Institute is not responsible for reimbursement for parking fees.

## Graduation Requirements

To qualify for graduation, students must meet the course and credit requirements specified for their curriculum. Students must have at least a 2.0 cumulative grade point average and meet the Standard for Satisfactory Academic Progress.

Note: A student's diploma and/or transcript may be withheld until they are current on all financial obligations to the school and/or the student has completed any required paperwork.

### *Graduate with Honors*

Students who have earned a cumulative GPA of 3.0 or higher are eligible for graduation with honors.



The honors designation will appear on the diploma as follows:

GPA	Honor Designation
3.00 – 3.49	Merit
3.5 – 3.79	Cum Laude
3.8 – 3.99	Magna Cum Laude
4.00	Summa Cum Laude

## Notices

### Notices

All enrolled students have an e-mail account provided by MDT Institute. This account is a student's official point of contact with the Institute, and she/he is expected to check it each school day. Students are also expected to be aware of notices that appear on the Learning Management System. It is the student's responsibility to check the Student Information System during the academic term, in order to verify the accuracy of their course schedule and to become aware of important notices. A student should verify their course schedule at least once before each module start date.

### Change of Address

Students are required to notify MDT whenever a change in personal information occurs, such as a change of name, address, or telephone number. Additionally, any anticipated changes in attendance or any other item that may have an impact upon completion of the student's education should be reported to the appropriate department at MDT Institute.

## Professional Dress Code

The following guidelines have been established to meet the dress requirements.

- All students must wear their identity badges while on Institute property and externship sites. Students must identify themselves as a MDT Institute student to any faculty or staff member upon request.
- Students are responsible to wear uniforms and Institute patches. Uniforms must be in the style approved by the Institute. Students must always adhere to the dress code. If students are not in proper attire, they will be given a documented Behavioral Violation.

## Student Grievance and Appeal Procedure

Students are encouraged to resolve problems with their faculty.

### For Grade Issues:

Contact your instructor through email, meeting, or telephone. If there is no resolution, follow the steps in the grade appeals process below.

### For Non-Grade Issues:

First meet with the instructor(s) or person(s) directly involved and attempt to resolve the problem through informal discussion. If there is no resolution, the student may next schedule an appointment and orally grieve the matter with the Program Director or Campus Director. The student should be prepared to discuss: the basis for concern, facts to support the grievance, and a suggested remedy that would satisfy the student. To initiate and pursue a grievance, the following steps must be observed, in their entirety, for grade appeals and non-grade appeals. Students may not submit an appeal for policy change. Appeals will only be accepted through the appeal link on the Institute's website. An appeal submitted in person or by email will not be accepted. Appeal verdict details are not disclosed. The appeal decisions are final.

**For Course Grade Appeals:**

To construct a "Course Grade Appeal" the student has 5 days from when the grade was finalized and posted in the SIS to file an appeal with the Appeal Committee. Only "F" grades are appealable for courses taken during the module that ended most recently.

The appeal process takes approximately 1 week. The appeal committee does not meet over break. The student will be notified in writing of the result of the student appeal and a copy will be placed in the student's file. All grade appeal decisions are final. Submit the Appeals Form on the MDT website. The committee will contact you if additional supporting documentation is needed. Your appeal may be denied if supporting documentation is not provided.

**For Non-Grade Appeals:**

In order to initiate and pursue a grievance, the following steps must be observed, in their entirety, within five (5) business days following the reported incident or reason for the grievance.

The student may submit the Appeals Form via on the MDT website: <https://go.mdt.atlInstitute.edu/appeals/>. The committee will contact you if additional supporting documentation is needed. Your appeal may be denied if supporting documentation is not provided. During the appeals process, students can continue with class and externship unless the reason for the appeal is due to a violation of code of conduct and/or unsafe practice at the externship site. The Appeals Committee consists of a minimum of three faculty members. The Board will meet within one week of the filing of the appeal to consider the student's case. The student will be informed of the Board's decision immediately following the meeting.

If the institution resolution is not satisfactory the student may then appeal to the Institutes corporate office at [administration@mdtInstitute.edu](mailto:administration@mdtInstitute.edu)

If the situation is still not resolved after appealing to the corporate office, the grievance may be taken to the Georgia Nonpublic Postsecondary Education Commission and/or Accrediting Bureau of Health Education Institutes

Georgia Nonpublic Postsecondary Education Commission  
2082 East Exchange Place  
Suite 220  
Tucker, GA 30084  
<https://gnpec.georgia.gov/student-resources>  
(770) 414-3300

Accrediting Bureau of Health Education Schools (ABHES)  
6116 Executive Blvd., Suite 730  
North Bethesda, MD 20852  
<https://complaintsabhes.com/>  
(301) 291-7550

## Title IX Compliance

The Institute's Title IX Coordinator is responsible for the Institute's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community which include sex and gender discrimination, sexual harassment, sexual assault, and violence, stalking, domestic or dating violence and retaliation. Examples of what constitutes sexual misconduct can be found in greater detail online on our website or a paper copy can be obtained from the Title IX Coordinator.

Questions regarding the application of Title IX and the Institute's compliance with it should be directed to the Title IX coordinator. The Title IX Coordinator is the Campus Director. Students who wish to make a report of sexual misconduct should follow published grievance procedures available online [www.MDTInstitute.edu](http://www.MDTInstitute.edu) or a paper copy can be obtained from the Title IX Coordinator.

## **Sexual Crimes and Prevention**

MDT Institute is fully committed to complying with Section 485(f) of the Higher Education Act of 1965 (Clery Act), as amended by the Violence Against Women Reauthorization Act (VAWA). Sexual offenses, including crimes of harassment, assault, dating violence, domestic violence, and stalking are prohibited. The policy regarding sexual crime prevention programs and the procedures to be followed if such an offense occurs is delivered annually to each enrolled student and employee and can be provided upon request. MDT Institute has a zero-tolerance policy for crimes of dating violence, domestic violence, sexual assault, and stalking. This policy is also located on our website.

## **Student/Employee Fraternization**

Employees of MDT Institute are prohibited, under any circumstances, to date or engage in any fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees may not entertain students or socialize with students outside of the Institute environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of Institute policy, and may result in disciplinary action by the Institute.

Inappropriate employee behavior includes, but is not limited to: flirting; making suggestive comments; dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, social networks, etc.) unrelated to course work or official Institute matters; giving or accepting rides; giving or offering housing; selling or buying anything even of nominal value; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

We also expect that our students will behave in a professional manner towards faculty and staff and will follow the same guidelines as are presented here for employees. If a student witnesses or hears of a Institute employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the Campus Director immediately at 770- 858-5675 or by [ybykov@mdtInstitute.edu](mailto:ybykov@mdtInstitute.edu)

## **Transcript Request**

All transcript requests are processed by Parchment ([www.parchment.com](http://www.parchment.com)). The link provided on our website under the Transcript request.

## **Violation or Suspected Violations of Federal Copyright Law**

Copyright infringement is the act of exercising without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file sharing context, downloading, or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for infringement may be civil and/or criminal including fines and/or imprisonment. Additional information can be found at [www.copyright.gov](http://www.copyright.gov).

## Withdrawal/Readmission

### Course Withdrawal

Any student who wishes to officially withdraw from a course must obtain, complete, and return an official form from the Program Chair Office. Withdrawing from a course may extend your date of graduation. Additionally, you may need to take the course in a later module if it is not readily available. Students receiving federal financial aid must notify the Financial Aid Office regarding any changes to their enrollment status.

### Withdraw from the program

If a student needs to withdraw for all courses for which the student is registered, the student must complete a withdrawal for the program request with the Program Chair.

Students receiving federal financial aid must notify the Financial Aid Office regarding any changes to their enrollment status.

Withdrawal exemptions – a student is not considered withdrawn if student successfully completes a combination of modules that when combined contain 49% or more of the numbers of days in the payment period. If student complete a first module, withdrew from the second and plan to return to the third module of a term, student will not be considered a withdrew from the term, however if students will not return to the third module, the student will be withdrawn by the last date of module completed.

A student may withdraw from the Institute (initiate the withdrawal process) by submitting the Withdrawal form, call to the corresponding office, send an email or submit a written request or orally in person or by mail to the Student Services, Program Director, Bursar, or Financial Aid office. A student who contacts the Institute and only requests information on aspects of the withdrawal process, such as the potential consequences of withdrawal, would not be considered a student who is indicating that he or she plans to withdraw. All holds on the student's record must be cleared prior to withdrawal.

### Cancellation.

New students who cancel their enrollment during the first two weeks of the first module will have a "canceled" status. The student is required to submit a new admission application to attend a future module. Students are obligated to pay the application fee and any non-refundable fees for books, uniforms and supplies that are not returned unused.

### *Determination of Withdrawal Date*

Official Withdrawal – The date the student initiates the withdrawal process.

Official notification not provided by the student

1. Withdrawal date for administrative withdrawals.
  - a. If the college administratively withdraws a student, the withdrawal date will be the date of the event that caused the school to make that decision to withdraw the student.
  - b. If the college administratively withdraws a student because all of the student's instructors report that the student has ceased attendance at the end of the second week of the semester, the withdrawal date will be the end of the second week.
  - c. If all student's instructors report that student attendance jeopardizes progress in their course and recommends withdrawing the student from the course, then the withdrawal date for that student will be the last date a student participated in an academically related activity.
2. Withdrawal date for unofficial withdrawals. The last date of an academically related activity in which the student participated will be used as a Withdrawal date.

## Readmission

Any student who is not enrolled for three or more consecutive modules must apply for readmission by contacting the Admission Office. The new Enrolment Agreement must be signed. Students are readmitted under the current catalog that is in effect at the time of readmission.

Readmission will be denied for the following:

- Students who were terminated for violating the Academic Dishonesty Policy and/or the Code of Conduct.
- Students not in good standing with Institute financial obligations.

Student who dropped school for two times must meet with the Program Chair to receive a permission to be readmitted.

The readmission may be granted only if the student is able to complete an education program in no more than one and one-half (1.5) times the normal program length to satisfy the Maximum Time Frame Requirements as stated in the Statements of Satisfactory Progress. All previously completed courses will be included in the calculation of hours attempted. If a student previously left MDT after failing to meet the minimum SAP requirements, they will be readmitted under the same SAP status they left under.

Any student in good standing who is not enrolled for two modules will be allowed to re-enroll without applying for readmission to the Institute.

## Leave of Absence

Students may request a leave of absence (LOA) from school. Requests for LOA must be received in writing prior to the requested begin date. The request must state the specific reason for the LOA as well as any required documentation. Allowable reasons for an approved LOA include circumstances covered under the Family and Medical Leave Act (FMLA), legal obligations, medical, employment requirements, jury duty or military service. The student must successfully complete at least one term to be considered for an approved LOA. MDT may grant students an unlimited number of leaves during any rolling 12-month period, provided that the cumulative number of approved LOA days does not exceed 180 calendar days. In case student is not eligible for approved LOA, student may be granted unapproved leave for one term. If student will not be returned on the specified day from the approved/unapproved leave, student will be considered withdrew from the program. During unapproved leave (ULOA), student will be counted enrolled in a program for one term, but will be reported as the below half time to NSLDS and the loan repayment period will start immediately.

## Student-Faculty Expectations

In accordance with MDT Institute core value of education environment that promotes integrity, respect, fairness, quality performance, accountability, and dedication to education .we believes that it is important to establish expectations of mutual respect, acknowledgement, and responsibility between faculty members and the student body.

### Student Expectations

All students have the right to expect:

1. a positive, respectful, and engaged academic environment inside and outside the classroom.
2. to attend classes at regularly scheduled times
3. to receive a syllabus which should include an outline of the course objectives, evaluation criteria, and any other requirements for successful completion of each course during the first week of class meetings and

to be clearly informed of any changes made to the syllabus during the term with reasonable time to adjust to these changes.

4. to consult with faculty outside of usual classroom times through regularly scheduled office hours or a mutually convenient appointment.
5. to have reasonable access to Institute facilities and equipment in order to complete course assignments and/or objectives.
6. to have reasonable time to learn course material prior to the administration of an examination.
7. to have reasonable access to graded materials for assignments, projects, or exams, to review graded material in a timely fashion, and to have a clear explanation of grading criteria and grade determination;
8. to have their letter grade in a class based on their performance based on course criteria and not solely on their performance relative to their classmates.
9. faculty to adhere to formal Institute policies, rules and regulations, and the confidentiality policies of FERPA.

## Faculty Expectations

All faculty members have the right to expect:

1. a positive, respectful, and engaged academic environment inside and outside the classroom.
2. students to appear regularly for class meetings in a timely fashion, and to make every effort to minimize their absences from scheduled lectures, and laboratories.
3. full engagement within the classroom, including meaningful focus during lectures, appropriate and relevant questions, and class participation.
4. students to appear at office hours or a mutually convenient appointment for official matters of academic concern.
5. full attendance at examination, and laboratories, with the exception of formal pre-approved excused absences or emergency situations.
6. students to be prepared for class, appearing with appropriate materials and having completed assigned readings and homework.
7. to cancel class due to emergency situations and to cover missed material during subsequent class meeting times at the discretion of the instructor.
8. students to act with integrity and to adhere to the principles of the MDT Institute Academic Honor policy.
9. students to adhere to the formal Institute policies, such as the Student Code of Conduct.

## Student Services

### Academic Advising

The school offers the following Services to all students:

- Assist students with time management, stress management, anger management, test taking skills, note taking skills, communication skills and career development.
- Assist in setting goals, initiating strategic planning, and implementing curriculum objectives as established by classes and faculty.
- Assist students to adjust to Institute with regard to academic standards and new life experiences.

### Career Services

MDT does not guarantee employment. The Career Services office assists graduates in obtaining employment in the fields for which they are trained. Professional assistance is available on interview skills, resume writing and other job search techniques. MDT assists graduates in networking with employers in their field. MDT brings graduates and prospective employers together under favorable circumstances.

### Counseling

MDT faculty and staff will refer students to outside professional centers when domestic abuse or

family problems are identified. In the Appendix D: Local and National Community Resources we provide phone numbers and links to the internet sites that may be helpful. Information provided is not intended to be a substitute for help from a qualified mental health professional.

## Orientation

An orientation is held prior to the first day of class to welcome and acclimate new students to MDT Institute. The student orientation introduces MDT's resources, staff, and support teams. During orientation students are provided with program expectations, policies, and access to resources which can aid in the learning process.

## Technology Orientation

Students will receive training on the navigation of MDT's learning management system and be provided with access to an online orientation to assist them as they begin their program. Students have access to technical support through the campus IT department, or the Admission Department during the admissions process. If the student's home computer is not compatible with our Minimum Computer Systems and Browser requirements, the student may purchase a laptop from the school at or below market cost. A self-paced free course is available to help students improve their computer and Internet skills.

## Tutoring

The school faculty helps students experiencing academic difficulties. Students are urged to take the initiative to seek out-of-class help and to discuss their difficulties with their faculty. Tutoring is available with faculty by appointment within the Learning Management System. Group tutoring sessions are offered to help students with course content.

## Student Resource Center

Students have access to an online student resource center through the Learning Management System (LMS). The resource center provides the students with online materials.

## Other Student Services

Should a student encounter a personal problem that interferes with the student's ability to complete coursework, the student will be aided in identifying appropriate professional assistance in the student's local community, but MDT does not offer personal counseling assistance. See Local and National Community Resources in the Appendix D

### **Parking and Transportation**

Parking is available for students who drive to Institute. There is a MARTA bus stop located a short distance walk from the campus. It is the Shackleford Rd & Pine Rd MARTA bus stop.

### **Student Housing**

MDT does not provide student housing. According to rentdata.org for Duluth, GA, rental properties in the Duluth and Atlanta metro surrounding areas start at approximately \$654 per month.

### **Childcare / Children on Campus**

Students may not bring their children to the Institute.

## Annual Security Report / Clery Act / Campus Security

The MDT Annual Security Report contains information regarding crimes reported to the US Education Department and security policies of MDT Institute. This information is updated annually, and a notice is sent to students and employees of the report's availability. A paper copy of this report is also available upon request. The Annual Security Report can be viewed at [www.MDTInstitute.edu](http://www.MDTInstitute.edu).

## Emergency Preparedness

Please see the "Emergency Preparedness Plan" which is located on the Institute website student resources page. Periodic fire drills are held. Directions for evacuation of the building are posted in each classroom. Students are requested to evacuate in a quick and orderly fashion if the evacuation alarm is heard. The hard copy is located with the Campus director, admission offices and front desk.



# Appendices

## Appendix A: Academic Calendar 2022 - 2024

Module Start Date	Module End Date	Holiday/Vacation
03/20/23	04/14/2023	
04/17/23	05/12/2023	
05/15/23	06/09/23	05/29/2023 Memorial Day, No classes
06/12/23	7/7/23	
07/10/23	08/04/23	06/30-07/04, 2023 Summer Break, No classes; 07/04/class moved to Friday 07/07/23
08/07/23	09/01/23	
09/04/23	09/29/23	09/04/2023 Labor Day, no classes
10/02/23	10/27/23	
10/30/23	11/24/23	11/23/23-11/27/23 Thanksgiving break; no classes; 11/24 class moved to M, 11/20/23
11/27/23	12/22/23	
12/25/23	12/29/23	, Winter break, No Classes
01/01/24	01/26/24	01/01/2024; New Year Day – No classes 01/15/2024, Martin Luther King Day, No classes
01/29/24	02/23/24	02/19/2023- Presidents Day. No classes
02/26/24	03/22/24	5/27, 2024 Memorial Day Break, No classes
03/25/24	04/19/24	
04/22/24	05/17/24	
05/20/24	06/14/24	5/27/2024 Memorial Day, No classes
06/17/24	07/19/24	06/19/24 Juneteenth Day; no classes; -Classes will run on Friday, 06/21/2024 07/01-07/07, 2024 Summer Break, No classes
07/22/24	08/16/24	
08/19/24	09/13/24	09/02/2024 Labor Day. No classes

\*MDT reserves the right to change this Academic Calendar without notice.

**Cohort Start and Expected Completion Dates**

Program Start Date	Medical Billing & Coding Program Expected Completion Date	Medical Assisting and Dental Assisting Program Expected Completion Date
03/20/23	11/24/23	12/08/23
04/17/23	12/22/23	1/5/24
05/15/23	01/19/24	02/02/24
06/12/23	02/23/24	03/08/24
07/10/23	03/22/24	04/05/24
08/07/23	04/19/24	05/03/24
09/04/23	05/17/24	05/31/24
10/02/23	06/14/24	06/28/24
10/30/23	07/12/24	07/26/24
11/27/23	08/16/24	08/30/24
01/01/24	09/13/24	09/27/24
01/29/24	10/11/24	10/25/24
02/26/24	11/8/24	11/22/24
03/25/24	12/6/24	12/20/24
04/22/24	01/10/25	01/24/25
05/20/24	02/14/25	02/28/25
06/17/24	03/14/25	03/28/25
07/22/24	04/11/25	04/25/25
08/19/24	05/09/25	05/23/25
09/16/24	06/06/25	06/20/25

## Appendix B: Administration and Faculty

<b>Administration and Staff</b>	
<b>Position</b>	<b>Name</b>
Campus Director	Bykov, Yelena
Admissions Advisor	Newsom, Shimeka
Financial Aid Advisor	Spiller, Sharon
<b>Faculty</b>	
<b>Medical Assisting Program</b>	
Medical Assisting Program Chair (Full-time)	Jewell, Lybia
Medical Assisting Faculty (Full-time)	TBD
<b>Medical Billing and Coding Program</b>	
Medical Billing and Coding Program Chair (Full-time)	Jewell, Lybia
Medical Billing and Coding Faculty (Full-time)	TBD
<b>Dental Assisting Program</b>	
Dental Assisting Program Chair (Full-time)	Brant, Johnathan
Dental Assisting Faculty (Full-time)	TBD

## Appendix C: Tuition and Fees

Diploma Program	Tuition	Technology fee	Total
Dental Assisting	\$17,160	\$75 per quarter	\$17,385
Medical Assisting	\$17,160	\$75 per quarter	\$17,385
Medical Billing and Coding	\$5,275	\$75 per quarter	\$5,500.00

### Other Charges

Additional copies of Official Transcripts \$30

Additional copies of Official Diploma \$30

Replacement of Student ID card \$25

Graduation ceremony fee \$50

Uniform-replaced/lost \$15

Tuition per credit for Medical Assisting and Dental Assisting is \$390 per credit

Tuition per credit for Medical Billing and coding is \$137.5 per credit

### Externship Expenses

Facilities that accept students for externships may conduct criminal or personal background checks, random or pre-placement drug screening and may have immunizations requirements. Students are responsible for all fees related to immunizations, drug testing and background check. Check with the Admission office for further clarification. See Criminal Background Checks and Drug Testing, Special Medical Requirements and Clinical Site Parking in the catalog.

## Appendix D: Local and National Community Resources

Whatever you are going through, you do not have to go through it alone. Reach out for support and for yourself or your loved ones. You are not alone!

	Organizations	Website	Phone Number
	Alcohol Abuse and Crisis Intervention	<a href="http://www.aa.org">www.aa.org</a>	(800) 234-0246
	Al-Anon	<a href="http://www.al-anon.org/">www.al-anon.org/</a>	(888) 425-2666
	Anxiety and Depression Association of America	<a href="https://adaa.org/tips">https://adaa.org/tips</a>	
	Anxiety Resource Center	<a href="https://www.anxietyresourcecenter.org">https://www.anxietyresourcecenter.org</a>	
	Drug and Alcohol Helpline	<a href="http://www.alcoholdrughelpline.org/">www.alcoholdrughelpline.org/</a>	(800) 688-4232
	Family and Children's Services	<a href="http://www.acf.hhs.gov/">www.acf.hhs.gov/</a>	See website
	National Domestic Violence Hotline	<a href="http://www.thehotline.org/">www.thehotline.org/</a>	(800)799-7233 OR Text LOVEIS to (866) 331-9474
	National Eating Disorder Association	<a href="https://www.nationaleatingdisorders.org">https://www.nationaleatingdisorders.org</a>	
	National Institute of Mental Health - Depression	<a href="https://www.nimh.nih.gov/health/topics/depression">https://www.nimh.nih.gov/health/topics/depression</a>	
	Rape Crisis Center	<a href="http://www.rainn.org/">www.rainn.org/</a>	(800) 656-4673
	Suicide Hotline	<a href="http://www.suicidepreventionlifeline.org/">www.suicidepreventionlifeline.org/</a>	(800) 273-8255
Ultimate School Survival Guide	watchwellcast YouTube channel	<a href="https://www.youtube.com/playlist?list=PLqldimk4xUgkLbZ8CN83dPv40Tage8lQm">https://www.youtube.com/playlist?list=PLqldimk4xUgkLbZ8CN83dPv40Tage8lQm</a>	
	United Way	<a href="http://www.unitedway.org/">www.unitedway.org/</a> OR <a href="http://www.211.org/">www.211.org/</a>	211
How to Cope with Traumatic Events	HelpGuide	<a href="https://www.helpguide.org/articles/ptsd-trauma/traumatic-stress.htm">https://www.helpguide.org/articles/ptsd-trauma/traumatic-stress.htm</a>	

## Appendix E: Minimum Computer System Requirements

If the student's personal computer is not compatible with our Minimum Computer Systems and Browser requirements, the student may request a loaner laptop. Students should contact the Bursars office for fee structure.

Students enrolling in a program at MDT must have regular access to a device with high-speed internet access that complies with the Minimum System Requirements as follows:

### Supported Operating Systems:

	Recommended		Required	
	PC	MAC	PC	MAC
Operating System	Windows 10, version 1903 or superior	MacOS 10.14 or superior	Windows 10, version 1803 or superior	MacOS 10.13 or superior
Processor	Intel or AMD with virtualization instruction support VT-x/AMD-V (Intel Core i3 VII and superior)			
Memory	8GB		4GB	
Video	Resolution of 1024 x 768		Minimum resolution of 1024 x 768	
Free Hard Disk Space	60GB SSD		30GB SSD	
Additional Hardware	WiFi network adapter with WPA2 Enterprise support, Microphone, Webcam			
Internet Connection	15 Mbps (download) or better		8 Mbps	
Internet Browser	Chrome 85 or superior, Firefox 86.0.1 or superior, Safari 14.0.3 or superior			
Microsoft Office	Students may use Google products Docs, Slides, Sheet, etc.			
Adobe Acrobat Reader	Students can download Adobe Reader for free, or Google Doc can read the PDF document.			
Accessibility Technology (if needed)	<p>MDT LMS contains accessibility features for the following assistive technology needs:</p> <ul style="list-style-type: none"> <li>• Speech to text software</li> <li>• Screen reader software</li> </ul> <p>The following service will be available upon request.</p> <ul style="list-style-type: none"> <li>• Magnification devices and software</li> </ul>			
Anti-Malware	Malwarebytes 3.0 or superior – or equivalent security software			
Tablet and Mobile Device Support	<p>Our LMS is a Mobile device ready. So, the student can access LMS and do most of the required activities for them using the mobile device. However, the use of mobile devices may be prohibitive to some of their learning experiences and at clinical sites.</p> <p>The following Tablet may be used:</p>			
	Device	Operating System	Browser	Supported Browser version
	Android™	Android 11	Chrome	Latest
	Apple®	iOS 14	Safari	Latest

Windows	Windows 10	Edge, Chrome, Firefox	Latest
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To participate in online meeting students must have:

- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
- A webcam or HD webcam - built-in or USB plug-in or a HD cam or HD camcorder with video capture card

If the student's home computer is not compatible with our Minimum Computer Systems and Browser requirements, the student may request a laptop. The student should contact Bursar for fee structure.