FUTURE-TECH INSTITUTE

3446 SW 8TH STREET. SUITE 218
MIAMI, FL 33135
PH: (305) 774-0227
FAX: (305) 445-2217
WWW.FUTURETECH.EDU

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400. Toll free number (888) 224-6684. (License #2333)

ACCREDITED BY THE ACCREDITING COMMISSION OF CAREER SCHOOL AND COLLEGES **(ACCSC)**

APPROVED BY THE FLORIDA BOARD OF NURSING **NCLEX No US70412200**

2021-2022

SCHOOL CATALOG

VOLUME 1.1

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Letter From Your School Director

Dear Student:

I take this opportunity to welcome you to the Future-Tech Institute family on behalf of the entire Staff and Faculty.

Our staff and faculty look forward to helping you achieve your educational goals. We strive to offer a comfortable and pleasant environment that enables friendly, yet professional teacher-student relationship. We strongly encourage you to take advantage of the opportunities we offer.

You are now about to begin an educational experience. We urge you to rise to the occasion.

We thank you for trusting us with your future.

Sincerely,

Ana Moncada

School Director

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INSTITUTIONAL INFORMATION

GOVERNING BODY AND STAFF
OFFICERS OF THE CORPORATION

Mrs. Ana G. Moncada
President

Mr. Eduardo Moncada
Secretary/CEO

Mrs. Gema Newcomb
Treasurer

SCHOOL ADMINISTRATIVE STAFF

Mrs. Ana Moncada, BBA
School Director

Mr. Eduardo Moncada, BBA
Assistant School Director/Registrar Officer

Ms. Ivania G. Moncada
Human Resource Director

Ms. Miriam Hanks. MSA
Financial Director

Mr. David Newcomb
Admissions Director/IT Department Director

Dr. Patricia Seabrooks, PhD, APRN - BC
Academic Director/ADN Program Director

Mrs. Elizabeth Alonso-Baez, BBA
ADN Program Executive Administrative Assistant

Dr. Santarvis Brown, Ed.D, J.D
Executive Director of Student & Community Affairs

Mrs. Gema Newcomb
Executive Administrative Assistant

Mr. Abel Velazquez
Admissions Officer

Mrs. Ilka Carrandi
Financial Aid Officer

Ms. Aleandra Newcomb
Registrar

Ms. Sara Moncada, MSEd
Placement/Administrative Assistant

FAME
Disbursement

PROFESSIONAL NURSING PROGRAM

LEAD FACULTY

Dr. Julette Anderson, MSN, DNP
University of Phoenix, Walden University

Dr. Santarvis Brown, Ed.D, J.D
Regent University, Liberty University, Columbia Southern University, Colorado Theological Seminary

Dr. Maida Burgos, RN, MSN, DNP
University Central of Ashdod

Dr. Ivan D. Canas DNP, APRN, FNP-C
University Central of Ashdod

Sara Moncada, MSEd
Florida International University

Miriam Hanks, MSA
American Public University

Layna Yip, MSN, FNP
Miami Regional College

Martha Montes de Oca, RN, BSN
University of Sacred Heart-Puerto Rico

Dimas Herran, RN, Foreign MD
Emiraza College, JNC Medical College-Bogota, Colombia

Elisabeth Pupo Fuentes, RN
Miami Regional University-Miami, FL

TEACHER ASSISTANTS

Andres Rosendo, BEE
University of Orient, Havana, Cuba

Salvador Chamizo, Foreign MD
Institute of Higher Education in Medical Science of Havana, Cuba

MEDICAL/SIMULATION LAB MANAGER

Maria E. Acuña, Foreign MD
University of Havana-Cuba

MISSION STATEMENT *(Educational Philosophy)*

Future-Tech Institute works to provide an alternative to traditional education by concentrating on intense and specialized subjects, while eliminating some of the general non-related courses. We are eager to provide our students with the knowledge and skills needed to acquire positions in today's job market.

SCHEDULES

COVID-19 EMERGENCY RESPONSE PLAN INTERIM OFFICE HOURS:
Until further notice we are answering phone calls and emails during office hours. In-person assistance is available by appointment only. We are currently not able to assist anyone without an appointment in order to maintain better control over the number of individuals within the office spaces and to have time to sanitize between appointments.

REGULAR HOURS

- **Administrative and Student Services Offices**
  Monday, Wednesday, Friday: 9:00 am to 5:00 pm
  Tuesday, Thursday: 12:00 pm to 8:00 pm
- **Program Training Sessions**
  Morning Session: 9:00 am to 1:00 pm (Monday thru Friday)
  Noon Session: 1:30 pm to 05:30 pm (Monday thru Friday)
  Evening Session: 6:00 pm to 10:00 pm (Monday thru Friday)
  Weekend hours can vary within: 8:00 am to 8:00 pm (Saturday and Sunday)

HOLIDAYS

Future-Tech Institute offers classes on a year round basis. The school observes the following holiday and vacation breaks for students:

Martin Luther King Jr Day	Independence Day	Christmas Week
President's Day	Thanksgiving Day and Day After	New Year's Week
Memorial Day		

HISTORY

FTI was founded in November 2000 with vocational programs in Computer Business Applications and Nursing Assistant. The first class for the Computer Business Applications began in April 2001 and the first class for Nursing Assistant began in April 2002.

Future-Tech Institute became accredited by ACCSC as of September 8, 2006. Accreditation was granted for the two programs the school offered at the time. As of June 15, 2007, Future-Tech Institute requested its Nursing Assistant program be dropped from the list of offered programs. As of 2018 FTI stopped accepting new applications for the Computer Business Application or Medical Assistant Programs and as of the summer 2019, it made the decision to close the Patient Care Technician Program after the last graduates at the time completed the program and there were no new enrollees. At this time, the school's focus has shifted to pour its energy and resources to offering the best possible Professional Nursing Degree (ADN) Program it can as a top Nursing School of choice for its student. FTI is current licensed, approved by the Florida Board of Nursing, and accredited for the Professional Nursing Degree (ADN) Program.

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OWNERSHIP

Future-Tech Institute, Inc. is located at:
3446 SW 8TH STREET. SUITE 218
MIAMI, FL 33135
PH: (305) 774-0227- (305) 456-8092 Fax: (305) 445-2217
www.futuretech.edu
The school is owned, controlled and managed by Future-Tech Institute, Inc. at the same address.

FACILITIES

Future-Tech Institute is located at: 3446 SW 8TH St. Suite 218 in Miami, Florida 33135.The facility consists of 6 classrooms, simulation laboratories, resource center (virtual library), and administrative areas covering a total of 5000 square feet. The facility is enclosed in an air-conditioned building including the following environments: technologically updated classrooms and laboratories for actual practice, reception area, executive offices and library areas. The facility has a moderate parking area to accommodate the school capacity, staff and visitors.

The maximum number of students in a classroom/laboratory:
Professional Nursing Degree Program: 24 Students per instructor

The maximum number of students in clinical rotations on-site:
Professional Nursing Degree Program: 12 Students per instructor

EQUIPMENT

The school's library provides students with resource material including a collection of up-to-date books for circulating purposes, reference materials, and professional journals and industry magazines related to the programs taught at Future-Tech Institute. This collection is continually enlarged with new and relevant material.

Classes are verbally explained and demonstrated using visual aids including overhead projectors, TV-Video sets to enhance and accelerate the actual hands-on training. This has proven to be an effective teaching method.

Labs are set to simulate real world settings where the student could be working after finishing his/her degree to allow for learning, familiarity, and practice. Clinical Practices take place in real world establishments where students will encounter real world exposure, experience, and practice skills learned.

PHOTOGRAPHY AND VIDEO RECORDING ON PREMISES NOTICE

Future-Tech Institute keeps surveillance cameras covering all common areas and classrooms for security and monitoring purposes. FTI may also take photos/videos within the school premises or at school related events off premises. FTI might use these for public relations purposes (website, social media pages, flyers, TV, etc.), training, evaluations, or other purposes it deems necessary to promote and help the growth and betterment of the programs offered. Please be aware that entering the school premises or participating in a school related event, is an acknowledgement that you consent with your image being photographed or filmed, and used as detailed herein.

STUDENT'S RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS

You have the right to ask the school:

1. The names of its licensing and accrediting organizations.
2. About the programs, its laboratory instructional and other physical facilities, and faculty.
3. What the cost of attending is, and what is the refund policy on students who drop out.
4. How the school determines whether you are making satisfactory progress and what happens if you are not.
5. The school's and program policies and how they may affect the student and his or her progress and completion of the program.
6. The student's records (attendance, grades, and other info) for viewing or verification.
7. Discrepancies will be discussed in a timely manner with the student and corrections made if necessary.

STUDENT RESPONSIBILITIES

You have the responsibility to:

1. Review and consider all information about the school's programs prior to enrolling.
2. Know and comply with all deadlines of the school.
3. Provide any documentation verification, corrections, and/or new information required.
4. Read, understand, and keep copies of all forms you are asked to sign.
5. Comply with the provision of any promissory note and all other agreements you have signed, and make all payments on time, as per the payment plan agreed upon.
6. Notify the school of any change in your name, address, or attendance status. ONCE THE STUDENTS HAVE GRADUATED, THEY ARE RESPONSIBLE TO KEEP FTI INFORMED REGARDING ALL INFORMATION ABOUT THEIR ACTUAL JOB PLACEMENT AND AVAILIBILITY OF EMPLOYMENT FOR FURTHER ASSISTANCE FROM PLACEMENT.
7. Fully understand ALL policies of the school, including the Refund and Cancellation Policy, Attendance Policy, Academic Policies, etc.
8. A student will attend school daily and on time for the duration of the program, unless excused.
9. A student will notify instructor by email at least ½ hour before class or clinical practice, if unable to report.
10. A student will be responsible for obtaining and completing all assignments missed during excused absences within the time required, per the make-up work policy.
11. A student will be prepared for class or clinical practice at all times, by bringing appropriate materials, including wearing the designated uniform (scrubs). A student who frequently fails to do so may be asked to leave the facilities by the instructor.
12. A student will make all efforts to attend Study Hall and/or additional skills lab practice hours offered.
13. English must be spoken at all times during Theory and Clinical Practice rotation, as classes are delivered in English.
14. A student will make all necessary arrangements to be present in the classroom and/or clinical practice rotation for the duration of the entire class. Any student arriving late or leaving early will be subject to disciplinary action as described on the Tardiness Policy.
15. A student may not leave during class or clinical practice session, except with previous approval from the instructor and only in cases of emergency. A student leaving without prior approval may not return to class or clinical rotation during that day.

CHANGES OF POLICIES, REQUIREMENTS, OR EXPECTATIONS

Future-Tech Institute reserves the right to make revisions, updates, amendments, or otherwise changes to its policies, requirements, or expectations, program, courses, facilities, or any other aspect of the school and/or program as deemed necessary. Students will be notified of any changes.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords a student the right to inspect and review his/her record within 45 days after submitting to the registrar/officer a request which identifies the record to be inspected. The student will be notified of the time and place to exercise that right or will be directed, if necessary, to the correct official to whom the request should be made. A student also has a right to request an amendment to his/her education record that may be inaccurate or misleading. A written request to the official responsible should identify the part of the record to be changed and specify the reason behind it. If the school decides not to amend the requested record the student will be notified in writing, and the student has a right to a hearing, for which procedures will be provided at that time. Furthermore, a student has the right to consent to disclosures of personally identifiable information contained in his/her education record, except for disclosures authorized by FERPA. The latter pertains to a school official(s) and/or trustee(s), or a person or company contracted by the school, a student on an official committee, all of whom must have a legitimate educational interest in such a review. Without consent, but only upon request, the school shall disclose education records to officials of other schools in which students
seek or intend to enroll.

[Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request, unless the institution states in its annual notification that it intends to forward records on request.] Last, a student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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, and 400 Maryland Avenue, S.W., Washington, DC, 20202-4605.

SECURITY AND CAMPUS CRIME STATISTICS REPORT

Per The Department of Education Procedure C8.7, FTI issues a Campus Security and Crime Reporting Policy and Procedures on October 1st, each year. FTI also employs an annual simulation of the institutions' emergency and evacuation plan outlined on the schools Emergency Operations Plan provided to students upon enrollment. PDF copies of the reports are available to students on all media library computers as well as physical copies available to faculty, students, prospective students, and visitors at all classroom locations.

ANTI-HAZING POLICY

Future-Tech Institute does not approve of any activity, within its premises or any school related or sponsored event, where hazing is involved. FTI works towards creating a safe and inviting environment for all of its students, staff, and faculty. The school views hazing as defined by Florida law and will not tolerate it. Any student found to have been involved with hazing activities within school premises, or any school related or sponsored event, will be automatically terminated from the program.

FLORIDA LAW

Florida Statute under Title XLVIII, Chapter 1006.63 defines hazing as:

"Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

"Hazing" includes, but is not limited to:

- pressuring or coercing the student into violating state or federal law
- any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements,
- forced consumption of any food, liquor, drug, or other substance
- other forced physical activity that could adversely affect the physical health or safety of the student
- any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
- "Hazing" does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

"Hazing" is committed as:

- a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
- a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

These items are not a defense against "Hazing":

- The consent of the victim had been obtained;
- The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Source: Florida Statutes & Constitution

ADDITIONAL DISCLOSURES

Students graduating from FTI are responsible to meet and acquire all requirements for professional or occupational licensure or registrations that might be needed for employment, if their field so requires it, before being able to obtain employment. Additional, graduates must be aware that certain employers might set their own additional standards and requirements for employment consideration, thus Future-Tech Institute encourages our Graduates to further their level of employability by attaining licensures or registrations as required or requested by employers.

Please be very aware that certain requirements, limitations, or standards, depending on where you might apply for employment and your field (mainly medical field related careers) may disqualify you from gaining employment, these include, but are not limited to:

- Physical or language capabilities
- Having hepatitis B, AIDS/HIV, etc.
- Having a Criminal Record (being a convicted substance abuser or being convicted of a crime of domestic violence)

IF YOU HAVE ADDITIONAL QUESTIONS OR CONCERNS REGARDING DISCLOSURES, PLEASE REVIEW THIS WITH THE ADMISSION'S OFFICER FOR EXPLANATION AND FURTHER INFORMATION.

GENERAL RULES OF CONDUCT

1. No food or articles are allowed to be sold by students anywhere on school grounds.
2. No bicycles or motorcycles are allowed in the classroom or corridors.
3. Future-Tech Institute does not allow children to be on school property without supervision. We are not responsible for any children or young adults as they are not in our care. Parents must make prior arrangements and not take children with them to class.
4. A student must be registered to attend class. Friends, children, or other relatives cannot accompany students to class.
5. Students are to park their cars in the school's parking lot. If it is necessary to park on the street in front of a residence, do not block the driveway. Please observe and respect all traffic signs on school property and in the neighborhood. In cooperation with the Miami Police Department, illegally parked cars will be ticketed and towed. Tickets and towing charges may exceed $100.00.
6. No visitors are allowed on the school property unless they obtain a pass from the main office.

STUDENT SERVICES

RECORDS AND TRANSCRIPTS

Students records are maintained by the school (for a minimum of 5 years) and include at minimum student eligibility documentation, Enrollment agreement, financial, any advising notes, and progress report records, certificates, diplomas, or degree earned, and academic transcript. Student academic transcripts are kept indefinitely. Unofficial transcripts are available to students upon request. Official Transcripts will be available at an additional fee. Student records, in the form of an official transcript, can be provided to potential employers or other entities, only after a written request by the student has been made and Official Transcript fee (for each requested) has been paid.

ACADEMIC ADVISING

Students will initially receive academic advice by the Admissions Officer, who will let the students know all academic requirements and Academic Plan for the program for which they wish to enroll into. Further academic advising, if needed by the student, can be requested by making an appointment with the Academic Director, who can further go over academic options for the program the student wishes to complete.

PROGRAM FINANCIAL/FINANCIAL AID ADVISING

Students will receive all financial information pertaining to the program in which they wish to enroll from the Financing Officer, who will go over the Enrollment Agreement before the student commits to enrolling. Students will be given and explained the options for payments available, including out-of-pocket expenses, specific payments and when they are due, and any additional fees and costs in addition to the tuition fee.

Students going though Financial Aid will meet with a Financial Aid Officer and receive all the information including policies and requirements for verification, refund and return policies, policies and procedures for secondary confirmation, and any information for the student to be fully aware and understand the Financial Aid option available to them, if they qualify.

PERSONAL ADVISING

The school does not currently have a trained therapist on-site and cannot provide professional personal advising outside of academic or education related financial advising. However, should a student feel the need for personal assistance/advisement, he/she is welcomed to contact the school's Student Services Officer who will be able to give them a list of local therapists, psychologists, and other professionals who they can reach out to for assistance.

HOUSING

Future-Tech Institute will not maintain housing for students.

PARKING

Convenient parking facilities are available at the school for students. Please keep in mind that the school cannot be held responsible for items lost, stolen, broken into, etc. within the parking facilities.

RESOURCE CENTER (VIRTUAL LIBRARY)

The School's Virtual Library allows access to virtual resources and is available for all students. All resources, reference materials, and professional journals are related to the programs of study and are kept up-to-date through the Library and Information Resource Network (LIRN). The Media Library and Computer Lab also offers full internet access, as well as access to articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books, and reference titles. Students may log in individually on a computer utilizing the assigned password.

PLACEMENT SERVICES

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. Future-Tech Institute will assist the student with employment to the best of its ability, by offering assistance with creating a resume, advice for getting ready for an interview (including mock interviews if the student requests so), job postings, advice on proper attire for interviews and work environment, but cannot guarantee employment.

TRANSPORTATION

Public Transportation is available. Currently average daily cost is about $5.00

STUDENT COMPLAINT/GRIEVANCES PROCEDURES & APPEAL PROCEDURES

INTERNAL COMPLAINT AND GRIEVANCE PROCEDURES

Future-Tech Institute has a procedure and operational plan for handling complaints. The student should direct the complaint or grievance to the school staff or faculty member who directly oversees the issue. If a student does not feel that the school faculty/staff has adequately addressed a complaint or concern with its human and authority resources, the student may consider contacting the appropriate Director overseeing the matter. Any academic or program related concerns can be directed to the Academic/Program Director, Dr. Patricia Seabrooks. Concerns regarding any other matter may be directed to School Director, Mrs. Ana Moncada. Formal complaints are submitted by filling out a "Internal Complaint/Grievance Form". Although, Dr. Seabrooks and Mrs. Moncada have an open-door policy, students are encouraged to make an appointment during the executive hours so that they may better assist in providing the appropriate level of service.

Complaints and grievances will be handled in a reasonable manner. Everyone involved is expected to concentrate on the solution of disagreements. The concerned parties must attempt to resolve the disagreement amongst themselves prior to seeking the involvement of Dr. Seabrooks or Mrs. Moncada. If the disagreement continues unresolved, the complainant may contact the appropriate Director, through the above-mentioned procedure.

Administrators will take action to appropriately assist the concerned parties in resolving the issues, this ensuring that the best quality of service and superior education are provided by the school. The parties involved will be maintain informed of the status of the complaint or grievance and its final resolution.

STUDENT COMPLAINT PROCEDURE FOR ACCREDITING COMMISSION

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The Commission will keep the complainant informed as to the status of the complaint as well as the final resolution. Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
(703) 247-4212
www.accsc.org

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at www.accsc.org.

Once the Board of Directors dictates a solution, the complaint or grievance shall be considered to have no further recourse and the parties involved must abide to the resolution of the Appealing Body. If a student does not feel that the school has adequately addressed a complaint or concern with its human and authority resources, the students may consider contacting the Commission for Independent Education (CIE). All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response; the Commission will keep the complainant informed as to the status for the complaint as well as the final resolution. Please direct all inquiries to:

Commission for Independent Education
325 West Gaines Street, Suite# 1414
Tallahassee, Florida 32399-0400
Tel# 1-888-224-6684

A copy of the Commission's Complaint and Information form is available on their website under "Forms and Reports".

TUITION, FEES, AND PAYMENT INFORMATION AND SCHEDULES

APPLICATION FEE

The Application Fee is currently $50.00, it has due at the time of submitting an Application for Admission Form. Application fee becomes non-refundable on the 4th day after signing the Enrollment Agreement and can change at any moment at the school's discretion.

PAYMENT OPTIONS

Future-Tech Institute currently offers the option to pay the tuition in installments for self-pay students, or Federal Financial Aid, for those who qualify.

The student has the option of paying tuition in one of three ways:
1. In full prior to attending the first class.
2. FTI's Self-Pay Student Tuition Payment Plan Option.
3. Financial Aid, for those who qualify. Please read the specific terms and conditions for Financial Aid students under that section for degree level programs.

FORMS OF PAYMENT ACCEPTED

Future-Tech Institute currently accepts the following as forms of payment:
- Cash
- Debit Card (Convenience/Processing Fee applies)
- Credit Card (Convenience/Processing Fee applies)
- Cashier's Check
- Money Order

Some forms of payment may take 5-7 business days to process, clear, and post to your account. Take this into account when deadlines are concerned. It is your responsibility to make payments that post to your account by any deadlines given to avoid additional fees, account delinquency, etc.

TUITION PAYMENT PLAN

(Based on the TOTAL COST based on total program cost, including the number of credits the student will need to fulfill in order to complete the program of study times the cost per credit, student package cost, application fee, and any other fees pertaining to the student.)

Payment of the tuition fee and additional costs due to the school, will be paid in pre-determined monthly installments within the length of time it will take the student to complete the program of study based on the academic plan. Payment obligations, including payment terms, due dates, and amounts, will be pre-established and clearly disclosed and explained to the student prior to the start of each term and before signing the Tuition Payment Plan, based on the courses the student is registered to take. First payment of the tuition balance will be due no later than the first Friday after the term starts. First payment must be received by the due date in order for the initial distribution of materials to take place during the second week of class. Monthly payments will be established and due monthly thereafter for the remainder balance. Students withdrawing/dropping a course within the first week of class will not be billed for the course dropped and adjustment of the payment plan can be made based on the courses the student will remain registered in. Withdrawals/drops requested after the first week of class will follow the "Cancellation and Refund Policy". Students are responsible for financial obligations to the school based on the "Cancellation and Refund Policy" and when they drop or withdraw from a course. Students who fail a course are still responsible for the tuition cost of the course. Furthermore, the student is financially responsible for the cost of the course when registering to re-take it.

TUITION CANCELLATION AND REFUND POLICY

Future-Tech Institute reserves the right to cancel a course or program in extreme circumstances such as something happening to the professor and a replacement cannot be arranged in time, massive natural disaster, a war, and such. The

school can also terminate a student if he/she does not meet the financial obligations to the school within given time, or a student breaks school policy and has been given verbal and written notice through an advisement interview and chance to change. Students reserve the right to cancel a course or program for any reason and adhere to the following policies. The Tuition Payment Plan is based on the courses/credits the student will be registered for to complete the program. Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule, minus the application fee: A prospect student must physically visit the school and meet with a school official to fill out and application and consequently enroll. Enrollment will not take place if a prospect student has not physically visited the school and has had the opportunity to first ask any questions, tour the facilities, and check classrooms, laboratories, etc., where he or she will be learning.

1. All monies paid by an applicant will be refunded if requested within three days after signing an enrollment agreement and making an initial payment.
2. An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid minus the Application Fee.
3. Cancellation requested within the first week (**Drop/Withdrawal Period**) of the term (by Friday, 5:00PM EST, during the first week of class of the term) will cancel any obligation for the term, minus the Application Fee.
4. Cancellation after the first week (**Drop/Withdrawal Period**) of the term (by Friday, 5:00PM EST), but prior to or by 50% completion of the term, will result in a Pro Rata refund computed on the number of weeks completed to the total course weeks for the term, with a minimum of 50% of the total retained by the school. Minus the Application Fee.
5. Cancellation after completing 51% of the term will result in no refund. Minus the Application Fee.
6. Termination Date. The termination date for refund computation purposes is the last date of actual attendance (or last allowable absence before being non-compliant in the case of a student who stops attending class without notifying the school) by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of terminated or receipt of Cancellation Notice.
8. If a student stops attending class without notifying the school, the school's attendance policy will apply, and any refund will be made according to this cancellation and refund policy.

Upon termination or cancellation of a student, the corresponding refund, in accordance to the above listed schedule, will be processed through the Finance Office of the school.

DELINQUENT PAYMENTS

Your tuition is a debt obligation and responsibility you agreed to pay when you signed the Enrollment Agreement. It is your responsibility to make sure the school receives full payment for the educational services you are receiving. We are here to assist and support you during the payment process.

The first step is to become knowledgeable about what payment options are available. Even though our office will support and assist you in your efforts, it is ultimately your responsibility. Please take the initiative and contact us.

- Make sure you understand the full financial responsibility for enrolling into your chosen program of study. All prospect students must fill out a FAFSA application to determine what, if any, financial aid assistance he/she qualifies for. Initial estimate of any financial aid assistance is subject to change and not a definite until funds have been released to and received by the school. Should the estimated financial aid funds change, you are responsible for any difference not covered.
- Promissory Note/Payment Plan. You are responsible to make payments, based on your payment plan, on or before the due date to keep your financial account up-to-date and in good standing.
- Consequences of Delinquent Tuition. A default on your payment plan are subject to late fees of $25 monthly starting 3 days post the original due date. Defaulting on your payment plan for 3 months may result on you being dropped from the school, unless you bring the account fully up-to-date, including monthly installments missed and all late fees acquired. Additionally, students not up-to-date on their payment plan, will not be allowed to start a new term until the account is brought up to good standing and will have their access to courses not available until they are back in good standing and current and all attendance and other policies will apply. If your account remains as "Delinquent Status" more than 3 months, in addition to previously stated consequences, you are subject to the following:
    - Placement of your account with a licensed collection agency. Collection agencies may assess collection fees up to 40% of your balance.

- Assessment of litigation and court costs.
- Your delinquency will be reported to a national credit bureau.

- Fulfillment of all financial obligations to the school is a requirement for Graduation.

PROMISSORY NOTE/PAYMENT PLAN

Student Financial Services can provide assistance to you by arranging a partial payment agreement that will allow you to make affordable monthly payments until your balance is paid in full, within a specified timeframe not to exceed number of months that will take to complete your academic plan. Holds will be placed on your transcript and registration into subsequent terms if you fall behind on the agreed upon payment plan. In order to have the holds removed, you are required to bring your delinquent tuition account balance up-to-date. This will affect your expected completion date previously given to you for your academic plan. All other policies apply.

Failure to make satisfactory arrangements with Student Financial Services in a timely manner may result in your tuition account being placed with a licensed collection agency.

ARRANGEMENTS WITH A COLLECTION AGENCY

If your delinquent tuition balance has been placed with a licensed collection agency, payment arrangements must be made with the respective agency. You should have received a letter with the contact information of the collection agency that was selected to service your account. If you do not have the letter, please contact Student Financial Services to get the information of the agency so you may contact them directly.

The availability and terms of a partial payment agreement will be at the discretion of the collection agency. In order to have the transcript and registration holds removed from your account, you are required to bring your delinquent tuition account balance to zero.

FINANCIAL AID POLICIES AND PROCEDURES

FINANCIAL AID REFUND POLICY

Refund will be made within 30 working days following determination of termination or receipt of Cancellation Notice.

FINANCIAL AID REFUNDS FOR CLASSES CANCELLED BY FUTURE-TECH INSTITUTE

The School reserves the right to cancel any Programs and/or courses. If tuition fees are collected in advance of the start date of a program and Future-Tech Institute cancels the class, 100% of the tuition and fees collected must be refunded. The refund shall be made within 30 working days of the planned start date.

FINANCIAL AID REFUNDS FOR STUDENTS WHO WITHDRAW ON OR BEFORE THE FIRST DAY OF CLASS

If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, no more than $50.00 application and registration fees may be retained by the institution. Appropriate refunds for a student who does not begin classes shall be made within 30 working days of the class start date.

FINANCIAL AID REFUNDS FOR STUDENTS ENROLLED PRIOR TO VISITING FUTURE-TECH INSTITUTE

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

FINANCIAL AID REFUNDS FOR WITHDRAWAL AFTER CLASS COMMENCES

1. Refund Policy for Programs Obligating Students for Periods of 12 Months or Less. The refund policy for students attending Future-Tech Institute, who incur a financial obligation for a period of 12 months or less shall be as follows:
   a. During the first 10% of the period of financial obligation, the institution shall refund to the Department of Education (ED) at least 90% of the tuition;
   b. After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution shall refund to ED at least 50% of the tuition;

c. After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution shall refund to ED at least 25% of the tuition; and
d. After the first 50% of the period of financial obligation, the institution may retain all of the tuition, and/or other fees.

2. Refund Policy for Programs Obligating Students for Periods beyond Twelve months Institutions with programs longer than 12 months that financially obligate the student for any period beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on section (1)(c) and (b) above according to previous section. If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on section (1)(c) and (b) above according to previous section.

This refund policy applies to all financial aid (grants, loans, and school loans) for those who qualify. Although some loans may be repaid after the program has been completed, students are obligated, as with any other loans, to repay in full the loan that they received.

POLICIES AND PROCEDURES FOR VERIFICATION

Future-Tech Institute had developed the following policies and procedures regarding the verification of information provided by applicants for Federal Student Financial Aid under the Title IV Programs.

1. Only those students who are selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Return from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Campus Based, or Subsidized or Unsubsidized Direct/Stafford Loan Funds will be disbursed prior to the completion of verification.
3. Students eligible to received Pell, Campus Based, Subsidized or Unsubsidized Direct Loan will have 30 days to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
4. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the result of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.
5. If the student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to the U. S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal Financial Aid will be disbursed to the student.
6. The financial aid file must be documented with the date that verification is completed.

POLICIES AND PROCEDURES FOR SECONDARY CONFIRMATION

Future-Tech Institute has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the primary confirmation process does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process.

ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE EDIT MATCH AS EVIDENCED BY THE CENTRAL PROCESSING SYSTEM OUTPUT DOCUMENT WILL BE GIVEN A COPY OF THESE PROCEDURES.

1. Students have 30 days from the date the institution receives the output document or 30 days from the student's receipt of this document (whichever is later) to submit documentation for consideration of eligible non-citizen status.
2. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying

the student as eligible for any Title IV funds.

3. The institution will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
4. Students must submit documentation of their current immigration status to the Financial Aid Office. This documentation must be official documents from the US Citizenship & Immigration Services (USCIS) in the Department of Homeland Security (DHS). In order to initiate the required process, students must submit I USCIS documents which are legible, and which demonstrate the latest status with USCIS.
5. The institution will initiate secondary confirmation within 10 business days of receiving both the output documents and the student's immigration status documents, sending G-845 form to U.S. Department of Justice Immigration and Naturalization Service.

FINANCIAL RESPONSIBILITY FOR WHAT IS NOT COVERED BY FINANCIAL AID

Students receiving Financial Aid (Pell Grant, Loans, etc.) are responsible for the FULL payment of tuition or payments due to the school in relations to their program of study. Any amount not covered by the Financial Aid granted, to him or her, is the responsibility of the student and must be paid in full for the student to be considered a graduate and the degree conferred. Students are responsible for all amounts owed to the school not covered by Financial Aid or due to any changes in their Financial Aid. Ultimately, the student is financially responsible for the cost of their education, and it is his/her responsibility to be diligent in understanding their Financial Aid approved (Pell Grant, loans, etc.), changes, and any remaining balances they have due to the school.

PROGRAM TUITIONS AND FEES

PROFESSIONAL NURSING DEGREE TUITION AND FEE SCHEDULE

PROFESSIONAL NURSING DEGREE PROGRAM Effective: August 2021 (Fall 2021 Start Enrollments)	
APPLICATION FEE: $50.00	**TOTAL COST** (BASED ON 75 CREDITS NEEDED FOR COMPLETE PROGRAM, PLUS APPLICATION AND STUDENT MATERIAL PACAKGE FEES) $35,625.00 ---- $475 X 75 credits + $ 50.00 ---- Application Fee +$5,400.00 ---- Student Package $41,075.00 -------- TOTAL COST
TUITION: $475.00 per credit	
STUDENT PACKAGE: $5,400.00 TOTAL	
Student Package includes: Books, Tablet for school work, 2 Uniforms, lab, technology and media, and administrative fees, Available to student once starting Nursing Core Courses: Clinical Practice Nursing Kit and HESI Package, To be completed during last term: Mandatory Intensive Review fee.	
ADDITIONAL FEES (Check the rest of this catalog for any additional fees that might apply to you. Fees are subject to change without notice.)	
Transcript Evaluation Fee $100.00 **Testing for Credit:** $300.00 (per test)	**Student ID** (additional purchase): $10.00 each **Uniforms** (additional purchases): $40.00 each. **Replacement Clinical Practice Nursing Kit**: $150.00 (no partial replacements available) **Schedule Change Request Fee after drop/add week:** $50 (per course) **Additional Proctoring arrangements for Testing (if approved):** $75 per test
Unofficial Transcript Printed Copy Fee: $5.00 **Official Transcript Fee:** $10.00 (plus shipping and handling fees if mail service requested) **Graduation Application Fee:** $50.00 **Diploma Duplicate Fee:** $35.00 **Copies of forms in student file:** $1 per sheet, prepared for pick up	
Course Repetition Fee is the cost of the course based on number of credits of the course.	
Clinical Practice Make-up Session: $25 per session needing rescheduling completed within the same term.	
Clinical Practice Retake Fee (if clinical practice is completed during a different term than concurrent with its lecture co-requisite, see Co-requirement/Clinical Practice) $300.00	
COMPLIO: The cost is in addition to and separated from the tuition price and the applicant's responsibility. For additional information please visit their website.	

Make sure you understand the Terms and Conditions for Items Included in Tuition. Additional fees might apply for some applicants. Please verify if any other fees apply based on policies within this catalog and/or ask your Admissions Officer.

APPLICATION FEE: The Application Fee is currently $50.00, it is due at the time of submitting an Application for Admission Form. Application fee becomes non-refundable on the 4th day after signing the Enrollment Agreement and can change at any moment at the school's discretion.

TOTAL COST: The Total Cost of the program as quoted here includes: tuition fee (based on complete program requiring 75 credits for graduation), Student Package, and Application Fee. The fees listed are standard for all applicants. Additional fees might apply in different circumstances such as for Transcript Evaluations fee (currently $100) for Credit Transfer Evaluation, Credit By Examination fee (currently $100) for individuals who have received approval to take a Competency Exam to receive credit by examination, etc. Your Admissions Officer will explain any additional fees that pertain to you at the time of applying, these fees are also due at the time of submitting your application. Pre-Admission Exam, Transcript Evaluation for Credit Transfer, and Competency Tests must be completed prior to signing an Enrollment Agreement, as this will be signed based on the total number of credits you will need to complete after all evaluations have been completed.

Additionally, keep in mind you will be responsible to set up your COMPLIO account which include required vaccinations and others needed to complete your clinical practices. You are responsible for complying with these requirements including cost for it.

Also, although not required by law some employers might require physical and/or drug tests for employment consideration, the cost will vary depending on where you chose to get these done or the employer requests you get it done. Current average is $50-$100 for drug/physical tests and/or background check.

All costs and fees are set or scheduled at the time of this publication and can change at any time at FTI's discretion.

Each student is responsible for his/her extra or additional personal tools and supplies, which can be purchased through the school, but do not have to be. Extra tools and supplies are not to be borrowed from another student or the school.

Additionally, please refer to the "Course Repetition Policy", which can accrue additional costs to the student, should there be a need for a course to be repeated.

STUDENT PACKAGE: Student Package includes: Books, Tablet for school work, 2 Uniforms, lab, technology and media, and administrative fees, Available to student once starting Nursing Core Courses: Clinical Practice Nursing Kit and HESI Package, To be completed during last term: Mandatory Intensive Review fee. The cost of the Student Material Package will be included into your Monthly Payment Plan. Your first monthly payment will be due on or before the first Friday of the first week of school before 5pm EST. Every subsequent payment is due on the 30th (or last Friday of the month for February) each month thereafter.

DEGREE PROGRAM INFORMATION AND POLICIES

PROFESSIONAL NURSING PROGRAM (ADN)
(ASSOCIATE'S IN NURSING DEGREE)

PROFESSIONAL NURSING PROGRAM (ADN)

ASSOCIATE DEGREE NURSING PROGRAM (ADN)

The Nursing Program at Future Technology Institute is comprised of 75 Semester credit hours, consisting of 27 General Education courses in addition to the nursing core credits. The nursing core courses include nursing concepts across the life span and in a variety of health or illness environments and pharmacology. Students will be required to utilize the general education competencies to be successful in the core subjects. This program prepares students to be able to sit for the National Licensing Examination (NCLEX-RN) and if passed to function as an entry level professional nurse.

PROGRAM PHILOSOPHY, VALUES AND CONCEPTUAL FRAMEWORK

Future Tech Institute's Professional Nursing Program is guided by the belief that nursing, is a practice discipline with the values of excellence, respect for humanity, responsibility, caring, integrity, fairness, professionalism and a strong inherent belief that all people have innate worth and value.

The unifying threads which make up the nursing framework are the following:

- Human Flourishing
- Nursing Judgment
- Professional Identity
- Spirit of Inquiry
- Safety in Practice
- Evidence-based Practice

These threads are based on the National League of Nursing's Outcomes and Competencies for graduates of Associate Degree Nursing Programs and National Safety Standards from Quality and Safety Education for Nurses (QSEN).

PROGRAM GOAL

The goal of the FTI ASN program is to provide a quality nursing program to adult diverse students by providing them with the knowledge, clinical skills and various experiences to prepare them to function as an entry-level professional nurse, a manager of care.

PROGRAM OBJECTIVES

At the end of the Future Technology Institute ASN Nursing Program each graduate will be able to:

1. Use effective skills and communication within the Nursing Process to determine the health status and needs of individuals and families.
2. Integrate knowledge from general education to apply clinical reasoning and judgment while providing care to clients across the life span in a variety of health care settings.
3. Create effective nursing care plans with clients across the lifespan in a variety of health care settings, considering safety and evidence-based knowledge.
4. Implement a plan of care for various clients across the lifespan within the scope of practice based on the Nurse Practice Act of the State wherein the nurse practices.
5. Practice as a contributing ethical team member with faculty, peers and agency staff in various clinical settings.
6. Advocate for continuing learning, the use of technology in the practice area to promote life-long learning and the art of inquiry.

ADN PROGRAM OUTCOMES

1. NCLEX Pass rates within at or above the National Average.

2. Once admitted to the Nursing Core, 80% students will complete the program within the time allotted for the program.
3. Eighty percent of those returning Graduate Satisfaction Surveys will express satisfaction with the program.
4. Eighty percent of employers who respond to the survey will report satisfaction with FTI graduates.
5. Fifty percent of graduates will be employed within 12 months of graduation.

THE AND PROGRAM IS CONGRUENT WITH THE MISSION, VISION, AND OBJECTIVES OF THE INSTITUTION.

Future Technology Institute expects that for students to be successful they must meet the following:

1. Comply with all FTI policies and obligations.
2. Complete all assignments as directed by faculty.
3. Maintain a grade point average of 2.0 or higher.
4. Demonstrate all employability and occupational skills by complying with RULES, REGULATIONS AND POLICIES of the Program.
5. Demonstrate ethical responsibility in the classroom and clinical areas.

ADN PROGRAM ADMISSION PROCEDURES AND POLICIES

ADMISSION PROCEDURES

Prospect students will meet with a member of FTI's Admissions Department, if available, or an appointment will be set for the meeting, before any enrollment activity is developed. During the visit, the prospect student will have access to the e-version of the School Catalog on the school website and given the opportunity to review it, tour the facility, and have a preadmission interview with a school representative who will explain and/or clarify any concerns from the potential student.

Once the prospect student decides to enroll, he/she will be asked to fill out the Application for Admission form and provide all requirements documentation (Application fee is due at the time of submitting the Application for Admission form for processing.) The applicant will be able to have transcripts reviewed for any course credit transfers, though Official Transcript must be received in order for the credits to be fully accepted (Please see, "Transfer of Credit Policy" for more specific information) Applicant must schedule an appointment with the ADN Program Director for an Admissions Interview for approval into the program (Please see, "Admissions Requirements" for more specific information on all requirements for full and final approval into the program.) The application and all required documentation will be reviewed for eligibility to enroll. Once accepted, the applicant will meet with a Financial/Financial Aid Officer to go over the appropriate financial obligations, sign an Enrollment Agreement and become an official student at Future-Tech Institute.

ADMISSION REQUIREMENTS

PROFESSIONAL NURSING DEGREE (ADN)

In order to be accepted into the Professional Nursing Program (ADN), an applicant must meet the following requirements:

1. ***Eligibility***: Applicant must be a U.S. citizen or Legal Resident.
2. ***Education:*** Applicant must submit a High School Diploma (or equivalent in their country of origin) or GED. FTI reserves the right to accept or deny an applicant's credential at the Academic Director's discretion if deemed or considered questionable in validity or authenticity.
3. ***Age:*** Applicant must be 18 years of age, or 16 with parental consent (signature).
4. ***Admission Interview:*** Applicant must request and set up an appointment to undergo an admission interview with the Academic/Program Director. The student will be expected to explain his or her goals and desired career path in the nursing field. The Academic/Program Director will evaluate the applicant's ability to communicate satisfactorily as required by the health care delivery system and ensure the applicant is well suited for the program of study. The Academic/Program Director must recommend applicant for admission. Please check with an Admissions Officer regarding deadlines for Application and Enrollment.
5. ***Credit Transfer:*** Applicants MUST let FTI know they would like previously earned credits evaluated for possible credit transfer when applying for enrollment and prior to signing an Enrollment Agreement, since the agreement will be signed for the total number of credits the student must complete at FTI. This won't be adjusted once singed to include adjustment based on credits previously earned which were not submitted for evaluating before enrollment. For more specific information and criteria, please see the "Transfer of Credit" policy. *The Evaluation of Previously Earned Credits Fee is: $100. This fee is due at the time of submitting for Credit Evaluation. Submitting for previously earned credits and paying the fee does not guarantee the acceptance of credit transfers. Recommendation and approval to test must be received from Academic/Program Director.
6. ***Background Check:*** Applicant must undergo a background check (FBI background check for 7 years AND Local, Miami-Dade County, Background check). If applicant has a recent history of chemical abuse, or an arrest record indicating the same, he/she will be required to contact the Intervention Project for Nurses (IPN). Based on the evaluation

results of IPN the applicant may be asked to enter into a contractual agreement for services with IPN. Failure to enter into the stipulated contract and/or to comply with any of the requirements of the contract will result in denial of admission into the program.

7. **Drug Screen:** 10 Panel Drug Screen completed through COMPLIO.
8. ***Essay:*** New applicants must complete an essay portion of the application process, which will be evaluated by the Academic Director/ADN Program Director, and/or other School Officials or instructors for revision and consideration. Essay Must be submitted with Application for Admission for review prior to scheduling Admission Interview.

TRANSFER OF CREDIT POLICY

Future-Tech Institute will review and take into consideration transfer of credits earned, for degree programs, at other institutions meeting the following criteria:

1. Applicants MUST let FTI know they would like previously earned credits evaluated for possible credit transfer when applying for enrollment and prior to signing an Enrollment Agreement, since the agreement will be signed for the total number of credits the student must complete at FTI. This won't be adjusted once singed to include adjustment based on credits previously earned which were not submitted for evaluating before enrollment.
    a. The Evaluation of Previously Earned Credits/Transfer Evaluation Fee is: $100. This fee is due at the time of submitting for Credit Evaluation. Submitting for previously earned credits and paying the fee does not guarantee the acceptance of credit transfers.
2. Credit transfers will only be accepted from other institutions accredited by agencies recognized by the Department of Education and at FTI's discretion.
3. Credits will only be officially accepted when an Official Transcript from an accredited institution is received at FTI. Official Transcripts MUST be received by FTI to have any credits transferred to student's academic plan before by the deadline given to student at the time of applying for enrollment. If no credits are transferred, the student will need to complete the entire program at FTI in order to graduate from FTI.
4. Applicants requesting general education credit from foreign countries must submit a translated evaluation from an evaluating institution recognized by the Department of Education, such as Josef Silny & Associates, Inc., which specifies the academic content of the course to be waived. Future-Tech Institute will only waive courses that have the same academic content as the ones offered at this institution. Translated evaluation will be at the applicant's expense.
5. FTI will only accept a maximum number of credits for each given degree program, based on the total credits needed to graduate and the student completing a minimum percentage of the program required courses at FTI.
    a. ADN Program: The maximum number of credits FTI will transfer for the ADN Program is set at 27 General Education courses and up to 12 Nursing Core courses, with the student needing to complete the remaining and/or minimum of 36 credits at FTI to graduate.
        1. General Education Courses will only be considered for transfer if completed with a "C" or better, except for Science General Education courses, which will only be transferred for previously earned credits with a "A" or "B" grades.
        2. Nursing Core Courses will only be considered for transfer if completed with an "A" or "B" grade.
            a. Special consideration may be given to LPNs and Foreign Medical Doctors who request to test out of specific courses through standardized tests, if approved by the ADN Program Director. There will be a $300 fee per test.
                1. LPNs may request for approval to test out of: Foundations of Nursing and/or Health Assessment.
                2. Foreign Medical Doctors may request to tests out of: Foundations of Nursing, Health Assessment, and/or Pharmacology.
6. If a student has more than the maximum number of transferable credits earned at another institution, but wishes to transfer to FTI, he/she must be willing to complete the minimum total of credits from the needed program courses to graduate at FTI.
7. Acceptable transfer of credits are carefully determined and at the discretion of FTI's ADN Program Director, based on the following:

a. Credits were earned at an accredited institution
b. Coursework is comparable in scope and content. **Students will need to provide a copy of the course(s) syllabus/syllabi for courses being considered for transfer.**
c. Course was completed with a grade of "C" or better for general education courses, "B" or better for general education Science courses, or "B" or better for Nursing Core Courses.
d. Credit was earned no more than 5 to 10 years prior to submission for considerations, depending on the field of study to ensure relevancy, determined by the evaluating official. If credit is deemed to have been earned too long prior to submission for transfer consideration, making it behind in current field relevancy, the student must retake the course and satisfactorily complete it.
e. Additional considerations may be accepted under special circumstances after careful evaluation of previous training, at the discretion of FTI's Academic Director or Program Director.

8. Credits accepted and transferred by FTI will count as credits attempted and earned.

TRANSFER OF CREDITS EARNED AT FUTURE-TECH INSTITUTE

The acceptance of transfer credits earned that this institution is at the discretion of the receiving school. In addition, it is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

CREDIT BY EXAMINATION

Future-Tech Institute, in general, does not offer Credit by Examination. Special consideration will be given to LPNs or Foreign MDs who request to test for specific courses only and receive approval to do so by the ADN Program Director. There will be a $300 fee per test. More specific information can be found in the Transfer of Credit Policy.

UPDATING PERSONAL INFORMATION OR ACCOUNT CHANGES

It is the student's responsibility to keep their file up-to-date. As such, students must notify the Registrar's Office via email (registrar@futuretech.edu) when needing to update the following for follow-up or instructions:

• Legal change of name
• Change of address
• Change of phone number
• Requesting a Leave of Absence (LOA)
• drop/add or other change of a class, based on spot availability, completed within the drop period to avoid having a financial period.
• Request to withdraw from the school

NO SMOKING POLICY WITHIN PREMISES

FTI is a smoke free campus, including any area within the FTI building, hall ways, doorways (including entrances to the building).

ADN PROGRAM POLICIES

ATTENDANCE FOR THE PROFESSIONAL NURSING PROGRAM

Given the health care professionals are the facto required to be dependable and reliable, attendance to class is of paramount importance at the school. Employability skills, which is taught as part of the curriculum is an integral part of this program. The patient's welfare depends on it.

ATTENDANCE POLICY

Regular attendance is required for the student to take full advantage of the curriculum offered. The school upholds a strict attendance policy, as the administration has correlated absenteeism linked to affecting student's performance academically.

Student will be marked present when they are:
1. Present in classroom
2. Present in a school sponsored function on or off campus.

Absences exceeding what is stipulated may result in termination from the course and the student must repeat it satisfactorily per the "Course Repetition" policy.

COURSES	**MAXIMUM ALLOWED ABSENCES BEFORE YOU ARE PLACED IN "UNSATISFACTORY STATUS" FOR BEING NON-COMPLIANT OF THE ATTENDANCE POLICY.**	
	Unexcused	**Documented Excused/Max Absences**
Meeting once a week (3 or 4 credit courses)	TWO (2) unexcused absence.	MAX of THREE (3) excused absences.
Meeting twice a week (6 credit courses)	FOUR (4) unexcused absences.	MAX of SIX (6) excused absences.
Clinical Practices	You are allowed a MAXIMUM of TWO (2) absences (excused or unexcused) before you are non-compliant of the attendance policy for Clinical Practices. You must arrange a make-up plan with the Academic or Program Director for the hours missed as you are expected to complete the total number of hours required. Exceeding number of absences may result in getting dropped from the course and having to retake it, including all re-take policies that apply. Completing Clinical Practice Make-up hours during your term, but outside of the regularly scheduled hours for your course will have an additional $25 make-up charge due to the school to schedule each make-up session.	

For an absence to be "excused" a student must provide documentation to attest to a real matter that would prevent the student from attending class which could not have been postponed to a date outside of class dates. Transportation problems are not considered excused absences. When in question, final excuse of an absence will be determined by the Academic Director. If a student becomes non-compliant of the attendance policy, he/she may be terminated from the course, or depending on the circumstances and at the Academic Director's discretion be put on probation. If student is absent while on probation, student will be terminated from the program. Student will receive a warning notification once he/she gets to the max number of unexcused and/or excused absences is reached and an advising record will be established by the Academic or Program Director and go into the student record.

When an instructor and/or department identifies a pattern of absences on quiz, test, or exam days, it will be brought up to the Academic Director's attention, who will meet with the student to discuss the problem and the student will be placed on probation; if student is absent during another quiz, test, or exam during this probationary period, the student will be terminated from the program.

If a student is terminated from the program because of attendance issues, he or she must re-apply for re-

admission, which will be allowed at the discretion of the Program Director, after which, the student must complete the program satisfactorily. There will be no additional re-admissions should the student be terminated again for any reason.

TARDINESS OR LEAVING EARLY POLICY

Student arriving after attendance has been taken; (15 minutes from beginning of theory or clinical practice) will be marked tardy. Frequency in late arrivals or leaving prior to completion of class or clinical practice, will establish doubt as to the student's ability to be a dependable employee, and denotes unacceptable performance, poor attitude and lack of interest in the program. If student is tardy nine (9) times in any term period, the student will be considered non-compliant and will go through an "Advisement Interview". If the tardiness problem persists or not enough improvement is demonstrated after the "Advisement Interview", the student may be dropped from the course for unsatisfactory progress and will need to repeat it (all polices applying) and complete it satisfactorily in order to receive credit. Students are expected to stay in class until dismissed by the instructor.

LEAVE-OF-ABSENCE POLICY

If a student must absence him/herself from attending class for more than three (3) consecutive days within one month, the student should request a "Leave of Absence" (LOA) by submitting a "Leave of Absence" form, with supporting documentation as to the emergency, to the Academic Director. Reasons for granting a LOA include medical needs of the student or immediate family members, military service, jury duty, or other reasons left to the discretion of the Academic Director. **The student is required to submit official/written documentation for the request with the LOA form for consideration.**

Procedures for LOA Approval:

1. Student must fill out a Leave-of-Absence Request form and turn it into the Registrar for processing and follow-up.
   I. Student MUST complete an interview with the Academic/Program Director to go over new Academic Plan, including new Program Completion date based on LOA. Student must sign new Academic Plan to acknowledge it.
   II. Student MUST complete an appointment with the Financial Aid/Student Service Officer to go over any financial obligation/Financial Aid changes before approval is complete.
   III. Once the LOA is fully approved by Academics and Financial Aid/Student Services, the student will have one term off and expected back the term immediately following the approved LOA.
   IV. If the student does not return upon expiration of the approved period, they will be immediately withdrawn. The school will apply its refund policy in accordance with the applicable and published requirements. A leave of absence period may not exceed one 16-week term within a 12 month period. In the event of a granted Leave-of-Absence, extreme circumstances where the student must break in his/her training the student Leave-of-Absence is not included in the one and half time.

Should the student have an unforeseen circumstance that prohibits prior written request for a LOA, the student should submit a written request via the LOA form, with supporting documentation of the emergency that prohibited the request be done before the absence, as soon as physically able to do so. The school will employ the LOA policy at that time and execute a written approval or denial for the student and school records. If a student violates the Attendance Policy and does not submit a written LOA, with supporting documentation, as per these guidelines, will be subject to the extent of the Attendance Policy, including and up to being dismissed, as per the Dismissal Policy, if applicable.

Should the student not register and/or continue the program of study during the term due to return, he or she will be affected with all other policies that apply. This includes Attendance, Dismissal, Drop/Withdrawal policies or any others violated by the prolonged absence. He or she might have to submit an application for re-admission if dropped due to not complying with school policies including Leave-Of-Absence. If you have any questions, concerns, or inquiries, please make sure you ask and/or check out all policies that could apply and/or affect your

satisfactory progression and completion of the program.

HURRICANE OR OTHER EMERGENCY CIRCUMSTANCES

Future-Tech Institute will put in place Emergency Plans as needed in order to keep its staff, faculty, and students safe in case it's needed. The school will follow county and state guidelines or advice regarding any closures. Updates will be posted on the school's social media accounts in order to reach as many as possible and keep everyone updated. If it's safe, the school will have a point of contact who will attempt to keep communication going through emails, messages, or calls, up until possible. Once any possible danger passes and it is safe for the school to open back up and start classes, etc., it will be posted, and students will be expected to be back in attendance. Students will be notified, once back in class, about any make-up for days when the school was closed due to the emergency.

MAKE-UP WORK POLICY

THEORY, DIDACTIC, OR SIMULATED/RESEARCH LAB DAYS MAKE-UP: Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from excused absences, tardiness, or other cause at the instructor's discretion (except for the final exam, which cannot be made-up, since grades will be immediately due to the Registrar's Office.) Make-up work must be presented to the instructor within 2 weeks (and before the end of the course, or before grades are due at the registrar's office, whichever comes first) from when it was missed for it to be graded and computed. A grade of "0" will be computed for any work not made up, or not made up within a timely manner.

CLINICAL LAB DAYS MAKE-UP: You are allowed a MAXIMUM of TWO (2) absences (excused or unexcused) before you are non-compliant of the attendance policy for Clinical Practices. You must arrange a make-up plan with the Academic or Program Director for the hours missed as you are expected to complete the total number of hours required. Exceeding number of absences may result in getting dropped from the course and having to retake it, including all re-take policies that apply. Completing Clinical Practice Make-up hours during your term, but outside of the regularly scheduled hours for your course will have an additional $25 make-up charge due to the school to schedule each make-up session.

CONDUCT POLICY

Students must conduct themselves in a manner that will enable the school to recommend them to prospective employers as professional, courteous, considerate, and well-mannered individuals.

The student must adhere to conduct that will not interfere with the learning process of the class in general (includes cellular phones in vibration. Entering the school or classes while under the influence of alcohol, unlawful drugs, or narcotics of any kind are grounds for dismissal. Smoking, eating, drinking (sodas, coffee) or the chewing of gum is not allowed in the classroom or lab. Students will be responsible for all property destroyed or damaged, with or without intent. Intentional defacing or destruction of school property by any student will result in immediate dismissal.

Students are required to keep their work areas clean and orderly. Students will also return all equipment and supplies to their proper storage area before they leave the classroom or lab.

Students doing Clinical Practices or Externships must behave in the same expected manner and follow the Conduct Policy when at their Clinical or Externship site.

NURSING RULES OF CONDUCT

Students will help maintain a clean environment and project a professional image at all times.

1. **Classroom Expectations:**
   a. Students must always wear school issued uniform and ID in class.
   b. Students must always be prepared for class.
   c. Students are to abide by an honor code as absolutely no cheating is allowed.
   d. Use of dictionaries/translators, calculators, and other electronic devices such as computers, is strictly forbidden during quizzes, tests, exams, and clinical rotations unless otherwise determined to be allowed by the course instructor.
   e. All books, notes, and other items must be placed in front or sides of classrooms during quizzes, tests, or exams. No exceptions will be made.
   f. School reserves the right to administer exams at hours other than the scheduled class hours. School reserves the right to assign students to classrooms and seats as deemed best by the Department/Program Director.
   g. Students will not eat, drink or chew gum in the classrooms or clinical facility.
   h. No smoking is permitted anywhere in the building, as Future-Tech Institute is a smoke free environment.
   i. Cellular phones, beepers, and watches with alarms must be in silent mode.
   j. English must be spoken at all times during Theory Class, as classes are all delivered in English.
   k. Each student is responsible for keeping his/her own area clean and orderly. Student is expected to put paper into wastebasket and replace chair and desk in appropriate alignment before leaving the classroom.
   l. Class participation is strongly encouraged. However, courtesy must be observed at all times, only one student should talk at once.
   m. Do not leave any personal belongings on the shelves, chairs, or desks as Future-Tech Institute is not responsible for any lost or stolen items.
   n. Students must refrain from playing with the lab equipment or lying or sitting on beds.

2. **Clinical Practice Expectations:**
   a. Students must always wear school issued uniform and ID during clinical practice.
   b. Courses with co-requirements/clinical practices, MUST be satisfactory completed and passed. There are no additional fees to complete the clinical rotation when taken as assigned during the same term as the theory portion of the course. If a student fails to complete the clinical practice rotation, the entire rotation must be arranged to be completed during a following term. Having to complete clinical practice rotations outside of the scheduled concurrent time with its lecture co-requisite, will have a Clinical Practice Retake Fee of $300.00, which the student will be financially responsible for and must pre-pay prior to starting the term during which the clinical practice rotation will be completed. Students will be given their assigned clinical rotation site during the first week of the theory portion of corresponding course. Each student is responsible for his/her own transportation to and from the clinical site. The school will make every effort to assign students to sites relative to their locations, however, there may be times when the site is 50 or more miles away.
   c. English must be spoken at all times during Clinical Practice Rotations, unless otherwise instructed, as classes are all delivered in English.
   d. Ethical practice in the hospital requires that students address members of the staff as Mr., Mrs., or Ms. If hospital protocol requires another mode of address, student should follow that mode. Student must never address staff or patients as “Dearie”, “Mi Amor”, or other terms of endearment. The school encourages friendliness, not familiarity.
   e. Confidentiality must be observed at all times. Students must refrain from discussing patients at home. Patient information, such as lab or x-ray results must never be photocopied. This is a breach of confidence and grounds for dismissal.
   f. While in the clinical practice experience, the student must carry at all times supplies pertinent to the training such as small notebook with ballpoint pen, pen light, goggles, stethoscope, watch, etc.

3. **Simulation Lab Expectations:**
   a. Students must always wear school issued uniform and ID during lab, carry all supplies (as assigned), and conduct themselves as they would in the clinical site.
   b. No eating or drinking in the lab.
   c. No smoking is allowed in the lab or anywhere within FTI premises.
   d. No electronic devices such as cell phones, computers, IPads, etc., (other than any FTI distributed and/or authorized device), during the lecture at the skill lab or while performing any procedure.
   e. All students shall practice proper hand washing techniques while utilizing skills lab
   f. All simulated practice needles are to be covered with needle sheath. Needles and syringes are not to be discarded in trash containers. Used needles are to be disposed of the Sharps containers provided in the lab.
   g. Wipe up all spills on floors.
   h. Keep beds in appropriate position with linens straightened before leaving.
   i. The use of any simulator equipment in the skills lab must be supervised by the instructor in charge.
   j. Replace manikins neatly in the bed.
   k. Special rules will be shared regarding other Learning Resources such as the Bunsen Burners and incubator.
   l. Student must replace all supplies and equipment to the appropriate place before leaving. NOTHING from the lab maybe taken out of the lab area. ALL simulation and lab equipment, materials, manikins, etc., MUST remain within the lab area.
   m. Laboratory must be left in the same order it was found upon commencing the class.

SCHOOL ATTIRE/UNIFORM POLICY

Since the main objective of this school is to prepare students for employment, students are required to wear the school issued uniform and ID at all times for classroom or clinical practice/externship sessions. The school will issue 2 uniforms to full program students or anyone completing more than half (38 or more credit out of the total 75) of the program at FTI. Any student completing less than 38 credits at FTI will receive 1 uniform. Additional uniforms can be purchased separately.

PERSONAL APPEARANCE AND GROOMING

The well-groomed health care worker symbolizes respect and concern for the patient and his/her profession. Well-groomed encompasses the following:

1. Uniform – Clean, well-fitted and ironed.
2. Shoes –rubber soles, and in good condition. Clean shoelaces. **No open toes or heels.**
3. Bathe and use deodorant daily, or as often as needed.
4. Hair – Clean, appropriate and conservatively styled and restrained off the face and shoulders.
5. Nails – manicured, and of moderate length. Artificial nails are not allowed.
6. Cosmetics – moderate use of blush and lipstick.
7. No perfume, cologne, or scented lotions when in clinical practice. Light scent when in classroom or school premises.
8. Jewelry – no jewelry except smooth yellow or white metal band, no stones. Small post earrings for pierced ears only. No jewelry can be worn during clinical practices.

Apparel worn shall not disrupt the classroom atmosphere, become unusually distracting to others, or violate health and safety rules. Students should always wear their school uniform (scrubs) to class or clinical practices.

DISCRIMINATION POLICY

Future-Tech Institute offers training to all on an equal basis regardless of race, religion, color, gender, age, and/or

national/ethnic origin.

DISCLAIMER

The Enrollment Agreement is not binding until it is accepted and approved by the school. The Agreement must be duly signed and dated by the School Official.

School policy states that the Application Fee is not refundable four days after paid. The student dropping from the school will be refunded according to the schedule stated in this catalog under "CANCELLATION AND REFUND" Section and the Enrollment Agreement. All prices for programs are shown in the agreement and this catalog. Prices may change at the school's discretion and not locked in, until and unless reflected in the Enrollment Agreement and Promissory Note.

CLINICAL REQUIREMENTS

The screening and immunization requirements listed below must be completed as stated in order for you to complete your clinical rotations. Clinical Requirements (Complio) are not part of your tuition fee or any monies disbursed to the school, however are mandatory in order to complete your clinical rotations, which are a required part of the Professional Nursing Degree Program. Students must register and upload documents to: http://www.futuretechcompliance.com.

Clinical Rotation Health Record Requirements need to complete 2 sections as follows:

DURING THE APPLICATION PROCESS:

SCREENINGS:

● FBI background check for 7 years ● Urine Drug Screen (UDS) 10 Panel ● Local State Background

BEFORE THE START OF NURSING CORE COURSES:

SCREENING: AHCA fingerprinting

IMMUNIZATIONS:

PPD**:** If you test negative for Tuberculin exposure, you must submit a negative 2-step PPD from within the last year. The two PPDs must be read 7-21 days apart.

MMR: If you test positive for Tuberculin exposure, you must submit a negative Chest X-Ray.
You must submit positive titers for Measles, Mumps, and Rubella. If you have a non-positive titer, you must submit 2 doses of the MMR vaccine after your titer.

Varicella**:** You must submit A or B: A) Positive Varicella Titer. B) 2 doses of the Varicella vaccine

Hep B: You must submit A or B: A) Positive Hepatitis B Titer. If your titer is not positive, you must submit 3 doses of the Hepatitis B vaccine after your titer. B) Hepatitis B Declination.

TD: You must submit a TD or Tdap from the last 10 years

Flu shot: You must submit a flu shot for the current flu season. Your flu shot must be received on August 1st or later to be considered to be for the current flu season. You must enter the date you received your flu shot, along with the vaccine lot number, the facility administering the vaccine, etc.

If for any reason such as allergies, pregnancy, or other medical condition, you cannot get the proper vaccine, please go to your Doctor's Office and ask for a written explanation to submit.

TB test: If this test is "positive", you may need a chest X-ray or Quantiferon.

IN-SERVICES: you need to have the following continuing education:

● OSHA ● HIPPA ● Infection Control ● HIV

If you need any of the previously mentioned in-services you can go to www.ceufast.com, create an account and get it.

CPR: MUST be AHA approved and uploaded correctly to COMPLIO.

YOUR COMPLIO ACCOUNT REQUIREMENTS MUST BE COMPLETE AT LEAST ONE WEEK BEFORE STARTING CLASS

PHYSICAL REQUIREMENTS

In order to be accepted into the program, the student must meet the following physical requirements. Eligibility for admission will be based on the physical ability of the individual to perform the essential function of the program.

- Clarity of vision for distances of 3 inches to 20 feet. Ability to distinguish color. Sufficient visual acuity as needed for the preparation and administration of medications and for the necessary observation of the patient regarding safety and care.
- Sufficient auditory perception to receive accurate verbal instructions and communication from members of the health team and patients and to be able to hear clearly monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, fire alarms, patient call lights, etc..
- Sufficient motor coordination to respond promptly and to be able to implement skills necessary in the manipulation of patients, and equipment.
- Sufficient communication skills to interact with individuals and to communicate their needs promptly and effectively as may be necessary.
- Sufficient intellectual and emotional functions to plan and implement care in the decision-making process and adequate emotional stability to react appropriately in case of an emergency and in situations of high stress.
- Sufficient muscular/skeletal strength and range of motion necessary to re-position patients in bed, lift supplies, and perform cardiopulmonary resuscitation. Ability to reach above the head and to push/pull/lift up to 50 lbs. occasionally and 25 lbs. frequently. Flexibility necessary to squat and to bend at the knees in order to see chest-tube drainage and urine collection devices.

Should any of these essential functions be impossible for the student to perform, the student will be urged to consider another program of study, if available. In the case when special equipment exists to compensate for student's inability to perform essential functions, it will be the responsibility of the student to purchase the necessary equipment (e.g. electronically enhanced stethoscopes, hearing aids, etc.)

ADDITIONAL PHYSICAL/DRUG SCREENINGS FOR EMPLOYMENT

Additionally, although not required by law some employers might require physical and/or drug tests for employment consideration, the cost will vary depending on where you chose to get these done or the employer requests you get it done. Current average is $50-$100 for drug/physical tests and/or background check.

ADDITIONAL PHYSICAL/DRUG SCREENINGS THROUGOUT THE PROGRAM

Please be aware that due to the nature of the program and implications of any illegal or non-prescribed drug use, in addition to the responsibility FTI feels to the field, our Clinical Sites, and profession for which we are training our students, we reserve the right to conduct/request random drug tests. Additionally, if a school staff, faculty, or administration member has reasonable suspicion of any usage, a drug test may be conducted or requested. If a student's test confirms any usage, the school will take appropriate actions to guide the student to get help and evaluate the possibility to continue or complete the program, or if termination is merited. If a student test positive for any usage and is given the opportunity to get help and continue in the program and later has another positive test, he/she will be terminated from the Program.

ADN PROGRAM ACADEMIC POLICIES

READINESS ASSESSMENT BEFORE ENTERING NURSING CORE COURSES

All student, once completing or after transferring all General Education Courses, and before starting Nursing Core Courses must complete an assessment to ensure they are ready to go into the Nursing portion of the program. Students must pass with 75% score. Students will have two chances to test. If minimum of 75% is not achieve within the 2 tries allowed, the student be required to schedule an appointment with the ADN Program Director to determine next course of action, which may include the need for the student to repeat certain general education courses before being able to start Nursing Core Courses or other requirements within the remediation pack.

SATISFACTORY ACADEMIC PROGRESS POLICY

DEGREE PROGRAMS

The students' satisfactory progress will be first evaluated at 25% of each course duration, and then again at the midpoint (50%) of each course. The student will be considered progressing academically satisfactory or better than, if his/her resulting Grade Point Average (GPA) are completed with a grade of "C" or better to earn the credit/credits for the course. If during the evaluation the student does not comply with having at least the minimum requirement he/she will be placed on "Probation" (see Probation Policy) through an "Advisement Interview", while he/she has a chance to get back on satisfactory status. **A student who has not achieved the required GPA, or who is not successfully completing his or her program of study at the required pace, is no longer eligible to receive Title IV Aid; Title IV disbursements will be suspended**. To qualify for Title IV funding again, the student must successfully appeal probation status. See appeal policy below. Any co-req labs or clinical practices must also be successfully completed and passed in order to graduate.

At the end of the program, the student must have achieved the minimum required overall/cumulative GPA set for the program, which is currently a 2.0 overall GPA for the ADN program and earn the total number of credits required for the program of study in order to graduate and receive a diploma.

ADN PROGRAM GRADING SYSTEM

Scholastic Standards: Quantitative requirements will be measured in terms of grades. Academic grades for students shall be "A", "B", "C", "D", "F", or "W", "I", "TC", "PASS", "FAIL". A brief explanation of grades will follow:

Letter Percentage	Point/Grade Equivalent Value	Description
A (93-100%)	4.00	Indicates that the student has demonstrated excellent achievement in the subject and/or the skills area.
B (83-92%)	3.0	Indicates that the student has demonstrated good but not outstanding achievement in the academic area.
C (78%-82%)	2.0	Indicates satisfactory academic achievement and is the minimum level of acceptable performance in this program. ***This is the minimum requirement to earn credit. Earning anything less than 78% will result in credit not earned and course will need to be retaken.***
D (69-77%)	1.0	Indicates level of academic performance that is unsatisfactory. Course failed. No Credit Earned.
F (68.9% or below)	0.0	Indicates that course was completed but student failed to achieve course objectives. No Credit Earned.
W	---	Indicates that course was not completed, the student withdrew or was withdrawn, and grade does not affect GPA
I	---	Student did not complete all required work for the course and an academic exception was made

		for the student to complete the work within the following term. (Restricted for documented extreme circumstances and requires approval).
TC	---	Transferred Credit
PASS	---	Successful completion of all course requirements (For Clinical Practices)
FAIL	---	Failure to successfully complete all course requirements (For Clinical Practices)

GRADE REQUIREMENT FOR EARNING CREDIT

Degree program courses must achieve the following criteria to earn credit. Courses must be completed with a grade of "C" or better in order to earn the credit/credits for the course, additionally, all co-requisites, such as labs or clinical practices, must be satisfactorily passed. Students must earn a minimum of "C" in order to earn the credit. A course passed with anything less than "C" must be retaken and satisfactorily passed per the Course Repetition Policy.

ADN: The student must complete the program with a minimum overall/cumulative GPA of 2.00.

INCOMPLETE GRADE

Used for documented extreme circumstances where a student is prevented from being able to complete the required coursework before the scheduled end of the course/term. The request for the use of the grade must be submitted to the Academic Director along with the supporting documentation of the circumstance to justify the use. Justifications may include hospitalization of the student, spouse, dependent child, parent, death in the immediate family, or other extenuating circumstances for which supporting documentation is provided. The grade will remain valid for one term only, during which the student is expected to contact the course instructor to make arrangements to submit the work due. If the work is not completed within the allowed term it becomes and "F", with no recourse for further allowance to change it. During the allowed term to submit the work, the course will be listed in the student's transcripts as credits attempted, but not completed/earned, until the work is turned in and a grade change takes place, or the grade is changed to an "F" if work is not submitted as specified. Arrangements for the work to be completed will be prepared by the instructor, in conjunction or with oversight of the Academic Director and/or the ADN Program Director. Once the required work is completed, the instructor will calculate the course average and submit the new final grade for the course to the registrar before the end of the term given to complete the work due.

MAKE-UP WORK POLICY

THEORY, DIDACTIC, OR SIMULATED/RESEARCH LAB DAYS MAKE-UP: Students may be allowed to make-up missed or delayed work, class assignments or tests resulting from excused absences, tardiness, or other cause at the instructor's discretion (except for the final exam, which cannot be made-up, since grades will be immediately due to the Registrar's Office.) Make-up work must be presented to the instructor within 2 weeks (and before the end of the course, or before grades are due at the registrar's office, whichever comes first) from when it was missed for it to be graded and computed. A grade of "0" will be computed for any work not made up, or not made up within a timely manner.

CLINICAL LAB DAYS MAKE-UP: You are allowed a MAXIMUM of TWO (2) absences (excused or unexcused) before you are non-compliant of the attendance policy for Clinical Practices. You must arrange a make-up plan with the Academic or Program Director for the hours missed as you are expected to complete the total number of hours required. Exceeding number of absences may result in getting dropped from the course and having to retake it, including all re-take policies that apply. Completing Clinical Practice Make-up hours during your term, but outside of the regularly scheduled hours for your course will have an additional $25 make-up charge due to the school to schedule each make-up session.

GRADE CONTESTATION POLICY

Grade contestation can take place by reaching out to your instructor with any concerns when you feel a grade given is not accurate. During the course, you have one week from grade issuance to contest grades given. The

final determination of the grade will be set by the instructor. If you still feel it is a mistake, you are welcomed to bring it up to the Program or Academic Director (for those in a program of study without an overseeing Director). You will need to present your case as to why the grade is incorrect and show you've attempted at working it out with the instructor. Additionally, you will have ONE (1) month from a final exam or course grade issuance to contest the final exam or course grade. If contesting the course final grade, you will need to present all course work grade, which should reflect a difference than what was issued. Immediately following the first month after the final exam and course final grade have been issued, or should an official transcript be requested before then, you are accepting the grade given.

COURSE LOAD POLICY

Students wanting to take more than 15 credits per term must be in good/satisfactory standing and get approval from the ADN Program Director.

COURSE SELECTION AND SCHEDULE AVAILIBILITY

Course selection and schedule availability may vary from term to term depending on several factors including max registration of students per course/session has been capped, not enough student enrollment to open a specific class, or other. Students will be advised of the availability of courses to fulfill their academic plan before or by the end of the previous term for planning. FTI cannot guarantee a specific schedule, session, or availability for theory courses, labs, or clinical practices throughout the duration of the Academic Plan. Schedules are based on fulfilling the student's Academic Plan, prepared based on the program's requirements, including pre and co requisites. The flow of the program and sequence of courses can be found in this catalog and will be followed unless an exception is made, under and for specific and justifiable circumstances approved by the Academic/Program Director.

SCHEDULE CHANGE REQUESTS

Schedule change requests may be submitted in writing to the registrar within the first week of the term and will be considered on a first come, first served basis for available spots in the course(s)/session requested. Any changes requested after the drop/add period (first week of the term) may be submitted for review and will only be considered for emergencies for which documentation is submitted to support the need for the change. Schedule change will have a $50 fee (per course), which must be paid if the change is possible and before it can be processed. There is no guarantee implied for changes by submitting an application, and all submissions will be considered on a first come, first served basis for available spots in the course(s)/session requested.

HONORS

A fulltime student, enrolled in the minimum number of courses set per term for his or her degree of study, who earns an overall GPA of 3.9 or higher for the term, will be listed to be named to be in the *FTI's List for Academic Honor*.

LEAVE-OF-ABSENCE POLICY

A student needing to request a "Leave of Absence" (LOA) may do so by submitting a "Leave of Absence" form, with supporting documentation as to the emergency, through the Registrar. Reasons for granting a LOA include medical needs of the student or immediate family members, military service, jury duty, or other reasons left to the discretion of the Academic Director. **The student is required to submit official/written documentation for the request with the LOA form for consideration by filling out the "Leave-Of-Absence Request" Form and turning it to the Registrar for processing.**

Procedures for LOA Approval:

1. Student must fill out a Leave-of-Absence Request form and turn it into the Registrar for processing and follow-up.

I. Student MUST complete an interview with the Academic/Program Director to go over new Academic Plan, including new Program Completion date based on LOA. Student must sign new Academic Plan to acknowledge it.
II. Student MUST complete an appointment with the Financial Aid/Student Service Officer to go over any financial obligation/Financial Aid changes before approval is complete.
III. Once the LOA is fully approved by Academics and Financial Aid/Student Services, the student will have up to one term off at a time and expected back the term immediately following the approved LOA.
IV. If the student needs a second LOA period, a new form can be submitted for revision. If the student does not return upon expiration of an approved period, they will be immediately withdrawn. The school will apply its refund policy in accordance with the applicable and published requirements.
V. A leave of absence period may not exceed one 16-week term at a time, with no more than 2 LOA periods approved within a 12 month period, for a no more than maximum total of 180 days approved within a 12 month period. In the event of a granted Leave-of-Absence, extreme circumstances where the student must break in his/her training the student Leave-of-Absence is not included in the one and half time period to complete the program within.

Should the student have an unforeseen circumstance that prohibits prior written request for a LOA, the student should submit a written request via the LOA form, with supporting documentation of the emergency that prohibited the request be done before the absence, as soon as physically able to do so. The school will employ the LOA policy at that time and execute a written approval or denial for the student and school records. If a student violates the Attendance Policy and does not submit a written LOA, with supporting documentation, as per these guidelines, will be subject to the extent of the Attendance Policy, including and up to being dismissed, as per the Dismissal Policy, if applicable.

Should the student not register and/or continue the program of study during the term due to return, he or she will be affected with all other policies that apply. This includes Attendance, Dismissal, Drop/Withdrawal policies or any others violated by the prolonged absence. He or she might have to submit an application for re-admission if dropped due to not complying with school policies including Leave-Of-Absence. If you have any questions, concerns, or inquiries, please make sure you ask and/or check out all policies that could apply and/or affect your satisfactory progression and completion of the program.

DROP/WITHDRAWAL OF A COURSE

Dropping/withdrawing from a course submitted and approved within the drop timeframe removes it from your current semester hours. If you wish to remove a class that you are currently enrolled in from your schedule, please review the following procedures:

1. Drop Period: Course must be dropped by 5pm on the Friday of the first week of class in order to avoid any financial or academic impact.

2. Course dropped after the drop period:
   I. Go on your transcripts marked with a “W” and will not affect your GPA.
   II. Dropping of a course may change your Academic Plan and extend your estimated completion date. You must make an appointment with the Academic, ADN Program Director, or School Official to go over how the drop could or would affect him or her and the academic plan originally given. Additionally, have the Director sign the drop form once the appointment has been completed and/or process for LOA if needed.
   III. You will be financially responsible to cover the course fees for courses dropped past the first week of the term, per the refund policy. You must make an appointment with the Financial Aid/Student Services Officer to go over how the drop could or would affect him or her. Additional have the Officer sign the

drop form once the appointment has been completed and/or process for LOA if needed.

IV. Note the reduction of credits taken during the term may impact your Financial Aid. Student must make an appointment with the Financial Aid/Student Services Officer to go over how the drop could or would affect him or her. Additional have the Officer sign the drop form once the appointment has been completed and/or process for LOA if needed.

3. Student must notify the instructor of his/her intent to request course withdrawal prior to submitting request.
4. Student must submit the form to the Registrar, after the appointments with the Academic Director, ADN Program Director, or School Official, and Financial Aid Officer, and get a signed approval of the request for it to be official. Failure to make sure this step takes place could mean the student is still "active" as a student in the course and attendance policies will apply.

WITHDRAWING FROM THE SCHOOL

Students who want to officially withdraw from the school must do so by notify the school of their request to change status with the school in writing. Change to the student's status will not take place without this notification to the school. Students are responsible for setting up required appointments to verify implications and/or obligations pending with the school. Any owed balances may be collected as per school policies set forth in this catalog after the student withdraws from the school. Official Transcripts will not be processed for anyone with any debt to the school. Anyone who has dropped themselves from the school wanting to enroll back must re-apply, this time for re-admission, which includes paying a new application fee, application procedure, and needing approval from the Academic Director or Program Director.

PROMOTION POLICY

When a student has successfully completed all the theory, lab, and clinical portions with satisfactory evaluations and has met the requirements successfully, the student will be promoted to the following courses. Courses will be promoted consequently, fulfilling in order once pre-requisites are met.

If a student fails a Nursing Core Course, he/she will be given the chance to repeat the course once. If the student fails again, he/she will be subject to being dropped from the program. A student will be able to remain in the nursing program if he/she maintains a program average of 2.0 ("C") or higher. A student may repeat or withdraw from a Nursing Core course only once. COURSE REPETITION policy applies, including fees.

If a student fails the co-requisite lab or clinical practice portion of a Nursing Core Course the CO-REQUIREMENTS/CLINICAL PRACTICES Policy will apply, including fees, and will affect the satisfactory completion of the program.

ADMINISTRATIVE DISMISSAL OR TERMINATION POLICY

Students may be Administratively Withdrawn or Dropped from the school for the following reason:

1. Unsatisfactory academic or clinical performance
2. Unsatisfactory demonstration of the expected affective behaviors
3. Conduct, Behavioral, Ethical, or Academic Violations
4. Violation of attendance policies
5. Violation of any school policy
6. Not maintaining acceptable standards of progress
7. Not complying with school requirements
8. Violation of Student Enrollment Agreement
9. Not fulfilling financial obligations to the school, per Enrollment Agreement, Promissory Note, Payment Plan(s), or another contract.

The Program Director will dismiss a student if less than satisfactory performance is achieved during a given

period of time, and the student fails to show significant improvement during the probationary period. A student may not be allowed to take subsequent course if student has not achieved satisfactory performance by the end of each course. A student who is in violation of Future-Tech Institute's Rules, Policies, and Regulations as stipulated in the School Catalog, or who engages in activities that are prohibited by the Nurse Practice Act, Chapter 464.017 and 464.016, may be immediately dismissed.

A student who is administratively dropped from the school may re-apply for re-admission, which will require a new application fee and process, and direct approval for re-admittance into the program by the Academic/Program Director. Acceptance of the re-application is not guaranteed and will granted at the sole discretion of the Academic Director or ADN Program Director. Any new failure to maintain satisfactory status in this area may cause a final drop without option to re-enroll.

If the drop from the school was due to non-fulfillment of Financial Obligations and the student has a balance owed to the school at the time he/she is dropped, the student must meet with the Financial Aid/Student Service Officer to go over the amount due to the school and the debt due must be paid to the school before being able to be re-admitted to the program. Once the debt owed has been paid and the applicant has been re-accepted new enrollment documents will be signed, including a new Promissory Note, monthly payments, which the student will be responsible to make without fail and on time. Any new failure to maintain satisfactory status in this area may cause a final drop without option to re-enroll.

TERMINATION DUE TO CONDUCT, BEHAVIORAL, ETHICAL, OR ACADEMIC VIOLATIONS

Students are expected to conduct themselves in a professional manner. The following are considered violations and student may be subject to immediate dismissal.

1. That the student has been offensive in his conduct toward a fellow student or instructor.
2. That student suffers from some permanent chronic mental ailment, which incapacitates him/her from performance in the classroom.
3. That the student has violated any lawful regulation when such violation amounts to a serious breach of discipline which may reasonably be expected to result in an accident or lower morale in the school.
4. That the student through negligence or willful conduct has caused damage to school property or waste of school supplies.
5. That the student has been intoxicated while in school
6. That the student has misappropriated school property or has illegally disposed of it.
7. That the student has violated copyright laws as stated in the Future-Tech Institute Catalog.
8. That the student has committed plagiarism. A student will have committed plagiarism if he/she reproduces someone else's work without acknowledging it's source; or if a source is cited which the student has not cited or used. Plagiarism will also occur in a group project if one or more of the members of the group does none of the group's work and participates in none of the group's activities but attempts to take credit for work of the group.
9. That the student has violated sexual harassment laws as stated in the Future-Tech Institute School Catalog or any Student Handbook.
10. That the student has been found to be in possession of weapons of any kind, as defined under the City, State, or Federal Law.
11. That the student has been found to be plagiarizing, copying, or otherwise cheating in any way.

"DUE PROCESS" will be observed as follows, when deemed possible:

1. Evaluation-a student having difficulty will have an "Advisement Interview" completed with the course instructor and/or the Academic/Program Director. In the event that the student has fallen behind on payments, he/she MUST meet with the Financial Aid/Student Services Officer to design a plan to bring the account up-to-date ASAP and have the student be able to continue courses.
2. Recommendation and re-evaluation – a corrective action plan will be drawn up together with the student through an "Advisement Interview", delineating activities to be followed, goals, and timeframes during which

timeframe the student will be in a Warning period. If student refuses to review or sign the "Advisement Interview" and plan of action may be immediately terminated from the school.

3. Warning Period –During this period satisfactory performance must always be maintained (e.g. no absence, tardiness, test failures, etc. will be accepted) and student must demonstrate improvement in the areas addressed by "Advisement Interview". If not in compliance by the end of the Warning Period, the student will be placed on a Probation Period.
4. Probation Period- This is a last opportunity for the student to get back on Satisfactory Status and in compliance. If a student is placed on an Academic Probation, the student will not be eligible to receive Financial Aid (Title IV).
5. Termination/Transfer – if at the end of the probationary period the student has made little or no improvement, the student would have failed to meet requirements. He/she may be dropped from the course and must retake it during the following term which will affect the satisfactory progression of the Academic Plan, etc. At the administration's discretion, after review of the student's probationary period progress, a student may be dropped from the program if problem(s) addressed in the "Advisement Interview" affect(s) all courses he/she is attempting to complete during the term and no or not sufficient improvement has taken place to rectify the matter. The student may re-apply for admission, which will require approval by the Academic/Program Director after demonstrating the matter for the drop has been addressed and will no longer be a problem. If the student is re-admitted and the same problem arises, consequently causing a second drop from the program, there will be no further admittances to the program.

CHEATING

Students are to abide by the Honor Code as absolutely no cheating is allowed. Students who are caught cheating will be placed on probation; once a student is on probation and is caught cheating again, student will be dismissed.

Examples of Cheating:

- ✓ Taking an exam from or for someone else
- ✓ Purchasing term papers and turning them in as your own work.
- ✓ Faking an illness to avoid a test.
- ✓ Copying from another student's work.
- ✓ Studying a copy of an exam prior to taking a make-up exam.
- ✓ Giving another student answers during an exam.
- ✓ Reviewing previous copies of an instructor's exam without permission.
- ✓ Reviewing a stolen copy of an exam.
- ✓ Sabotaging someone else's work.
- ✓ Failing to report grade errors.
- ✓ Giving test questions to students in other classrooms.
- ✓ Sharing answers during exams by utilizing a system of signals.
- ✓ Developing a personal relationship with an instructor to get test information.
- ✓ Hiring a ghost writer.
- ✓ Using papers found on the internet as your own.
- ✓ Altering or forging an official school document.
- ✓ Using unauthorized materials, note cards, calculations, hand held computers, cell phones, etc., on quizzes, tests, and exams.

PLAGIARISM

Is the act of obtaining or attempting to obtain for academic work by copying another person's idea or written work and claiming it as his/her own. If a student has doubts about the nature and meaning of plagiarism, he/she should discuss the matter with course instructor.

TAKING NOTES

Students are expected to keep a notebook in presentable order for the instructor to review at any time. For each course presented, student have either separated notebook or a separate section in a notebook. As each course is completed, all sections or notebooks school be carefully stored to use in the future for review and preparation for the licensing exam.

FORMAT FOR WRITTEN ASSIGNMENTS

1. Assignments are to be submitted through CANVAS.
   Any assignments requested by the instructor to be turned be turned in as printed, physical format, must follow the following:
2. Any assigned essays, papers, reports, etc., must be typewritten on one side of the paper only.
3. Assignments are due when scheduled by the instructor. Failure to meet the scheduled date will result in loss of points or no credit.
4. When assignment is longer than one paper, the pages should be stapled together, if requested to be printed out by the instructor. All pages must be numbered.
5. Improperly labeled or incomplete assignments will be accepted by the instructor.
6. A student, who is not prepared for class, will not be allowed to participate in class.

STUDENT ACTIVITIES

Health Occupation Students of America (HOSA), Inc. is the vocational student organization for Health Science Education students. It is a non-profit educational association of student members preparing for health care careers. The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skills and leadership development of all Health Science Education students. The school encourages students to become members.

Florida Student Nurses Association (NSNA) is a not for profit organization, designated to organize, represent and mentor students preparing for initial licensure as nurses. The school encourages all students to become member and explore these and other associations that might help them in their journey towards becoming Florida Registered Nurses.

COURSE NUMBERING SYSTEM

Future-Tech Institute uses commonly and standard numbering system for its degree credential level programs. The major purpose of this system is to facilitate the transfer of courses between higher learning institutions. The number includes a 3-letter code to display the area of study, and a 4-digit number, reflecting the year in which the course is scheduled for (designating it to be at the associate, baccalaureate, etc., level) and 3 digits that designate the discipline being taught in the course. This program is a planned sequence of instruction consisting of 75 credit hours.

CREDENTIAL AWARDED

Upon successful completion of the program, the student will graduate receiving an Associate in Science (AS) Professional Nursing Degree.

REMEDIATION PLAN

The school's goal is to assist all students in completing their academic plan satisfactorily and as they prepare to take and pass the NCLEX and have a successful career as nurses. With this goal in mind, a student who is not progressing satisfactorily within the school's check points (25% and 50% of each term) will have the issue addressed through an "Advisement Interview" and a remediation plan will be set in place and agreed upon with defined tasks, goals, and deadlines to assist the student in getting back on satisfactory progression.

In order to better gauge the preparedness of students to complete the program of study satisfactorily and take and pass the NCLEX, the school will address any issues reflecting a lack of satisfactory progress through a

remediation plan. The plan will address students who have issues preventing them from academically progressing satisfactorily and while they have time to correct the matter; which includes attendance issues, behavioral issues, or any academic issues. At a follow-up interview within an agreed upon timeframe the student's progress will be re-evaluated to determine future action based on policies and the student's demonstration of being able to satisfactorily complete the program of study moving forward. All school policies are considered through a Remediation Plan.

UNSATISFACTORY PROGRESS APPEAL POLICY

A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the Academic Director, who will make a final decision in the matter, so long as it does not conflict with school policies.

ACADEMIC PROBATION POLICY

The Academic/Program Director will recommend dismissal of a student for excessive absenteeism/tardiness, or less than a satisfactory rating in theory, clinical, or the affective domains. At the discretion of the Academic/Program Director, following the program guidelines, a student may be placed in a probationary period, or may be allowed to complete required make-up work (see Make-up work policy) as long as it does not interfere and/or is not conflict with subsequent courses (e.g. in the case of pre-requisite courses). In the case of the Practical Nursing Program, a student will not be advanced to a subsequent course unless he/she has achieved a passing grade in the previous course.

If a student is placed on Academic Probationary Status, he/she will undergo an "Advisement Interview" with the Academic/Program Director, during which a plan of action will be developed, and he/she will have a chance to correct the matter for which the probation period is being given. After the established probation period is complete, there will be a "Follow-Up Advisement Interview" to evaluate whether or not he/she can be placed back under satisfactory progress, is allowed to continue the training program or in the event that the issue has not been corrected, the student may be dismissed (See "Dismissal Policy".) The student may request reinstatement to the school at the sole discretion of the Program Director's approval (See Reinstatement Policy). **A student who has not achieved the required GPA, or who is not successfully completing his or her program of study at the required pace, is no longer eligible to receive Title IV Aid; Title IV disbursements will be suspended**. To qualify for Title IV funding again, the student must successfully appeal probation status. See "Unsatisfactory Progress Appeal Policy" under the "Academic Policies Section.

REINSTATEMENT POLICY (RE-ADMISSION)

An application for re-admission will be considered on an individual basis and must be accompanied by another application fee. Acceptance for re-admission will be at the discretion of the Academic/Program Director.

A student who has voluntarily dropped him/herself from a training program may be allowed to re-enroll submitting an application for re-admission (including a new Application Fee) and by signing a NEW Enrollment Agreement and will begin classes in the next available term.

A student who has been dropped by the school can re-apply to the school by submitting an Application for Re-Admission (including a new Application Fee), which will require the Academic/Program Director's approval. An approval from the Academic Director will require the student to sign a NEW Enrollment Agreement and will begin classes in the next available term. There will be no subsequent re-enrollment allowed if the new contract is terminated for any reason.

COURSE REPETITION

A student will remain in satisfactory status in the Professional Nursing Degree Program if he/she maintains a program average of 2.0 GPA or higher.

In the Nursing (AS) program, a student may repeat or withdraw from a course only once. A student who fails a nursing course may repeat it, however, if he/she fails the course again, the student may be dropped from the Nursing Program.

Additionally, students are financially responsible for tuitions fees of repeating the course.

CO-REQUIREMENTS/CLINICAL PRACTICES DISCLAIMER

Courses with co-requirements/clinical practices, MUST be satisfactory completed and passed. There are no additional fees to complete the clinical rotation when taken as assigned during the same term as the theory portion of the course. If a student fails to complete the clinical practice rotation, the entire rotation must be arranged to be completed during a following term. Having to complete clinical practice rotations outside of the scheduled concurrent time with its lecture co-requisite, will have a Clinical Practice Retake Fee of $300.00, which the student will be financially responsible for and must pre-pay prior to starting the term during which the clinical practice rotation will be completed. Students will be given their assigned clinical rotation site during the first week of the theory portion of corresponding course. Each student is responsible for his/her own transportation to and from the clinical site. The school will make every effort to assign students to sites relative to their locations, however, there may be times when the site is 50 or more miles away.

DEFINITION CREDIT HOUR

In 2011, the Department of Education determined the Clock Hours to Credit Hours conversion requirements to be as follows: 15 Clock Hours per 1 Credit Hour. (For Financial Aid purposes.)

DURATION

Credit hours awarded, semester: 1125 hours/ 75 credits. 1 CREDIT HOUR = 15 CLOCK HOURS

One Clock Hour is defined as 60 minutes, with 50 minutes of instruction in the presence of an instructor.

GRADUATION REQUIREMENTS

Requirements for graduation from the Nursing (AS) Program will include the following:

1. Complete all assigned activities as directed by the instructors.
2. Maintain and satisfy all course work with a grade of “C” or better and pass all co-requisites such as labs or clinical practices.
3. Student has demonstrated (to his/her instructors, the Program Director, school staff, staff at any clinical practice sites or else, where he or she is a representative, at any capacity, of the school), as having, at minimum, a professional attitude, nursing judgment, concern for patient welfare, and personal grooming reflects professional appearance.
4. Perform all Nursing Skills using Standard Precautions and correct Biohazard Waste Disposal.
5. Comply with the policies of the Nursing Associate Degree Program of Future-Tech Institute.
6. Maintain a minimum overall/cumulative GPA of 2.00.
7. Participation in a 3-day intensive NCLEX Review must be completed, as scheduled, prior to completing the program.
8. **Fulfillment of all obligations to the institution, including financial.**

UNOFFICIAL TRANSCRIPTS

The school offers accessibility of Unofficial Transcripts for personal academic records. Please check Unofficial Transcript records through the registrar for grade and/or degree accuracy prior to ordering Official Transcripts. There is a $5 processing fee for a printed copy of Unofficial Transcripts. You may request a pdf copy of the Unofficial Transcripts, which will be sent to you through your CANVAS inbox, by filling out and submitting the form to the registrar at: registrar@futuretech.edu

OFFICIAL TRANSCRIPTS

A request for Official Transcripts can be processed in person through the Registrar and filing out the "Official Transcript Request" form. Keep in mind the following:

- Once you place a request for issuance of an official transcript, the official transcript processing fee (currently $10) is due for processing, and the order cannot be canceled or refunded.
- FTI reserves 2 working weeks to process and mail out the requested transcripts. The transcript will be mailed via the US Postal Service. Take into account that FTI is not responsible for the envelope once in the mail. If you wish the transcripts be mailed with additional services (delivery confirmation, tracking, insurance, etc.) please enquire about the additional costs for these at the time of placing the request.
- Please review your unofficial transcripts with the registrar to make sure all courses, grades, degrees, etc., are reflected. Please pay close attention to any course deadlines, "Grade Contestation" policy before a grade becomes permanent on your record, etc.
- Requests for official transcripts will not be processed until the official transcript processing fee has been paid. Additionally, official transcripts requests will not be processed for any student or alumnus whose records are incomplete, or any obligations to FTI have not been satisfied, which include (but are not limited to) pending official and complete academic transcripts from all institutions previously attended, any unpaid fees, overdue loans, defaulted loans, overdue library dues or borrowed books, audiovisual and/or athletic equipment borrowed but never returned, among others.
- If a student has any debt for previously completed or current term courses, an unofficial transcript will be processed and issued.

PROGRAM COMPLETION VERSUS GRADUATION/CONFERRAL OF DEGREE

A student MUST complete his or her program of study, successfully having finished all courses and earned all credits required (75), in order to be granted the degree. All requirements for graduation must be met and he or she will need to submit a Graduation Application form to be evaluated to verify all obligations to the program and Future-Tech Institute have been fulfilled, included but not limited to Academic and Financial requirements. A student completing all academic requirements and Academic Plan of study still needs to fulfill all other obligations to the school before the degree is granted/conferred. Academic Transcripts will not reflect a conferral date unless and until the student has fulfilled all obligations to the school. Should a student complete his or her program of study but still have unfulfilled financial or other obligations to the school, the conferral date will be postponed until these have been satisfactorily met.

GRADUATION APPLICATION

Applications for graduation MUST be submitted at least 1 month before your last scheduled class attendance prior to completing your program of study to the Registrar. Applications will not be processed for any student who's records are incomplete, or if any obligations to FTI have not been satisfied, which include (but are not limited to) pending official and complete academic transcripts from all institutions previously attended, any unpaid fees, overdue loans, defaulted loans, unpaid tuition fees, unpaid material fees, overdue library dues or borrowed books, audiovisual and/or athletic equipment borrowed but never returned, among other. Graduation Application Fee Applies. Currently: $50 per application submitted. Fee covers evaluation, paperwork, one copy of official transcript, and shipped diploma once approved and degree has been conferred. Policies, requirements, and guidelines for graduation and conferral of degree apply. Fee may change at any moment, at FTI's discretion.

Please make sure you fill out the "Official Transcripts Request" and "Diploma Request" forms and turn them in to the Registrar WITH your Graduation Application.

CONFERRAL VERSUS COMMENCEMENT

The precise dates will be announced at the start of each year. "Conferral" means that the Registrar posts the award of a degree in the student's file and official academic transcript. For most purposes, the terms "graduation" and "conferral of a degree" are synonymous. "Commencement," however, is another matter.

CONFERRAL OF DEGREES

Degrees are conferred upon members of the graduating class one at a time, after the final grades are posted for the final degree requirements of each student's academic program.

FTI confers degrees three times per year, within 2-3 weeks after academic plan completion and approval of all required clearances. The date of conferral that appears on the transcript is relevant to the term in which the final grade was posted, AFTER Graduation Application has been satisfactorily submitted and ALL requirements and obligations to FTI and the program of study have been fulfilled. Please go over all Graduation Requirements to ensure you comply and meet all requirements after completion of the program in order for the degree conferral to take place. Application for Graduation MUST be completed at least one month prior to the expected program completion date. If the application deadline or requirements for graduation approval are not met, the student will have to apply for the following conferral date available.

COMMENCEMENT

Future-Tech Institute has a commencement ceremony once a year. The date and cost of attendance of the ceremony will be announced as soon as it's determined and all alumni who have graduated within the previous year are able to participate, if they so wish. Date, cost, and size of the ceremony will depend on participation. Information on caps, gowns, ticket distribution, award ceremonies and receptions, and the commencement checklist will be available as soon as the ceremony date is determined and announced. You must register for the ceremony within the given time determined at the time of the ceremony announcement in order to participate.

SHIPPING OF DIPLOMA

Future-Tech Institute will use the mailing address you have noted on this form to ship your diploma. Please make sure it is up-to-date and where you want your diploma shipped. Once you receive final clearance for your program, you will be scheduled to have your degree conferred. Your diploma will be mailed to your shipping address on record approximately six weeks after the date of your degree conferral. It is the student's responsibility to verify the mailing address on record at the time of submitting the Graduation Application. If a diploma is shipped to the wrong address, based on what the school has on file, the student will have to request a duplicate diploma, which includes an additional cost. You must fill out a "Diploma Request" form and submit it to the Registrar with your Graduation Application for processing.

DIPLOMA DUPLICATE REQUEST

You may request a duplicate copy of your final diploma after your conferral date. The fee for each duplicate diploma is $35. Please note that this duplicate diploma may not contain the original University administrator signatures. Allow 6-8 weeks for processing time. To place an order for an additional diploma you contact the Registrar and fill out a "Diploma Request" form.

PROGRAM CALENDAR (TERM DATES)

		START	APPLICATION DUE DATE	LAST DATE FOR LATE ENROLLMENT, LAST DAY TO DROP, ALL DOCUMENTS DUE BY DATE	MANDATORY ORIENTATION FOR NEW STUDENTS	ANTICIPATED END DATE	CORRESPONDING CONFERRAL DATES FOR THE TERM	
2021	FALL TERM:	8/30/2021	8/27/2021	9/3/2021	8/27/2021	12/19/2021	1/17/2022	1/21/2022
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
2022	WINTER TERM:	1/3/2022	12/17/2021	1/7/2022	12/17/2021	4/24/2022	5/16/2022	5/20/2022
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	SUMMER TERM:	5/2/2022	4/29/2022	5/6/2022	4/29/2022	8/21/2022	9/12/2022	9/16/2022
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	FALL TERM:	8/29/2022	8/26/2022	9/2/2022	8/26/2022	12/18/2022	1/16/2023	1/20/2023
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
2023	WINTER TERM:	1/2/2023	12/16/2022	1/6/2023	12/16/2022	4/23/2023	5/15/2023	5/19/2023
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	SUMMER TERM:	5/1/2023	4/28/2023	5/5/2023	4/28/2023	8/20/2023	9/11/2023	9/15/2023
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	FALL TERM:	8/28/2023	8/25/2023	9/1/2023	8/25/2023	12/17/2023	1/15/2024	1/19/2024
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
2024	WINTER TERM:	1/2/2024	12/15/2023	1/6/2024	12/15/2023	4/21/2024	5/13/2024	5/17/2024
		Tue	Fri	Sat	Fri	Sun	Mon	Fri
	SUMMER TERM:	4/29/2024	4/26/2024	5/3/2024	4/26/2024	8/18/2024	9/9/2024	9/13/2024
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	FALL TERM:	8/26/2024	8/23/2024	8/30/2024	8/23/2024	12/15/2024	1/13/2025	1/17/2025
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
2025	WINTER TERM:	1/6/2025	1/3/2025	1/10/2025	1/3/2025	4/25/2025	5/19/2025	5/23/2025
		Thurs	Fri	Sat	Fri	Sun	Mon	Fri
	SUMMER TERM:	5/5/2025	5/2/2025	5/9/2025	5/2/2025	8/24/2025	9/15/2025	9/19/2025
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	FALL TERM:	9/1/2025	8/29/2025	9/5/2025	8/29/2025	12/21/2025	1/19/2026	1/23/2026
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
2026	WINTER TERM:	1/5/2026	12/19/2025	1/9/2026	12/19/2025	4/26/2026	5/18/2026	5/22/2026
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	SUMMER TERM:	5/1/2026	5/8/2026	5/1/2026	8/23/2026	9/14/2026	9/18/2026	5/1/2026
		Mon	Fri	Fri	Fri	Sun	Mon	Fri
	FALL TERM:	8/31/2026	8/28/2026	9/4/2026	8/28/2026	12/20/2026	1/18/2027	1/22/2027
		Mon	Fri	Fri	Fri	Sun	Mon	Fri

PROFESSIONAL NURSING DEGREE
CURRICULUM MAP/COURSE DESCRIPTIONS

GRADE REQUIREMENT FOR EARNING CREDIT

Courses (theory component) must be completed with a grade of "C" or better and all co-requisites such as labs and/or clinical practices, must be satisfactorily passed, in order to earn the credit/credits for the course.

COURSE CODE	COURSE NAME	PRE-REQ CODE	CRDS
1st TERM			
ENC1101	**English Composition I** Students use the writing process to complete written projects. In the process of doing so, students analyze audience and purpose; generate ideas for writing; employ appropriate rhetorical strategies; research, synthesize, and organize information; use an approved documentation system for research writing; use technology to format documents appropriately; and follow grammar and punctuation rules.	---	3
MGF1106	**College Mathematics** Development of basic math skills needed to solve general problems encountered in industry. These include working with fractions and decimals, calculator operation, measurement and conversion, perimeter, area, volume, right triangle relationships, proportion and ratio, percentages, graphical data, and formulas.	---	3
DEP1004	**Human Growth & Development** Human Growth and Development is the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.	---	3
BSC1085	**Human Anatomy & Physiology I** Examines basic concepts of human A& P as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross & microscopic levels of organization of the entire human body. It is intended to prepare healthcare professionals who need to apply basic concepts of whole-body A&P to make informed decisions & professional communication with colleagues & patients. (This course also provides the foundation and is a prerequisite to Human Anatomy and Physiology II).	---	4
NUMBER OF WEEKS: 16		**TOTAL CREDITS FOR THE TERM: 13**	

2nd TERM			
PHI1600	**Ethics and Critical Thinking** An introductory course in ethics, emphasizing the application of classical, medieval, and modern ethical theories to contemporary moral issues such as abortion, euthanasia, punishment and the death penalty, sexual ethics, pornography and censorship, equality of the sexes and population, hunger and the environment.	—	3
ENC 1102	**English Composition II** English Composition II will further develop the student's composition skills by building on what was learned in ENC1101. The course will require students to observe and study the conventions of standard American English and create documented essays, demonstrating the student's ability in analytical writing and critical thinking. Selected readings will serve to provide topics of discussions and basis for written assignments.	ENC 1101	3
BSC 1086	**Human Anatomy & Physiology II** Advanced Anatomy and Physiology is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course.	BSC1085	4

MCB1010	**Microbiology** This course examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Disease production, epidemiology, host defense mechanisms and the medical impact of microbes in the environment, industry, and biotechnology are also addressed. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory.	---	4
NUMBER OF WEEKS: 16		**TOTAL CREDITS FOR THE TERM: 14**	

SUCCESSFUL COMPLETION OF ALL GENERAL EDUCATION COURSES AND PASSING OF READINESS ASSESSMENT IS A PRE-REQUISITE BEFORE PROCEEDING TO NURSING CORE COURSES		
3rd TERM -- Pre-requisites for Term 3 Courses: Successful completion of all General Education Courses.		
NUR1020	**Foundations of Nursing** This course focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues affecting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief / loss, mobility, integument, and fluid / electrolyte balance. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory. *Co-Req: NUR1020C (Clinical Practice)	6
NUR1020C	**Foundations of Nursing Clinical Practice** *Co-Req: component of NUR1020, this is a PASS/FAIL component. Must be completed during the same term as theory component or a grade of incomplete will be factored for one term during which student may complete the Clinical Practice component. See additional policies that apply.	
NUR1140	**Pharmacology for Nursing** This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications.	3
NUR1060	**Health Assessment and History Taking** This course is designed to provide an opportunity to practice the skills necessary for physical assessment, didactic and practical experiences will include basic communication skills, health history, and data base, psychosocial assessment, normal and abnormal physical assessment by body systems, and recording of findings.	3
NUMBER OF WEEKS: 16	**TOTAL CREDITS FOR THE TERM: 12**	

4TH TERM – Pre-requisites for Term 4 Courses: Successful completion of Term 3 Courses.		
NUR2212	**Nursing Concepts: Complex Health Problems I** Complex Nursing Problem I prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid / electrolyte and acid base imbalance, and alterations in comfort. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory. *Co-Req: NUR2212C (Clinical Practice)	6
NUR2212C	**Nursing Concepts: Complex Health Problems I Clinical Practice** *Co-Req: component of NUR2212, this is a PASS/FAIL component. Must be completed during the same term as theory component or a grade of incomplete will be factored for one term during which student may complete the Clinical Practice component. See additional policies that apply.	
NUR2460	**Nursing Concepts: Maternal/Infant/Child Health** This course focuses on topics related to health promotion for individuals and families. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child. Recognizing the spectrum of health families, we will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory. *Co-Req: NUR1460C (Clinical Practice)	6
NUR2460C	**Nursing Concepts: Maternal/Infant/Child Health Clinical Practice** *Co-Req: component of NUR2460, this is a PASS/FAIL component. Must be completed during the same term as theory component or a grade of incomplete will be factored for one term during which student may complete the Clinical Practice component. See additional policies that apply.	
NUMBER OF WEEKS: 16	**TOTAL CREDITS FOR THE TERM: 12**	

5th TERM – Pre-requisites for Term 5 Courses: Successful completion of Term 4 Courses.		
NUR2214	**Nursing Concepts: Complex Health Problems II** Complex Nursing Problems II prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal / urinary and the reproductive systems. The learner will also focus on management of care for clients with high-risk perinatal conditions, high-risk newborns and the ill child. Synthesis and application of previously learned concepts will be evident in the management of clients with critical life-threatening situations. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory. *Co-Req: NUR2214C (Clinical Practice)	6
NUR2214C	**Nursing Concepts: Complex Health Problems II Clinical Practice** *Co-Req: component of NUR2214, this is a PASS/FAIL component. Must be completed during the same term as theory component or a grade of incomplete will be factored for one term during which student may complete the Clinical Practice component. See additional policies that apply.	
NUR2521	**Mental Health Nursing** This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at risk populations. Mental health concepts will concentrate on adaptive / maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory. *Co-Req: NUR2521C (Clinical Practice)	6
NUR2521C	**Mental Health Nursing Clinical Practice** *Co-Req: component of NUR2521, this is a PASS/FAIL component. Must be completed during the same term as theory component or a grade of incomplete will be factored for one term during which student may complete the Clinical Practice component. See additional policies that apply.	
NUMBER OF WEEKS: 16	**TOTAL CREDITS FOR THE TERM: 12**	

6th TERM – Pre-requisites for Term 6 Courses: Successful completion of Term 5 Courses.		
NUR2823	**Leadership** This is an introductory course to leadership and management concepts and theories needed in today's healthcare environment. Learners will have the opportunity to use effective communications skills while assessing and promoting health. This course will explore the principles of nursing management, leadership, and delegation. Clinical experience focus on management of care to individuals and groups of clients and collaborative interaction with other members of the healthcare team. Skills learned in the theory portion of the course will be developed and practiced in the simulated nursing laboratory.	6
NUR2951	**Integration: Personal, Family, and Community Health** This part of the program takes place during the last few weeks of the Nursing Program. It is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework and nursing care including community heath and gerontology. The professional nursing care focus will be related to personal, family, and community health care including health care including health education, prevention wellness promotion, wellness promotion, disease prevention, medication management, and patient and caregiver counseling and teaching. The importance of the nurse's ability to prioritize and think critically will be stressed.	6
NUMBER OF WEEKS: 16	**TOTAL CREDITS FOR THE TERM: 12**	

TOTAL PROGRAM CREDITS: 75

NCLEX AND LICENSURE INFORMATION:

Two to four business weeks after successful graduation and conferral, FTI will be submitting your information to the FLORIDA Board of Nursing. Once they have received and processed it, you will be able to contact them and register to take all the necessary steps to move forward with your fingerprints and other requirements in order to apply to take the NCLEX exam and finally licensure. The application process is initialed and completed by the student directly with the Board and it is your responsibility to verify that you comply with all of their requirements.

You will need to visit the Florida Board of Nursing to proceed at: https://floridasnursing.gov/licensing/licensed-practical-nurse-registered-nurse-by-examination/
Per the website, the process is the following:

a. Applicant must submit application with the appropriate fees to the Board of Nursing and begin registration with Pearson VUE, the testing vendor.
b. Applicant schedules an electronic fingerprint appointment with a Livescan service provider and is fingerprinted.
c. Once all materials are submitted, an application specialist will review them. It may be necessary for the application specialist to request additional information.
d. If eligibility requirements are met applicant will receive Eligibility letter with instructions regarding registration with Pearson VUE. Approval is transferred to Pearson VUE.
e. Upon passing the licensure examination the initial license is issued within 7-10 days.

Take into account that the school reserves a 2-4 FTI business/working week processing timeframe, after successful completion of your program and conferral of degree, to submit your transcripts to the Board of Nursing. Additionally, there will be processing time within the Board of Nursing as well.

We look forward to receiving updates from you once you have passed your NCLEX exam, receive licensure, and future updates with your nursing career!

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Accredited by the Accrediting Commission of Career School and Colleges (ACCSC)
Approved by: The Florida Board of Nursing NCLEX School Code US70412200