

# Everest

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## COLLEGE

### SPRINGFIELD CATALOG 2014-2016

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Everest College

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## PRESIDENT'S MESSAGE

We would like to welcome you to Everest College, a school that provides a friendly, small-campus atmosphere where our dedicated staff can take a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a postsecondary education gives our graduates a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the state of Missouri as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

We have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Everest. We invite all interested parties, therefore, to visit our campus and review our programs. Our experienced admissions officers will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, "If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest."

Sincerely,

Marc Crosby  
Campus President

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# ABOUT EVEREST COLLEGE

## **CORINTHIAN COLLEGES, INC.**

Everest College is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate schools across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and schools in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the School maintains its long-standing reputation for innovation and high-quality private education.

## **MISSION**

Everest is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods
- The presentation of relevant career focused educational programs
- Ongoing collaboration with business, employers and professional associations in the design, delivery and evaluation of effective programs
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field

## **SCHOOL HISTORY AND FACILITIES**

Phillips Junior College in Springfield, Missouri was acquired by Corinthian Colleges, Inc., on October 17, 1996, and the name of the College was changed to Springfield College. In October 2000, the name was changed to Rhodes College. In April of 2002, the name of the College was changed back to Springfield College in order to return to its roots as a community-based institution. In March of 2006, the name of the College was changed to Everest College.

Everest College is located in Springfield, Missouri, at 1010 W. Sunshine. The campus is located close to the heart of the city with easy access from the north and south via the Kansas Expressway. The College is located on Sunshine Street, a main east and west artery of the city. There are adequate parking facilities for staff, faculty, and students in front of the College. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include five computer labs, fully equipped dental and medical laboratories, eight standard classrooms and a student learning center. The main level includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The Library is of adequate size with the collection appropriate and relevant to the educational programs offered by the College. The Library's resources include LIRN, a database of articles on a variety of subjects from respected serials. In addition, law library resources include Westlaw, a computerized database for legal research, along with other recommended legal resources.

## **LEARNING RESOURCE CENTER**

The library is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, computers and on-line resources to support its curriculum. The library is staffed with trained professionals to assist in the research needs of students and faculty, and it is conveniently open to accommodate class schedules.

## **ACCREDITATION, LICENSURE AND APPROVALS**

- Accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and

Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780 (<http://www.acics.org>).

- Approval to operate granted by the Missouri Coordinating Board of Higher Education.
- The Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. The program has been placed on Probationary Accreditation as of June 12, 2013.
- Approved by the Missouri Department of Elementary and Secondary Education to provide services to persons eligible for Veteran's Education, Vocational Rehabilitation, and the Workforce Investment Act (WIA).
- Approved for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

Copies of accreditation, approval and membership documentation is available for inspection at the campus. Please contact the campus president to review this material.

### **GAINFUL EMPLOYMENT DISCLOSURES**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at [www.everest.edu/disclosures](http://www.everest.edu/disclosures).

## **ADMISSIONS INFORMATION**

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language.

### **REQUIREMENTS AND PROCEDURES**

- High school diploma or a recognized equivalent such as the GED.
- Applicants will be required to sign an **“Attestation Regarding High School Graduation or Equivalency”** indicating they meet the School's requirements for admission unless they submit proof of high school graduation or a recognized equivalency certificate (GED) to the School by providing the School with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation.
- High school seniors who are accepted on a conditional basis must sign an **“Attestation Regarding High School Graduation or Equivalency”** following graduation and prior to starting classes.
- All applicants will be required to submit **one** of the following:
  - 1) Completed Attestation regarding high school graduation or equivalency or
  - 2) Proof of High School graduation (POG) (i.e. copy of diploma or transcript) or
  - 3) Proof of a recognized equivalency certificate (GED) or other equivalent documentation.
- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Applicants who determine that they would like to apply for admission will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment. Students automatically come under the current catalog at reentrance after not attending for a full academic term.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog in effect at the time of re-entry. All re-entering students must sign a new enrollment agreement.

### **CRIMINAL BACKGROUND CHECK**

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.

- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field

### **ACADEMIC SKILLS ASSESSMENT**

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

### **ABILITY TO BENEFIT GRANDFATHERING POLICY**

Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
  - a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
  - b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

**NOTE:** The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

### **Ability to Benefit Passing Test Scores**

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAt, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

<b>ATB Test</b>	<b>CPAt</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>CPT/Accuplacer</b>	<b>Wonderlic</b>
<b>Required</b>	Language: 42	Reading: 62	Reading: 35	Reading: 55	Verbal: 200
<b>Passing</b>	Reading: 43	Writing: 32	Writing: 35	Sentence Skills: 60	Quantitative: 210
<b>Scores:</b>	Numerical: 41	Numerical: 25	Numerical: 33	Arithmetic: 34	

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher's retest policies.

### **Ability to Benefit Advising**

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation period (i.e. term, module, phase, level, or quarter).

## **ACADEMIC INFORMATION**

### **EVEREST REGULATIONS**

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.



Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

### **DEFINITION OF CREDIT**

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 class hours of theory or lecture instruction, a minimum of 20 hours of supervised laboratory instruction, or a minimum of 30 hours of externship/internship practice. For online learning purposes, one quarter credit is equivalent to a minimum of 10 hours of online learning.

### **OUT OF CLASS ASSIGNMENTS**

- Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor.
- In addition to scheduled classes, students in diploma programs will be expected to complete assigned homework and other out-of-class assignments in order to successfully meet course objectives as set forth in the course/program syllabi.

### **TRANSFER OF CREDIT INTO EVEREST**

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

### **Academic Time Limits**

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, proficiency exams (e.g. DANTES, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core and General Education courses.

**NOTE:** Due to certain programmatic accreditation criteria, health science core courses are eligible for transfer within five (5) years of completion.

### **Required Grades**

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded.

### **Maximum Transfer Credits Accepted**

Students enrolled in a diploma or degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or prior learning credit.

### **Coursework Completed at Foreign Institutions**

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

### **Transfer Credit for Learning Assessment**

Everest accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean/Director of Education for the current list of approved exams and minimum scores required for transfer.

### **Transfer Credit for Professional Certifications**

Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CMA, CNE, MCSE, etc.

### **Experiential Learning Portfolio**

Students may earn credit for experiential learning through the Prior Learning Assessment program. This program is designed to translate personal and professional experiences into academic credit. Procedures for applying for credit through experiential learning are available in the Academic Dean's/Director of Education's office.

### **Proficiency Examination**

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. All requests for Proficiency Examinations must be approved by the appropriate Program Director and the Academic Dean/Director of Education.

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

The transferability of credits earned at Everest is at the complete discretion of an institution to which a student may seek to transfer. Acceptance of the degree, diploma or certificate earned in the program in which the student is enrolling is also at the complete discretion of the institution to which a student may seek to transfer. If the credits or degree, diploma or certificate that was earned at this institution are not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his/her coursework at that institution. For this reason, the student should make certain that attendance at this institution will meet his/her educational goals. This may include contacting an institution to which a student may seek to transfer after attending Everest to determine if the credits or degree, diploma or certificate will transfer.

### **Transfer to Other Everest Locations**

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

### **Articulation Agreement**

Everest College has an articulation agreement with Kaplan University under which students completing a diploma, certificate or degree program at Everest College may be eligible to transfer into Kaplan University bachelor degree program. Students may also be eligible for a limited tuition discount. Students should contact their Everest College campus Director of Education for additional information on articulation agreement transfer terms and conditions.

### **Transfer Center Assistance**

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at 877-727-0058 or email [transfercenter@cci.edu](mailto:transfercenter@cci.edu).

### **ONLINE COURSE REQUIREMENTS**

Online courses are offered at the campus through the Online Division of CCI using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

#### **Windows Systems**

Windows 7, XP, or Vista

56K modem or higher

Sound Card & Speakers

Firefox, Chrome, or Microsoft Internet Explorer

### **Mac Systems**

Mac OS X or higher (in classic mode)  
56K modem or higher  
Sound Card & Speakers  
Apple Safari, Chrome, Firefox

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

### **DIRECTED STUDY**

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate's degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study

### **GRADING SYSTEM AND PROGRESS REPORTS**

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

<b>Grade</b>	<b>Point Value</b>	<b>Meaning</b>	<b>Percentage Scale</b>
A	4.0	Excellent	100-90
B	3.0	Very Good	89-80
C	2.0	Good	79-70
D*	1.0	Poor	69-60
F**	0.0	Failing	59-0
Fail	Not Calculated	Fail (for externship/internship)	
Pass	Not Calculated	Pass (for externship/internship)	
IP	Not Calculated	In Progress (for linear externship/internship/modular clinic courses or thesis courses only)	
L	Not Calculated	Leave of Absence (allowed in modular programs only)	
EL	Not Calculated	Experiential Learning	
PE	Not Calculated	Proficiency Exam	
PF	Not Calculated	Preparatory Fail	
PP	Not Calculated	Preparatory Pass	
W	Not Calculated	Withdrawal	
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress	
TR	Not Calculated	Transfer Credit	

\*Not used in Allied Health and Trades Programs.  
\*\*For Allied Health and Trades Programs, F (Failing) is 69-0%.

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
IP	N	Y	N
L	N	N	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

### GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course.

### STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame (MTF) allowed to complete the academic program (150% for all programs).

### Evaluation Periods for SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

### Rate of Progress Toward Completion

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

### Maximum Time Frame to Complete

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. School shall calculate maximum time frame using credit hours attempted. All credit hours attempted, which include completed credits, transfer credits, withdrawals, and repeated classes, count toward the maximum number of credits allowed to complete the program. Non-credit remedial courses have no effect on the student's maximum time frame.

## Satisfactory Academic Progress Tables

48 Quarter Credit Hour Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	N/A	2.0	N/A	66.66%

48 Quarter Credit Hour Business Accounting Program. Total credits that may be attempted: 72 (150% of 48).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-28	2.0	1.0	66.66%	N/A
29-40	2.0	1.5	66.66%	60%
41-54	2.0	1.75	66.66%	65%
55-72	N/A	2.0	N/A	66.66%

60 Quarter Credit Hour Program. Total credits that may be attempted: 90 (150% of 60).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-18	2.0	N/A	66.66%	N/A
19-24	2.0	0.5	66.66%	25%
25-30	2.0	0.75	66.66%	40%
31-36	2.0	1.0	66.66%	50%
37-42	2.0	1.1	66.66%	55%
43-48	2.0	1.25	66.66%	60%
49-72	2.0	1.5	66.66%	65%
73-90	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-288	N/A	2.0	N/A	66.66%

### Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student returns from a leave of absence and completes the course from which the student withdrew, the hours for which the student receives a passing grade are counted as earned; the grade, hours, and attendance for the original attempt prior to the official leave of absence are not counted for purpose of the rate of progress toward completion calculation and the original grade is not counted in the CGPA calculation.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.

- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses do not factor into CGPA or ROP.

### **SAP Advising**

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must be advised within ten (10) calendar days after the module start.

### **Financial Aid Warning**

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog will move into SAP NOT MET status. Students not meeting SAP and with a previous SAP status: SAP MET or SAP ADVISING will be issued FA Warning letter and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

### **Notification of Financial Aid Warning**

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students with a previous SAP status: SAP Advising or SAP Met. The following timelines apply to all students receiving an FA Warning:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must be advised within fourteen (14) calendar days after the term start.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module; and
  - Must be advised within ten (10) calendar days after the module start.

### **Financial Aid Probation**

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the next module;
  - If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within seven (7) calendar days after the appeal's approval.

## Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

## Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

## Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2<sup>nd</sup>) calendar day of the module or term.

## SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

## SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
  - Students must receive the notification by the first day of the term; and
  - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

**NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.**

- For modular programs:
  - Students must receive the notification by the third (3) calendar day of the subsequent module; and
  - Must complete the Evaluation of Progress form within seven (7) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

**NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.**

### **SAP Re-Entry**

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

### **Retaking Passed Coursework**

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

### **Retaking Failed Coursework**

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned, will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

### **ADD/DROP POLICY (LINEAR PROGRAMS ONLY)**

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

### **Full Term Courses**

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21<sup>st</sup> calendar day of the term or the 14<sup>th</sup> calendar day after enrollment, or be dropped from the course.

### **Mini-Term Courses**

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14<sup>th</sup> calendar day of the mini-term, or be dropped from the course.



## Effects of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance (or Designee) is responsible for advising a student of the financial consequences of a change in registration.

In order for second mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

## ATTENDANCE POLICY

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus and (b) the amount of time missed does not exceed 50% of the class session.

### Establishing Attendance/Verifying Enrollment

- For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.
- In programs without an add/drop period, students registered for a class shall attend by the second scheduled class session, or be withdrawn.

### Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the "Consecutive Absence Rule") and absences as a percentage of the total program hours (minus externship hours) in modular programs and total course hours in a term for quarter based programs (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

### Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend their next scheduled class session;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

**NOTE:** For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

### Percentage Absence Rule (Modular Programs)

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
15% of the total classroom hours missed	Attendance warning letter sent
20% of the total classroom hours missed	Withdrawn from the module and dismissed from school

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining classroom hours missed	Attendance warning letter sent
20% of the remaining classroom hours missed	Withdrawn from the module and dismissed from school

## Percentage Absence Rule (Linear Programs)

The following rule shall apply:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
  1. Attend class within five (5) calendar days of the violation;
  2. File an appeal within five (5) calendar days of the violation;
  3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from school.

### Date of Withdrawal

- When a student is withdrawn for consecutive absences within the term or module, the date of the student's withdrawal shall be the student's last date of attendance (LDA).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

**NOTE:** The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

### Date of Determination (DOD)

The Date of Determination (DOD) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;
- No later than the 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

### Attendance Records

The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

### LEAVE OF ABSENCE POLICY (MODULAR PROGRAMS ONLY)

Everest permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom) or temporary disability. Students requesting an LOA must submit a completed Leave of Absence Request Form prior to the beginning date of the leave. If unforeseen circumstances prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- a) the school documents the unforeseen circumstances, and
- b) the student submits a completed **Leave of Absence Request Form** by the tenth (10<sup>th</sup>) calendar day of the leave.

**NOTE:** Everest does not permit leaves of absence for students enrolled in quarter-based programs. Students experiencing circumstances that may make it necessary to interrupt their attendance temporarily should see the Academic Dean/Director of Education.

A student must return from a LOA on the first day of any appropriate module or prior to the expiration of his or her leave. A student who goes on leave prior to the end of a module shall receive a grade of "L" (leave) which shall remain on his or her transcript until the student returns from an LOA, retakes the entire module and earns a grade. The module with a grade of "L" shall not be included in the calculation of Rate of Progress (ROP), Maximum Time Frame (MTF) or attendance.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Failure to Return From a Leave of Absence**

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry

They may have to wait for the appropriate module to be offered

Financial aid may be affected

### **EXTERNSHIP TRAINING**

Upon successful completion of all classroom requirements, students in programs that require an externship are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

### **WITHDRAWAL PROCEDURES**

- Students who intend to withdraw from school are requested to notify the Academic Dean by telephone (417) 864-7220, in person, or in writing at 1010 W. Sunshine Street, Springfield, MO 6507 to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.

- Students who have withdrawn from school may contact the school's Education Department about reentry.

### **MAKE-UP WORK**

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

### **REQUIREMENTS FOR GRADUATION**

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

### **VETERANS' EDUCATION BENEFITS**

#### **Prior Credit for Veterans Affairs (VA) Beneficiaries**

Upon enrollment, Everest will request and obtain official written records of all previous education and experience (including military education and training), grant credit where appropriate, notify the student and shorten the program certified accordingly.

All VA beneficiaries are required to disclose prior postsecondary school attendance, military education and training, and provide official transcripts for such education and training. Students are expected to provide the school with official transcripts evidencing prior postsecondary school attendance, military education and training for the purposes of evaluating and granting, as appropriate such credit. If the student is unable to provide an official transcript, an unofficial transcript may be used for the sole purpose of an initial evaluation of prior credit. If it is determined that the student does have coursework for which credit will be granted, the student must submit the applicable official transcript, before the transfer credit can be posted to the student's academic record and any further enrollment certifications are done.

Prior credit must be evaluated within the first two (2) terms of the enrollment period for a student enrolled in a modular program and within the first twenty-four (24) weeks of instruction for student enrolled in a linear program. If transcripts have not been provided to the school by the end of the aforementioned time frame, in accordance with VA policy, the school will be unable to certify any additional enrollment periods and the student will be ineligible to receive any further funding.

#### **Retroactive Veterans' Benefits**

Veterans' benefits can be paid for enrollments up to one year before VA receives a student's application. Schools may certify students retroactively for enrollment periods not previously certified. VA will determine the date of eligibility and the beginning date from which benefits can be paid.

#### **Attendance Requirements for Veteran Students**

Students receiving Veterans education benefits are subject to the same academic standards (e.g., SAP, attendance, etc.) applicable to all students at the school.

VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits.

#### **Veterans' Leave of Absence (Modular Programs Only)**

A student will be granted no more than one leave of absence for a maximum period of 60 days. A written request must be made in advance or the absence will be considered unexcused. VA will be notified immediately when a veteran student is granted leave.

#### **Make-Up Assignments**

Make-up work and assignments may not be certified for veteran students for VA pay purposes.

#### **Maximum Timeframe for Veteran Students**

Students funded by the VA must complete their programs within the program's standard timeframe to receive veteran benefits.

#### **Satisfactory Academic Progress for Undergraduate Students Receiving VA Benefits**

Veteran students are subject to the Satisfactory Academic Progress Policy and may be placed on academic

probation or dismissed for failing to make satisfactory academic progress.

At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status.

A veteran who fails to make satisfactory academic progress status after two consecutive periods of academic probation must be reported to the VA and may have their benefits terminated.

### **Veterans Reinstatement after Successful Appeal of Termination**

A student who successfully appeals termination due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The VA will determine whether or not to resume payments of education benefits to a reinstated student.

## **APPEALS POLICIES**

### **Student Academic Appeals Policy**

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

All formal academic appeals must be submitted in writing (or electronically via email for students enrolled in an online course) on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision:

- Notice of final grades:
  - Modular - the date the grade(s) are mailed from the school
  - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation – SAP Not Met 2<sup>nd</sup> consecutive term):
  - Modular – third calendar day of the subsequent module
  - Linear - first day of the subsequent term

**NOTE:** In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

The appeal must include:

- The specific academic decision at issue
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

**NOTE:** Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education/Online Designee shall convene an Appeal Committee, which should at a minimum include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system within one (1) calendar day of the date of the decision. The decision of the Appeal Committee is final, and no further appeals are permitted.

**NOTE:** When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

### **Assignments/Test Grades**

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the

matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

### **Final Course Grades**

In modular programs, appeals of final course grades must be made by the fifth (5<sup>th</sup>) calendar day after the date the grades are mailed from the school. In linear programs, appeals of final course grades must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term. The Academic Dean/Director of Education may direct a grade to be changed when it is determined by an Appeal Committee that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale
2. Standards unreasonably different from those that were applied to other students
3. A substantial, unreasonable, or unannounced departure from previously articulated standards
4. The result of a clear and material mistake in calculating or recording grades or academic progress

### **Attendance Violation Appeals Policy**

Appeals of attendance violations must be made within five calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Attend school:
  - The next scheduled class period (Consecutive Absence Rule violations)
  - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. Submit a written plan to improve attendance with the Appeal Form

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee may, as a condition of granting the appeal, require the student to make up assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

### **Satisfactory Academic Progress (SAP) Appeals**

In modular programs, SAP appeals must be made within five (5) calendar days of the notification, i.e., eight (8) calendar days of the subsequent module start. In linear programs, SAP appeals must be made by the sixth (6<sup>th</sup>) calendar day of the subsequent term.

Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in his/her program and that his or her failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Progress Plan in conjunction with the student's advisor and place the student on FA probation.

## **FINANCIAL INFORMATION**

### **STATEMENT OF FINANCIAL OBLIGATION**

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this

basis, including suspension or termination of enrollment.

## **TUITION AND FEES**

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Modular programs are offered throughout the year on a schedule independent of the standard quarter calendar. When a student begins enrollment in a modular program, tuition will be charged in the full tuition amount, or in increments based on state policy, for each academic year.

Quarter-based programs will be charged for the student's first quarter (or mini-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter. The minimum full-time course load is 12 credits per quarter for undergraduate programs. Textbook costs per quarter are dependent upon the classes for which the student is registered. All credits for which a student is registered are charged at the current rate, including any courses being repeated. The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the Add/Drop period by the then current tuition rate for that number of credit hours.

Students' financial obligations will be calculated in accordance with the refund policy in the Enrollment Agreement and this school catalog. For modular programs, the Enrollment Agreement obligates the student and the school for the entire program of instruction. For quarter-based programs, the Enrollment Agreement obligates the student and the school for tuition by quarter.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

## **TUITION CHARGES FOR RE-ENTRY**

- Students re-entering a linear program will be charged tuition at the current cost per credit/quarter.
- **Students re-entering a modular program within 180 days:**
  - Same Program (Same/New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
  - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
  - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment
- **Students re-entering greater than 180 days less than 365 days:**
  - Same Program (Same/New Program Version): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
  - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines
  - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

**NOTE:** Any student who has a prior unpaid balance or account that has been referred to a collection agency will not be eligible for re-entry until the unpaid balance has been resolved.

## **TEXTBOOKS**

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges.

## **ADDITIONAL FEES AND EXPENSES**

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

## **VOLUNTARY PREPAYMENT PLAN**

The School provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

## **BUYER'S RIGHT TO CANCEL**

The applicant's signature on this Enrollment Agreement (Agreement) does not constitute admission into The School until the student has been accepted for admission by an official of The School. If the applicant is not accepted by The School, all monies paid will be refunded.

After the applicant has signed the Agreement, the applicant may request cancellation by submitting a written notice either prior to the start of the first scheduled class or by midnight of the third business day, excluding Saturdays, Sundays and Holidays, following the signing of the agreement, whichever is longer, and the applicant will receive a full refund of all monies paid. Applicants who have signed the Agreement but have not yet visited The School may cancel within three business days following either The School's regularly scheduled orientation procedures or a tour of The School's facilities and inspection of equipment, where training and services are provided.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this Agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

## **OFFICIAL WITHDRAWALS**

An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw, or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

**Quarter-based Programs:** After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

**Modular Programs:** Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

## **DATE OF WITHDRAWAL VERSUS DATE OF DETERMINATION (DOD)**

The date of withdrawal for students who officially withdraw is the same date as determined under official withdrawals above. If the student officially rescinds his or her official notification of withdrawal and then withdraws within the same quarter, the withdrawal date is the student's original withdrawal date from the previous official notification.

If the student ceases attendance without providing official notification due to circumstances beyond the student's control, the withdrawal date is as follows: If the withdrawal is due to circumstances beyond the student's control, the date of withdrawal is the date the school determines is related to the circumstance beyond the student's control; otherwise, the withdrawal date is the midpoint of the quarter or the last documented date of attendance at an academic activity, whichever is later.

For a student who officially withdraws, the DOD is the student's withdrawal date or date of notification, whichever is later. For a student who withdraws without notification, the DOD is the date that the school becomes aware that the student has ceased attendance. For a student who withdraws after rescinding an official withdrawal, the DOD is the date the school becomes aware that the student did not, or will not, complete the period of enrollment.

## **FEDERAL FINANCIAL AID RETURN POLICY**

### **Student Financial Aid (SFA)**

The school is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs). The School is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

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

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.



Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

The School must return the lesser of:

1. The amount of Title IV program funds that the student did not earn; or
2. The amount of institutional charges that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Finance Office will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) is not satisfied.

The School must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford Loans (other than PLUS loans)
2. Subsidized Direct Stafford Loans
3. Federal Perkins Loans
4. Direct PLUS Loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, The School must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement, which must be paid within 180 days of the DOD. If a student earned less aid than was disbursed, The School would be required to return a portion of the funds, and the student would be required to return a portion of the funds. Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes.

### **Title IV Credit Balances**

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:

1. Pay authorized charges at the institution;
2. With the student's permission, reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. Return to the student.

### **Effect of Leaves of Absence on Refunds**

If a student does not return from an approved leave of absence on the date indicated on the written request, the withdrawal date is the student's last date of attendance. For more information, see the Leave of Absence section in The School catalog.

### **Timeframe within which Institution is to Return Unearned Title IV Funds**

The School must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

## **REFUND POLICIES**

If a state refund policy can provide a larger refund to the student than The School's Institutional Pro Rata Refund Calculation and Policy, it will be included in the Enrollment Agreement, and the student will be given the benefit of the refund policy that results in the larger refund to the student.

### **Institutional Pro Rata Refund Calculation and Policy**

When a student withdraws, The School must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid Return Policy and Return calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to The School.

The School will perform the Pro Rata Refund Calculation for students who terminate their training before completing the period of enrollment. Under the Pro Rata Refund Calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step 2 is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step 4 that was paid by the student.

### **TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY**

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The School shall then refund the charges paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days, The School may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

### **EFFECT OF LEAVES OF ABSENCE ON REFUNDS**

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The DOD is the date the student was scheduled to return.

### **TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS**

Refunds will be issued within 30 days of either the date of determination or from the date that the applicant was not accepted by The School, whichever is applicable.

### **STUDENTS CALLED TO ACTIVE MILITARY DUTY**

#### **Newly Admitted Students**

Students who are newly admitted to The School and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to The School.

#### **Continuing Students**

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

#### **Continuing Modular Diploma Students**

Continuing modular diploma students who have completed 50% or less of their program are entitled to a full refund of tuition, fees, and other charges paid. Such students who have completed more than 50% of their program are entitled to a strict pro rata refund.

### **STUDENT FINANCING OPTIONS**

Everest offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

## Financial Assistance

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

## Student Eligibility

To receive financial assistance you must:

1. Usually, have financial need;
2. Be a U.S. citizen or eligible noncitizen;
3. Have a social security number;
4. If male, be registered with the Selective Service (if applicable);
5. If currently attending school, be making Satisfactory Academic Progress;
6. Be enrolled as a regular student in any of the school's eligible programs;
7. Not be in default on any federally-guaranteed loan;
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law or qualify for admissions under the Ability to Benefit Grandfathering Policy.

## Federal Financial Aid Programs

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at: [http://studentaid.ed.gov/students/publications/student\\_guide/index.html](http://studentaid.ed.gov/students/publications/student_guide/index.html)

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Perkins Loan
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (DL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

## Alternative Loan Programs

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The interest rate is variable and the loan approved and origination fees are based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

## GRANTS AND SCHOLARSHIPS

### Dream Award Program and Scholarships

Graduates of any Corinthian Colleges, Inc. (CCi) school may be nominated for the CCi-sponsored Dream Award program. Scholarship awards must be used within two years of the award and they are not transferrable nor can they be exchanged for cash.

**Campus Dream Award:** Each campus will nominate one recent graduate from the campus to represent the campus in the award competition. Nominations are accepted from April 1 to June 30 each year. Selection of the nominee is based on a review of recent graduates within the past three years by the Campus Selection Committee. The selected nominee should be a graduate whose life story could have gone in any direction, but whose decision to attend a CCi school was a turning point for them. The selected nominee should be an inspiration and motivation to other students. Each Campus Dream Award recipient will receive:

1. A scholarship worth \$2,500 that may be used at any CCi campus for training that is more advanced than the one from which the nominee has graduated, and
2. A plaque
3. \$100 Visa gift card

**Regional & National Dream Award:** Following the close of the nomination period for the Campus Dream Award, the regional and national recipients will be selected from the campus nominees by the divisional leadership and the executive management team.

The regional winners will be selected from the pool of campus winners and will receive:

1. A regional trophy
2. \$1,000 Visa gift card

The national award will be given to the nominee with the most compelling story and highest level of achievement. The award will be announced to the winner by the end of August and will be presented at the Fall CCI Presidents' Meeting. The award will include:

1. A full scholarship that may be used at any CCI campus for training that is more advanced than the program from which the recipient has graduated,
2. An all-expense paid trip to the Fall Presidents' Meeting,
3. \$2,500 Visa gift card,
4. A trophy,
5. A letter of recognition, and
6. A nomination to the Association of Private Sector Colleges and Universities (APSCU) Great Award.

Additional information regarding this award and scholarship program may be requested from the Campus President.

### **Workforce Scholarships and Grants, Including Youth, Adult and Displaced Workers**

This campus is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see whether you qualify.

### **Imagine America Scholarships**

The campus participates in the Imagine America scholarship program administered by the Imagine America Foundation. The Imagine America scholarships are valued at \$1,000 each and may be awarded to graduating seniors from participating high schools. Applicants must graduate high school with a GPA of 2.5 or above and may be requested to demonstrate commitment to community service and/or demonstrate financial need. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid.

Applicants may apply for this scholarship online at [www.imagine-america.org](http://www.imagine-america.org). Applicants may apply for this scholarship beginning January 1<sup>st</sup> of the year in which they graduate and scholarship certificates will be accepted until December 31<sup>st</sup> of the year in which they are awarded.

Imagine America scholarship certificates are to be given to the Student Finance Office prior to class commencement and are non-transferable and cannot be exchanged for cash. The scholarship cannot be used in conjunction with any of the other scholarships offered at the campus.

### **Everest Step Scholarship**

Students with an "active status" as of March 1, 2014 in any modular program\* at Everest Institute, Everest College or Everest University campuses who ultimately graduate from those programs are entitled to receive a \$3,500 non-transferrable scholarship to be used as a tuition credit for any Everest Institute, Everest College, or Everest University academic program\*, including online academic programs, in which such student enrolls and starts within one year following his or her completion of the original modular program. The Everest Step Scholarship cannot be used in conjunction with any of the other scholarships offered at the campus. Everest reserves the right to modify, extend, or cancel the Everest Step Scholarship at any time.

\*Certain programs do not qualify. Consult a financial aid representative on your campus for details.

### **MILITARY SCHOLARSHIPS AND GRANTS, INCLUDING ACTIVE DUTY, VETERANS AND FAMILY**

This campus is recognized by many public and non-profit organizations as an approved institution to serve the military community. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are active military, spouse, dependent, veteran, service person, reservist, or otherwise eligible, you may qualify for various educational benefit programs. Eligibility criteria for military educational assistance and benefits available vary by state and school, so check with the funding organization to see whether you qualify.

### **MILITARY SCHOLARSHIPS**

**Military Scholarship:** Military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Activated Guard/Reserve and US Coast Guard, Military spouses of active military personnel serving in components of the Armed Forces, which include the US Army, Navy, Marines, Air Force, Guard/Reserve and US Coast Guard, and Veterans **using VA Education Benefits** are eligible to apply for the Military Scholarship. Additionally, dependents using VA Education Benefits are eligible to apply for the Military Scholarship.

The scholarship includes a quarterly tuition stipend applied as a credit to the student's account. Scholarship funds are set at the beginning of each fiscal year and are awarded on a continuing basis until funds for the fiscal year are depleted. Scholarship awards may not exceed 50% of tuition charged for the term. The scholarship is non-transferrable and non-substitutable and cannot be combined with any other program. The scholarship or program with the greatest benefit to the student will be applied.

**Eligibility:** Applicants must meet entrance requirements for program of study. Applicants must be a US military service member, or a dependent or spouse of a US military service member, and provide proof by submitting a copy of official military documentation prior to the start of the term. Documents include valid military ID card, Leave and Earnings Statement, DD214, etc. The scholarship may be renewed from quarter-to-quarter so long as the recipient remains enrolled, maintains satisfactory academic progress, and maintains a 2.50 cumulative grade point average.

**Payment Schedule:**

Member Status	Military Scholarship Amount
<b>U.S. Military Service Member</b> – Army, Navy, Air Force, Marines, Coast Guard, Activated National Guard or Activated Reservist	50% of tuition
<b>Veteran</b> – veteran using VA or other military education benefits	10% of tuition
<b>Military Spouse</b> – spouse of active-duty military personnel serving in the Armed Forces	10% of tuition
<b>Military spouse or dependent</b> – spouse or dependent using military education benefits	10% of tuition
<b>Other</b> – service member, veteran or family member not listed above and using military education benefits	10% of tuition

**Veteran’s Assistance Programs**

For information about U.S. Department of Veterans Affairs (VA) education benefits for veterans and their families, call (888)-GI-BILL-1 (888-442-4551) or visit <http://www.gibill.va.gov>. Each of the major benefits programs is described in detail in its own section of the VA's site.

- The Montgomery GI Bill–Active Duty:  
[http://www.gibill.va.gov/pamphlets/ch30/ch30\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch30/ch30_pamphlet.pdf)
- The Montgomery GI Bill–Selected Reserve:  
[http://www.gibill.va.gov/pamphlets/ch1606/ch1606\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch1606/ch1606_pamphlet.pdf)
- Dependents’ Educational Assistance Program (DEA):  
[http://www.gibill.va.gov/pamphlets/ch35/ch35\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch35/ch35_pamphlet.pdf)
- Veterans’ Educational Assistance Program (VEAP):  
[http://www.gibill.va.gov/pamphlets/ch32/ch32\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch32/ch32_pamphlet.pdf)
- Reserve Educational Assistance Program (REAP):  
[http://www.gibill.va.gov/pamphlets/ch1607ch1607\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch1607ch1607_pamphlet.pdf)
- The Post-9/11 GI Bill:  
[http://www.gibill.va.gov/pamphlets/ch33/ch33\\_pamphlet.pdf](http://www.gibill.va.gov/pamphlets/ch33/ch33_pamphlet.pdf)
- U.S. Army:  
<http://www.goarmy.com/benefits/education.jsp>
- U.S. Navy:  
<http://www.navy.com/navy/joining/education-opportunities.html>
- U.S. Air Force:  
<http://www.airforce.com/opportunities/enlisted/education>  
or <http://www.airforce.com/opportunities/officer/education>
- Marine Corps:  
[http://www.marines.com/main/index/quality\\_citizens/benefit\\_of\\_services/education](http://www.marines.com/main/index/quality_citizens/benefit_of_services/education)

**ADMINISTRATIVE POLICIES**

**STATEMENT OF NON-DISCRIMINATION**

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

## **DISABILITY**

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

### **DISABILITY ACCOMMODATION PROCEDURE**

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

### **DISCRIMINATION GRIEVANCE PROCEDURES**

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at [StudentServices@cci.edu](mailto:StudentServices@cci.edu). The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to [StudentServices@cci.edu](mailto:StudentServices@cci.edu).

### **CODE OF STUDENT CONDUCT**

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, this Code sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The School President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

### **Conduct Affecting the Safety of the Campus Community**

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

### **Other Prohibited Conduct**

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
  - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
  - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

**NOTE:** This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

### **Limitations on Students with Pending Disciplinary Matters**

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Corinthian Colleges Inc. (CCi) school;
- Graduate or participate in graduation ceremonies; or
- Engage in any other activities proscribed by the School President.

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCi school prior to resolving the outstanding disciplinary issue.

### **Inquiry by the Campus President**

If the School President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the School President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the School President (or designee) determines that a violation has not occurred, no further action shall be taken.

### **Conduct which does not Warrant a Suspension or Dismissal**

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

### **Conduct which Warrants a Suspension or Dismissal**

If the School President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the School President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

Everest does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

### **STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY**

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading, or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Code;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

### **COPYRIGHT POLICY**

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, is subject to sanctions under the Code of Student Conduct. Additionally, a person found to have committed a copyright violation may be liable for up to \$150,000 for each separate act of infringement, and may be subject to criminal prosecution. A person may be held liable even if he or she was unaware that they were violating the law.

### **SEXUAL HARASSMENT POLICY**

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the School President. The School President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

### **SANCTIONS**

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.



**Suspension** – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

**NOTE:** Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

**Dismissal** – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the School President. Students dismissed for violations of this Code remain responsible for any outstanding balance owed to the school.

## **APPEAL PROCESS**

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

## **RECORDS OF DISCIPLINARY MATTERS**

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA). Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veterans Affairs).

## **STUDENT COMPLAINT PROCEDURE**

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the School President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at [studentservices@cci.edu](mailto:studentservices@cci.edu).

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. 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 complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. A copy of the Commission's Complaint Form is available at the School and may be obtained by contacting the School President. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools  
750 First Street, N.E., Suite 980  
Washington, DC 20002-4223  
(202) 336-6780, (202) 842-2593 (fax)

Students may also contact and file a complaint with the state's agency and the state's Attorney General's office at the following mailing addresses:

Missouri Department of Higher Education  
Proprietary School Certification Division  
P.O. Box 1469  
Jefferson City, MO 65102  
(573) 751-2361  
Fax: (573) 751-6635  
<http://www.dhe.mo.gov/>

Attorney General's Office  
Consumer Protection Unit  
P.O. Box 899  
Jefferson City, MO 65102  
Toll free in Missouri: 800-392-8222  
or 573-781-3321  
<http://ago.mo.gov/>

**NOTE:** The Missouri Department of Higher Education serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy may be found at <http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf>. This webpage contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

## **DRESS CODE**

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing which has expressed or implied offensive symbols or language. Students should always be cognizant of the first impression of proper dress code and grooming, and note that Everest promotes a professional atmosphere. In addition, students may be required to wear uniforms that present a professional appearance.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

## **STUDENT RECORDS**

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

## **TRANSCRIPT AND DIPLOMA RELEASE**

Student academic transcripts are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

## **CAMPUS SECURITY AND CRIME AWARENESS POLICIES**

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, Everest has established policies regarding campus security.

Everest strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

Everest encourages all students to report criminal incidents or other emergencies, which occur on the campus directly to the Campus President, student advisor or instructor. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. Everest will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the school for a minimum of three years after the incident.

Students are responsible for their own security and safety both on-campus and off-campus and must be considerate of the security and safety of others. The school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.fbi.gov/hq/cid/cac/registry.htm>.

## **DRUG-FREE SCHOOLS POLICY**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31<sup>st</sup> of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment is subject to successful completion of any prescribed counseling or treatment program.

## **STATISTICAL INFORMATION**

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1<sup>st</sup> of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

## **CAMPUS COMPLETION RATE REPORTS**

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request.

# **STUDENT SERVICES**

## **ORIENTATION**

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

## **HEALTH SERVICES**

Everest does not provide health services.

## **HOUSING**

Everest does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department.

## **STUDENT ADVISING**

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress, attendance, and personal matters. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

## EVEREST CARE PROGRAM

The Everest CARE Student Assistance program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

## PLACEMENT ASSISTANCE

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

## PROGRAMS OFFERED

<b>Diploma Programs</b>	
Business Accounting	Diploma
Dental Assistant	Diploma
Medical Administrative Assistant	Diploma
Medical Assistant	Diploma
<b>Degree Programs</b>	
Accounting	AAS Degree
Accounting	BS Degree
Applied Management	BAM Degree
Business Administration	AAS Degree
Business Administration	BS Degree
Computer Information Science	AAS Degree
Computer Information Science	BS Degree
Paralegal	AAS Degree
Paralegal	BS Degree

## DIPLOMA PROGRAMS



### **BUSINESS ACCOUNTING**

*Diploma Program*

12 months – 48 credit units

V0

The accounting field offers a variety of challenging career opportunities. In this program, students will receive training in the basic skills required of entry-level accountants and bookkeepers using today's modern computerized accounting systems. In addition to covering basic accounting principles, the program includes coursework in a variety of computer and accounting related areas, including Payroll Accounting, Computer Applications and Corporate Accounting.

This program prepares the student for an entry-level position in an accounting department of a large company or a training position as a full-charge bookkeeper in a small office.

Upon successful completion of the 48 quarter credit hour program, students are awarded a diploma.

Course Number		Course Title	Total Credits
SLS	1105	Strategies for Success	4
CGS	2167C	Computer Applications	4
CGS	2510C	Applied Spreadsheets	4
MTB	1103	Business Math	4
MAN	1030	Introduction to Business	4
SLS	1321	Career Skills and Portfolio Development	2
OST	1149L	Keyboarding	2
APA	2111	Principles of Accounting I	4
APA	2121	Principles of Accounting II	4
ACG	2021	Introduction to Corporate Accounting	4
APA	2141	Computerized Accounting	4
ACO	1806	Payroll Accounting	4
TAX	2000	Tax Accounting	4
<b>Total Quarter Credit Hours Required For Graduation</b>			<b>48</b>



## DENTAL ASSISTANT

Diploma Program

33 Weeks – 760 hours, 48 credit units

V1.1

The goal of the Dental Assistant program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as dental assistants. Since they are trained in clinical and radiographic procedures, their services are also sought by general dentists, and dental offices and facilities specializing in pediatrics, orthodontics, endodontics and other specialties, dental schools, dental supply manufacturers, hospital dental departments, dental laboratories and insurance companies.

The objective of the Dental Assistant program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions as dental assistants in today's modern health and dental care offices, dental clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of dental examinations, procedures, and daily tasks.

The combination of introduced skills taught in this program, will prepare students for the ever-changing field of dentistry and orthodontics. Students study dental radiography, dental sciences, operator dentistry, laboratory procedures, dental anatomy and orthodontics, and dental health.

Completion of the Dental Assistant program, including the classroom training and externship, is acknowledged by the awarding of a diploma.

Module	Module Title	Total Hours	Total Credits
MODULE A	Dental Office Emergencies and Compliance	80	6
MODULE B	Dental Radiography	80	6
MODULE C	Dental Specialties	80	6
MODULE D	Operator Dentistry	80	6
MODULE E	Laboratory Procedures	80	6
MODULE F	Dental Anatomy and Orthodontics	80	6
MODULE G	Dental Health	80	6
MODULE X	Dental Assistant Externship	200	6
<b>Program Totals:</b>		<b>760</b>	<b>48</b>

Major Equipment			
Amalgamators	DXTTR and Typodont Manikins	Model Vibrators	Personal Computers
Autoclave	Handpieces	Oral Evacuation Equipment	Ultrasonic Units
Automatic and Manual Processing Equipment	Model Trimmers	Oxygen Tank	X-Ray Units
Dental Unit and Chairs			

### Module A – Dental Office Emergencies and Compliance

**6 Quarter Credits**

In this module, students are introduced to Occupational Safety and Health Administration (OSHA) Standards for infection control and hazard communication. Topics include microbiology, contagious diseases concerning the dental team, universal precautions, protective barrier techniques and handling hazardous chemicals. Students practice step-by-step instrument decontamination using approved sterilization agents and methods. Students learn operator disinfection using approved agents and methods. Methods for taking and recording vital signs and blood pressure are introduced. Students also learn about CPR for the Healthcare Provider and how to manage emergencies that may occur in the dental office. Related dental terminology is studied. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Special considerations for the medically and physically compromised patients are presented. Students are introduced to dental insurance processing. Career development skills are also taught. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None.* Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.

<p><b>Module B – Dental Radiography</b></p> <p>Module B introduces students to the basic anatomy of the head and teeth in order to familiarize students with the anatomical structures involved in dental radiographs. Radiation protection and the hazards of X-ray radiation are studied. Emphasis is placed on maintaining radiation safety while obtaining the best possible diagnostic quality on dental radiographs. Students are also introduced to digital radiography. Theory, laboratory skills and clinical practice meet state guidelines for a Radiation Safety Certificate and comply with federal regulations for certifying radiographic operators. Students practice techniques of film exposure and mounting in equipped dental operatories with industry-approved structural and monitoring devices. Exposure techniques include bitewing, bisecting and parallel techniques and are performed on a patient simulator manikin. Students process film using a fully equipped darkroom or automatic processor. Students are also required to mount processed radiographs and to evaluate the diagnostic quality according to established criteria. Students retake non-diagnostic films according establish criteria. Professional responsibilities regarding the state radiation safety certificate are introduced as well as quality assurance and infection control. Students learn telephone communication and techniques. Related dental terminology is also taught. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	<p><b>6 Quarter Credits</b></p>
<p><b>Module C – Dental Specialties</b></p> <p>In this module, students study cranial anatomy as it relates to anesthesia administration and pain control. Methods for taking and recording vital signs and blood pressure are introduced. Skills performed by the dental assistant in the specialty areas of Oral Surgery and Endodontics (root canals) are presented, including procedures for the administration of topical and local anesthetics. Students practice acquired skills on training manikins (Typodonts), placing instruments and materials. Children’s dentistry (Pedodontics) as a specialty is presented. Related dental terminology is studied. Business and administrative equipment is discussed. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	<p><b>6 Quarter Credits</b></p>
<p><b>Module D – Operatory Dentistry</b></p> <p>This module introduces students to chair-side assisting duties and techniques practiced in general dentistry with emphasis on four-handed dentistry. Students learn how to handle and transfer dental instruments and place materials on models. Properties and manipulation of common dental materials, including amalgam, composites, glass ionomers and sealants, are presented. Students practice procedures such as placement, wedging and removal of Tofflemire retainers, placement of cement bases and liners, and placement of temporary sedative dressing on Typodont manikins. Basic concepts of psychology and communication are discussed with emphasis on helping dental patients overcome anxieties related to dental treatment. Students also study related dental terminology. Students learn patient scheduling as part of front office procedures. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	<p><b>6 Quarter Credits</b></p>
<p><b>Module E – Laboratory Procedures</b></p> <p>In this module, students receive hands-on training in taking impressions and constructing study and master casts. Students are exposed to a variety of impression and gypsum materials and procedures for their use. The casts are then used to practice dental procedures such as the fabrication of custom trays and temporary crowns. Prosthodontics as a specialty is presented with instruction in crown and bridge procedures and full and partial dentures. Students are introduced to dental implants and the various types of mouth guards such as night-guards, sports guards and bleaching trays. Laboratory safety and infection control are presented. Record keeping is presented as front office duty. Related dental terminology is studied. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	<p><b>6 Quarter Credits</b></p>
<p><b>Module F – Dental Anatomy and Orthodontics</b></p> <p>This module focuses on orthodontics as a specialty. Students receive hands-on training in practicing orthodontic measurements, placement of separators and sizing bands and placement and ligation of arch wires. Theory on orthodontic assistant duties, office routine and malocclusion classifications are presented. In addition, students learn to chart the oral conditions of patients in compliance with state guidelines for mouth mirror inspection. Introduction of tooth morphology, oral structures, and oral pathology are presented. Students learn accounts receivables as an important practice of collecting office payments. Related spelling and terminology is studied throughout the module. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	<p><b>6 Quarter Credits</b></p>
<p><b>Module G – Dental Health</b></p> <p>Specialty areas of oral pathology and periodontics are studied. Placement of periodontal surgical dressings is demonstrated and practiced on manikins according to RDA criteria. Preventive dentistry is emphasized. Related areas of nutrition and fluorides are presented. Students are introduced to accounts payable. Related dental terminology is studied. Coronal polish theory and procedures are taught and practiced on manikins (clinical patients practice can be performed under the direct supervision of a licensed dentist where required by state). Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	<p><b>6 Quarter Credits</b></p>



**Module X – Dental Assistant Externship****6 Quarter Credits**

This module is 200 hours of unpaid, supervised, practical in-service in a dental office or clinic in which the student practices direct application of all administrative and clinical functions of dental assisting. *Prerequisites: Completion of Modules A-G.* Lecture Hours: 00.0 Lab Hours: 00.0 Other Hours: 200.0.



## MEDICAL ADMINISTRATIVE ASSISTANT

Diploma Program

33 Weeks – 760 hours, 48 credit units

V1

The Medical Administrative Assistant program is designed to prepare students for entry-level positions as medical administrative assistants in a variety of health care settings. Students study various administrative procedures related to the medical office, including patient processing and assessment, processing medical insurance claims, bill collections, and general office procedures utilized in various medical offices. In addition to acquiring manual and hands-on administrative skills, the program is designed to teach students computer and keyboarding skills which enables them to become familiar with the computerized technology that is becoming more visible in the 21<sup>st</sup> century medical office environment.

The medical professionals have come to rely upon well-trained medical administrative assistants for their ability to handle managed-care insurance claims and the general financial functions of the medical office. This diploma prepares the graduate to fill entry-level positions in all medical facilities and insurance companies.

The program is divided into eight learning units called modules. Student must complete modules A through G before starting Module X which is externship. A student can start with any module and continue in any sequence until all seven modules are successfully completed. Modules A through G stand alone as units of study and are not dependent upon previous training. If students do not complete any portion of one of these modules, the entire module must be repeated.

Upon successful completion of modules A through G, students participate in a 200-clock hour externship (Module X). Completion of the Medical Administrative Assistant program is acknowledged by the awarding of a diploma.

Module	Module Title	Total Hours	Total Credits
Module A	Office Finance	80	6
Module B	Patient Processing and Assisting	80	6
Module C	Medical Insurance	80	6
Module D	Insurance Plans and Collections	80	6
Module E	Office Procedures	80	6
Module F	Patient Care and Computerized Practice Management	80	6
Module G	Dental Administrative Procedures	80	6
Module X	Medical Administrative Assistant Externship	200	6
	<b>Program Total</b>	<b>760</b>	<b>48</b>

### Module A – Office Finance

**6 Quarter Credits**

Module A introduces accounting functions essential to a medical environment. Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and identify self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also learn essential medical terminology. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None.* Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.

### Module B – Patient Processing and Assisting

**6 Quarter Credits**

In Module B, students learn to set up patient records and maintain and organize them manually and electronically. Students locate records management systems and develop skills in alphabetic filing and indexing, and appointment scheduling. The basics of health insurance are introduced, as well the basic of coding with CPT and ICD-9 codes. Students are trained in vital signs, and a cardiopulmonary resuscitation (CPR) course is taught. Students study essential medical terminology, build on keyboarding and word processing skills, and learn self-directed job search process by identifying their personal career objective. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None.* Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.

<b>Module C – Medical Insurance</b>	<b>6 Quarter Credits</b>
<p>Module C develops student proficiency in preparing and processing insurance claims. Students study insurance programs, including HMOs, PPOs, and worker's compensation plans. National coding systems used for claims processing are studied. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. Students are given hypothetical insurance billing situations and select appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Office &amp; insurance collection strategies are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and learn the self-directed job search process by developing career networking techniques that will assist you in being successful in the medical field. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	
<b>Module D – Insurance Plans and Collections</b>	<b>6 Quarter Credits</b>
<p>Module D develops student proficiency in preparing and processing insurance claims. The Medicaid, Medicare, TRICARE, and CHAMPVA programs are discussed. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of the collection process including collection letters, telephone calls, and collection servicing agencies. They will also learn about Occupational Safety and Health Administration (OSHA) standards and the use of universal precautions in the medical office. Medical ethics and law are also included. Students study essential medical terminology, build on keyboarding and word processing skills, and learn self-directed job search process by identifying and demonstrating what a successful job interview contains and how to answer common interview questions accurately. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	
<b>Module E – Office Procedures</b>	<b>6 Quarter Credits</b>
<p>In Module E, students are introduced to dictation and transcription. Emphasis is also placed on correspondence and mail processing, health information management and the medical facility environment. Students will identify disability income insurance and legal issues affecting insurance claims. In addition, students learn about the Health Insurance Accountability and Portability Act (HIPAA). Students study essential medical terminology, build on keyboarding and word processing skills, and learn the self-directed job search by learning how to set their own career goals. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	
<b>Module F – Patient Care and Computerized Practice Management</b>	<b>6 Quarter Credits</b>
<p>Module F emphasizes computerized practice management, including file maintenance, patient records, bookkeeping and insurance. Students will learn the health insurance claim form and managed care systems. Hospital billing is introduced this module. Students will also learn about the history of the healthcare industry and the Medical Assisting Profession. In addition, students learn basic techniques for taking patients vital signs. They learn OSHA standards and the use of universal precautions in the medical office. Students study essential medical terminology, build on keyboarding and word processing skills, and learn self-directed job search process by learning all about how to become and learn from mentoring. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	
<b>Module G – Dental Administrative Procedures</b>	<b>6 Quarter Credits</b>
<p>Module G focuses on basic administrative procedures performed in the dental office. Students learn about the dental health team with emphasis on the tasks performed by the administrative support staff. Specialized procedures including appointment scheduling, bookkeeping, dental charting, processing patients, insurance billing and coding, and law and ethics are presented. Students learn basic dental anatomy and common dental procedures practiced in today's modern dental offices. Students will do vital signs. They discuss interpersonal skills and human relations, telephone techniques, and patient reception techniques. Students build on keyboarding and word processing skills, and learn essential dental terminology and the self-directed job search process by learning how to dress for success. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 40.0 Other Hours: 00.0.</p>	
<b>Module X – Medical Administrative Assistant Externship</b>	<b>6 Quarter Credits</b>
<p>Upon successful completion of modules A through G, students participate in a 200-hour externship at an approved facility. This course is 200 hours of supervised, practical, in-service experience in a medical office or clinic in which the student practices direct application of all administrative functions of the medical administrative assistant. <i>Prerequisite: Modules A-G.</i> Lecture Hours: 0.0 Lab Hours 0.0 Other Hours: 200.0.</p>	



**MEDICAL ASSISTANT**  
*Diploma Program*  
 41 Weeks – 920 hours, 60 credit units

V2

The Medical Assistant diploma program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students learn the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills. Medical offices and ambulatory care providers, clinics, hospitals, urgent care centers and insurance providers are seeking their services.

The goal of the Medical Assistant diploma program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains required and necessary to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

**NOTE:** Medical Assistant graduates are immediately eligible to sit for the Registered Medical Assistant Examination. Candidates who pass the exam are considered Registered Medical Assistants (RMA).

Module	Course Title	Total Hours	Total Credits
Module MAINTRO	Introduction to Medical Assisting	80	6
Module A	Integumentary, Sensory, and Nervous Systems, Patient Care and Communication	80	6
Module B	Muscular System, Infection Control, Minor Office Surgery, and Pharmacology	80	6
Module C	Digestive System, Nutrition, Financial Management, and First Aid	80	6
Module D	Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR	80	6
Module E	Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures	80	6
Module F	Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics	80	6
Module G	Medical Law and Ethics, Psychology, and Therapeutic Procedures	80	6
Module H	Health Insurance Basics, Claims Processing, and Computerized Billing	80	6
Module X	Medical Assistant Diploma Program Externship	200	6
<b>PROGRAM TOTAL</b>		<b>920</b>	<b>60</b>

**MODULE MAINTRO – Introduction to Medical Assisting**

**6 Quarter Credits**

Module MAINTRO introduces students to the medical assisting profession, medical terminology, interpersonal skills, study techniques, and basic clinical skills. Students are introduced to the rules needed to build, spell, and pronounce health care terms, basic prefixes, suffixes, word roots, combining forms, and terms associated with body structure and directional terminology. Students study the professional qualities and professional personal appearance of a medical assistant. They learn about the administrative and clinical duties performed by a medical assistant. Additionally, students study the purpose of accreditation and the significance of becoming credentialed professional. Students also study the importance of interpersonal skills and the application of these skills with patients and fellow employees. Students will gain knowledge of basic medical insurance billing, coding concepts, and the use of coding reference books. Students are introduced to the basic clinical skills of obtaining vital signs, drawing and processing blood samples, and preparing and administering injections—procedures that they will continue to practice throughout the remaining modules. Students learn how to use knowledge of multiple intelligences to enhance studying and learning and how to make their personality type work for them. Successful note-taking and listening skills are reviewed, as well as techniques for remembering. Students also gain knowledge of test-taking strategies, including methods that can be used for reducing test anxiety. Out-of-class activities will be assigned and assessed as part of this module.  
*Prerequisites: None. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 26.0.*

**MODULE A – Integumentary, Sensory, and Nervous Systems, Patient Care and Communication****6 Quarter Credits**

Module A emphasizes patient care, including physical examinations and procedures related to the eyes and ears, the nervous system, and the integumentary system. Students will have an opportunity to work with and review patient charts and perform front office skills related to records management, appointment scheduling, and bookkeeping. Students gain skills in communication (verbal and nonverbal) when working with patients both on the phone and in person. Students develop working knowledge of basic anatomy and physiology of the special senses (eyes and ears), nervous and integumentary system, common diseases and disorders, and medical terminology related to these systems. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for dealing with change, setting goals, and getting motivated. Students learn how to prepare an attractive business letter, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO*. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 27.0.

**MODULE B – Muscular System, Infection Control, Minor Office Surgery, and Pharmacology****6 Quarter Credits**

Module B stresses the importance of asepsis and sterile technique in today's health care environment, along with the proper use of personal protective equipment. Students learn about basic bacteriology and its relationship to infection and disease control. Students identify the purpose and expectations of the Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regarding disease transmission in the medical facility. Students study basic math concepts to prepare for medication dosage calculations. Students learn the principles and various methods of administering medication. Basic pharmacology and the uses, inventory, classification, and effects of therapeutic drugs are included. Students participate in the positioning and draping of patients for various examinations and prepare for assisting with minor office surgical procedures. Students gain knowledge of basic anatomy and physiology of the muscular system, common diseases and disorders, and medical terminology related to this system. Students check vital signs, obtain blood samples, and prepare and administer injections. Also introduced are strategies for setting and accomplishing personal goals, along with how to succeed in accomplishing these goals. Students describe how to handle numbers, symbols, and abbreviations in transcribed material and demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO*. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 25.0.

**MODULE C – Digestive System, Nutrition, Financial Management, and First Aid****6 Quarter Credits**

Module C introduces students to the health care environment, office emergencies, and first aid, with an emphasis on bandaging techniques for wounds and injuries. Students will discuss types of disasters and the medical assistant's role in emergency preparedness and assisting during and after a disaster. Students learn bookkeeping procedures, accounts receivable and payable, financial management, banking, and check-writing procedures essential to the successful operation of the medical office. Students study the administrative and clinical uses of the electronic health record. Students develop working knowledge of good health, nutrition, weight control, and strategies in promoting good health in patients. They acquire knowledge of basic anatomy and physiology, common diseases and disorders, and medical terminology of the digestive system. Students check vital signs, obtain blood samples, and prepare and administer injections. They are introduced to strategies for building active reading and comprehension skills, along with techniques for managing time. Students practice transcribing accurate medical record notes and correcting erroneous entries, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO*. Lecture Hours: 40.0 Lab Hours: 40.0 Outside: 27.0.

**MODULE D – Cardiopulmonary Systems, Vital Signs, Electrocardiography, and CPR****6 Quarter Credits**

Module D examines the circulatory and respiratory systems, including the structure and function of the heart and lungs, along with diseases, disorders, diagnostic tests, anatomy and physiology, and medical terminology associated with these systems. Students apply knowledge of the electrical pathways of the heart muscle in preparation for applying electrocardiography leads and recording a 12-lead electrocardiogram (ECG). Students receive instruction in cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED), which enables them to respond to cardiac emergencies. Students check vital signs and differentiate between normal values for pediatric and adult patients. Students obtain blood samples and prepare and administer injections. Students will discuss how to apply critical and creative thinking skills to analyzing and problem solving in the workplace and everyday life. Students study the preparation of a History and Physical examination report, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO*. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 00.0.

**MODULE E – Urinary, Blood, Lymphatic, and Immune Systems and Laboratory Procedures 6 Quarter Credits**

Module E introduces microbiology and laboratory procedures commonly performed in a physician's office or medical clinic. Students learn specimen identification, collection, handling and transportation procedures and practice venipuncture and routine diagnostic hematology. Maintenance and care of laboratory equipment and supplies are discussed. Students gain working knowledge of radiology and nuclear medicine, in addition to various radiological examinations and patient preparation for these exams. Anatomy and physiology of the urinary system and the body's immunity, including the structure and functions, as well as common diagnostic exams and disorders related to these systems, is presented. Students perform common laboratory tests, check vital signs, and perform selected invasive procedures. Students learn essential medical terminology related to the body systems and topics introduced in the module. Students learn the skills involved in organizing and writing a paper. Students transcribe miscellaneous medical reports, along with demonstrating increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO.* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 28.0.

**MODULE F – Endocrine, Skeletal, and Reproductive Systems, Pediatrics, and Geriatrics 6 Quarter Credits**

Module F covers general anatomy and physiology, including an overview of the study of biology and the various body structures and systems. This module also examines the anatomy, physiology, and functions of the skeletal, endocrine, and reproductive systems, along with medical terminology associated with these systems. Students learn about child growth and development. They develop working knowledge of the skills necessary to assist in a pediatrician's office and learn the important differences that are specific to the pediatric field. Some of the skills students learn in this area are height and weight measurements and restraining techniques used for infants and children. They check vital signs, assist with diagnostic examinations and laboratory tests, and instruct patients regarding health promotion practices. Students gain knowledge of signs and symptoms of possible child abuse or neglect. Students also become familiar with human development across the life span. They will discuss normal and abnormal changes that are part of the aging process and the medical assistant's responsibilities related to the older person. Students check vital signs, obtain blood samples, and prepare and administer injections. Students discuss the importance of the ability to compose business documents and reports and practice composing business documents and e-mails. Students demonstrate increasing speed and accuracy on the computer keyboard and in medical transcription. Students build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO.* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 28.0.

**MODULE G – Medical Law, and Ethics, Psychology, and Therapeutic Procedures 6 Quarter Credits**

Module G covers the history and science of the medical field, as well as the medical assisting profession. Students gain working knowledge of concepts related to patient reception in the medical office and preparing for the day. They discuss the importance of professional behavior in the workplace. Students learn what it takes to become an office manager and the responsibilities an office manager has to the office, the staff, and the physician. Students are introduced to medical office safety, security, and emergency provisions. They study how to maintain equipment and inventory. The functions of computers in the medical office are discussed. Students also talk about the role ergonomics plays in the health of the staff and patients. Students learn how to provide mobility assistance and support to patients with special physical and emotional needs, and various physical therapy modalities are discussed. Also introduced are the basic principles of psychology, psychological disorders, diseases, available treatments, and medical terminology related to mental and behavioral health. Medical law and ethics in relation to health care are discussed. Skills and attitudes necessary for success in the workforce are introduced, along with how to create a résumé, and follow through with the job search. Students check vital signs, obtain blood samples, and prepare and administer injections. Students demonstrate increasing speed and accuracy on the computer keyboard and build on their keyboarding and word processing skills related to word processing and spreadsheet programs, with acceptable progress through the identified text(s). Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: None.* Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 30.0.

**MODULE H – Health Insurance Basics, Claims Processing, and Computerized Insurance Billing****6 Quarter Credits**

Module H introduces students to insurance billing and provides an in-depth exposure to diagnostic and procedural coding. Students gain working knowledge of the major medical insurances and claims form processing. They are introduced to types and sources of insurance, health insurance basics, traditional insurance plans, managed care, Medicare, Medicaid, military carriers, and Worker's Compensation and Disability insurance. This module covers the format of the ICD-9-CM manual, the CPT-4 and HCPCS manuals, and their relationship to the process of insurance claims submission. Patient expectations of the medical practice in regard to billing and collections and patient confidentiality are covered. Students gain knowledge of how to enter patient information and schedule appointments electronically, along with processing insurance claims both manually and electronically. Students continue to develop basic clinical skills by taking vital signs, obtaining blood samples, and preparing and administering injections. Out-of-class activities will be assigned and assessed as part of this module. *Prerequisites: MAINTRO*. Lecture Hours: 40.0 Lab Hours: 40.0 Outside Hours: 29.0.

**MODULE X – Medical Assistant Diploma Program Externship****6 Quarter Credits**

Upon successful completion of all modules, medical assisting students participate in a 200-hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in working with patients. Medical Assisting Diploma Program externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Supervisory personnel at the site evaluate externs at 100- and 200-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. *Prerequisite: MAINTRO, Modules A-H*. Lecture Hours: 00.0 Lab Hours: 00.0 Outside Hours: 200.0.

## DEGREE PROGRAMS



### ACCOUNTING (AAS)

*Associate of Applied Science Degree Program*  
24 months – 96 credit units

V1

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

Course Number		Course Title	Associate Degree Total Credits	
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS	1105	Strategies for Success	4	
CGS	2060C	Computer Applications	4	
SLS	1321	Career Skills and Portfolio Development	2	
<b>Associates students choose 8 credits from the following:</b>				
LIS	2004	Introduction to Internet Research	2	
MAN	2031	Let's Talk Business	2	
OST	2335	Business Communications	4	
MTB	1103	Business Math	4	
OST	1149L	Keyboarding	2	
CGS	2510C	Applied Spreadsheets	4	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>18</b>
<b>MAJOR CORE REQUIREMENTS</b>				
APA	2111	Principles of Accounting I	4	
APA	2121	Principles of Accounting II	4	
APA	2161	Introductory Cost/Managerial Accounting	4	
ACG	2021	Introduction to Corporate Accounting	4	
APA	2141	Computerized Accounting	4	
ACO	1806	Payroll Accounting	4	
ACG	2551	Non-Profit Accounting	4	
TAX	2000	Tax Accounting	4	
MAN	1030	Introduction to Business	4	
BUL	2131	Applied Business Law	4	
<b>Choose two courses from the following:</b>				
CGS	2510C	Applied Spreadsheets	4	
FIN	1103	Introduction to Finance	4	
ACG	2178	Financial Statement Analysis	4	
MAN	2021	Principles of Management	4	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>48</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2017	Oral Communications*	4	
AML	2000	Introduction to American Literature	4	
EVS	1001	Environmental Science	4	
SLS	1505	Basic Critical Thinking	2	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>30</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96</b>

\*Online students will take SPCP2300 Fundamentals of Interpersonal Communication





**APPLIED MANAGEMENT (BAM)**  
*Bachelor of Applied Management Degree Program*  
 48 months – 192 credit units

V1.2

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment.

Course Number	Course Title	Associate Degree Total Credits
<b>College Core</b>		
CGS 2060C	Computer Applications	4
MAN 2031	Let's Talk Business	2
<b>Total College Core:</b>		<b>6</b>
<b>Major Core</b>		
MAN 2021	Principles of Management	4
FIN 1103	Introduction to Finance	4
MAR 1011	Introduction to Marketing	4
SBM 2000	Small Business Management	4
MAN 3344	Principles of Supervision	4
MAN 3554	Workplace Continuity and Contingency Planning	4
MAN 3100	Human Relations in Management	4
ACG 3073	Accounting for Managers	4
MAN 4701	Business Ethics	4
MAN 4302	Management of Human Resources	4
MAR 3310	Public Relations	4
MAN 4734	Contemporary Management	4
MAN 4501	Applied Management Senior Capstone Experience	4
<b>Additional Major Core</b>		40
To be determined upon enrollment in program; must include major core coursework leading to an applied science diploma or degree. Should the diploma provide fewer than 40 major core transfer credits, Student will select additional courses from the business and management areas.		
<b>Total Major Core:</b>		<b>92</b>
<b>GENERAL EDUCATION</b>		
SLS 3130	Principles and Applications of Adult Learning	4
ENC 1101	Composition I	4
ENC 1102	Composition II	4
SPC 2017	Oral Communications*	4
MAT 1033	College Algebra	4
SLS 1505	Basic Critical Thinking	2
PSY 2012	General Psychology	4
EVS 1001	Environmental Science	4
<b>General Education Electives**</b>		24
Must include at least one course from each of the following subject areas:		
	Communications/Humanities	
	Math/Science	
	Social Science	
<b>TOTAL GENERAL EDUCATION CREDIT HOURS:</b>		<b>54</b>
<b>ELECTIVE REQUIREMENT**</b>		40
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:</b>		<b>192</b>

\*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

\*\***General Education Requirements:** In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area: Communications/Humanities, may include ENC 3211, AML 2000; Social Sciences, may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3007, ECO 3028; Mathematics and Science, may include: STA 2014

**Upper Division Requirement:** Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.



**BUSINESS ADMINISTRATION (AAS)**  
 Associate of Applied Science Degree Program  
 24 months – 96 credit units

V1

Business Administration is offered for those students whose career goals require a broad knowledge of the functional areas of business. Students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. The Business Administration program focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Course Number	Course Title	Associate Degree Total Credits
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1105	Strategies for Success	4
CGS 2060C	Computer Applications	4
SLS 1321	Career Skills and Portfolio Development	2
<b>College Core Continuation: Select 8 credits from the following courses</b>		
LIS 2004	Introduction to Internet Research	2
MAN 2031	Let's Talk Business	2
OST 1149L	Keyboarding	2
OST 2335	Business Communication	4
MTB 1103	Business Math	4
CGS 2510C	Applied Spreadsheets	4
CGS 2501	Applied Word Processing	4
	<b>Total College Core Requirements</b>	<b>18</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4
APA 2121	Principles of Accounting II	4
MAN 1030	Introduction to Business	4
MAN 2021	Principles of Management	4
MAN 2300	Introduction to Human Resources	4
MAR 1011	Introduction to Marketing	4
BUL 2131	Applied Business Law	4
MAN 2727	Strategic Planning for Business	4
FIN 1103	Introduction to Finance	4
MAR 2305	Customer Relations and Servicing	4
<b>Choose 2 of the following courses:</b>		
ACG 2021	Introduction to Corporate Accounting	4
ACG 2178	Financial Statement Analysis	4
APA 2161	Introductory Cost/Managerial Accounting	4
SBM 2000	Small Business Management	4
	<b>Total Major Core Requirements</b>	<b>48</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC 1101	Composition I	4
ENC 1102	Composition II	4
MAT 1033	College Algebra	4
PSY 2012	General Psychology	4
SPC 2017	Oral Communications*	4
AML 2000	Introduction to American Literature	4
EVS 1001	Environmental Science	4
SLS 1505	Basic Critical Thinking	2
	<b>Total General Education Requirements</b>	<b>30</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96</b>

\*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



## COMPUTER INFORMATION SCIENCE (AAS)

Associate of Applied Science Degree program  
24 months – 96 credit units

V2.1

The Associate of Applied Science degree provides coursework in computer programming and systems development, computer hardware and operating systems, as well as accounting and business courses that complement the business-oriented applications graduates will encounter in the work place. The graduate will be familiar with microcomputer applications, programming applications, and design in a programming language. This concentration prepares an individual to enter the information technology industry in a variety of job roles, including entry-level programmer.

Course Number	Course Name	Associate Degree Total Credits
<b>College Core Requirements</b>		
SLS	1105 Strategies for Success	4
SLS	1321 Career Skills and Portfolio Development	2
CGS	2060C Computer Applications	4
<b>Choose one of the following courses:</b>		
CEN	1056 Project Development	2
OST	1149L Keyboarding	2
MAN	2031 Let's Talk Business	2
SLS	1505 Basic Critical Thinking	2
<b>Total Quarter Credit Hours:</b>		<b>12</b>
<b>Major Core Requirements – Programming Concentration</b>		
APA	2111 Principles of Accounting I	4
APA	2121 Principles of Accounting II	4
BUL	2131 Applied Business Law	4
CNT	1003C Computer Networking Fundamentals	4
CTS	1110C Computer Operating Systems	4
CGS	1280C Computer Hardware Concepts	4
COP	2000C Programming Concepts	4
COP	2505C Fundamental Programming Techniques	4
CIS	2321 Introduction to the Systems Development Life Cycle	4
Approved IT Electives*		8
*Approved IT Electives to be selected in consultation with the Academic Advisor, Registrar, or Academic Dean from available coursework in the major (typically those courses with CEN, CIS, CGS, COP, CTS and CET prefixes).		
Choose one of the following two-course language sequences in Visual Basic or C++ or Java or C# (4 credits each).		8
COP	2170C Computer Programming – Visual Basic I	4
COP	2171C Computer Programming – Visual Basic II	4
COP	2224C Computer Programming – C++ I	4
COP	2228C Computer Programming – C++ II	4
COP	2250C Computer Programming – Java I	4
COP	2805C Computer Programming – Java II	4
COPP	2280C Computer Programming – C# I	4
COPP	2281C Computer Programming – C# II	4
<b>Programming Major Core:</b>		<b>52</b>
<b>Approved Electives</b>		<b>8</b>
To be selected in consultation with the Academic Advisor, Registrar or Academic Dean to achieve a balanced educational program in keeping with the personal objectives and career ambitions of the student.		
<b>General Education Requirements</b>		
ENC	1101 Composition I	4
ENC	1102 Composition II	4
SPC	2017 Oral Communications*	4
MAT	1033 College Algebra	4
PSY	2012 General Psychology	4
EVS	1001 Environmental Science	4
<b>Total Quarter Credit Hours:</b>		<b>24</b>
<b>Total Quarter Credit Hours Required for Graduation:</b>		<b>96</b>

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## PARALEGAL (AAS)

Associate of Applied Science Degree program  
24 month – 96 credit units

V1.3

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Number		Course Title	Associate Degree Total Credits	
<b>COLLEGE CORE REQUIREMENTS</b>				
CGS	2060C	Computer Applications	4	
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills and Portfolio Development	2	
CGS	2501	Applied Word Processing	4	
<b>Total College Core Requirements</b>				<b>14</b>
<b>MAJOR CORE REQUIREMENTS</b>				
PLA	1003	Introduction to Paralegal	4	
PLA	2363	Criminal Procedure and the Constitution	4	
PLA	1105	Legal Research and Writing I	4	
PLA	2106	Legal Research and Writing II	4	
PLA	2273	Torts	4	
PLA	2423	Contract Law	4	
PLA	2600	Wills, Trusts, and Probate	4	
PLA	2800	Family Law	4	
PLA	2763	Law Office Management	4	
PLA	2203	Civil Procedure	4	
<b>Total Major Core Requirements</b>				<b>40</b>
<b>The Associate's student will select 8.0 credits from the following list:</b>				
PLA	2460	Bankruptcy	4	
PLA	2930	Contemporary Issues and Law	4	
PLA	2433	Business Organizations	4	
PLA	2483	Introduction to Administrative Law	4	
PLA	2610	Real Estate Law	4	
PLA	2631	Environmental Law	4	
<b>Total Requirements</b>				<b>8</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
SPC	2017	Oral Communications*	4	
SYG	2000	Principles of Sociology	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SLS	1505	Basic Critical Thinking	2	
AML	2000	Introduction to American Literature	4	
EVS	1001	Environmental Science	4	
<b>Total General Education Requirements</b>				<b>34</b>
<b>Total Quarter Credit Hours Required for Graduation</b>				<b>96</b>

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## COURSE DESCRIPTIONS

### COURSE NUMBERING SYSTEM

This campus uses the following course numbering system:

- 0100 – 2999 Lower division (first and second year) courses
- 3000 – 4999 Upper division (third and fourth year) courses

Students enrolled in associate degree programs take courses in the lower division, and students enrolled in the bachelor degree programs take courses in the lower and upper division. The letters that must accompany the numbering system normally refer to the course subject matter, such as MAN = management and FIN = finance. The numbers that follow the course prefix increase in sequence to indicate a more in-depth and complex level of the particular subject area.

<p><b>ACG 2021 – Introduction to Corporate Accounting</b></p> <p>This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: APA 2121.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>ACG 2178 – Financial Statement Analysis</b></p> <p>This course covers the basics of financial statement analysis in directing a firm's operations are covered in this course. Students will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>ACG 2551 – Non-Profit Accounting</b></p> <p>In this course, the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: ACG 2021.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>ACG 3073 – Accounting for Managers</b></p> <p>This course teaches the student how to use and interpret Accounting information in day-to-day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>ACO 1806 – Payroll Accounting</b></p> <p>This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. The students gain hands-on experience performing the payroll function. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: APA 2111.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>AML 2000 – Introduction to American Literature</b></p> <p>This course concentrates on the major writers of Modern American literature. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>APA 2111 – Principles of Accounting I</b></p> <p>This course emphasizes accrual accounting based upon generally accepted accounting principles. Analysis of income statement procedures, computerized accounting applications, and the accounting cycle are highlighted. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>APA 2121 – Principles of Accounting II</b></p> <p>This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, accounts payable, fixed asset allocations, intangible assets, and natural resources. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: APA 2111.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>
<p><b>APA 2141 – Computerized Accounting</b></p> <p>This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: APA 2121.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<b>4 Quarter Credits</b>

<p><b>APA 2161 – Introductory Cost/Managerial Accounting</b></p> <p>This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques, including job-order, process costing, and standard costing with emphasis on managerial application. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: APA 2121.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>BUL 2131 – Applied Business Law</b></p> <p>This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>CEN 1056 – Project Development</b></p> <p>This course prepares the student to administer and participate in effective project development. Emphasis will be on people, planning, processes, and communication. Students will work in teams to define project objectives, schedule, budget, and accomplish project objectives on time and on budget. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 20.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>2 Quarter Credits</b></p>
<p><b>CGS 1280C – Computer Hardware Concepts</b></p> <p>Students will be introduced to a variety of hardware components and their related functions in personal computers. Topics included are installing, diagnosing, troubleshooting, and repairing PC hardware. By the end of this course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. <i>Prerequisites: CGS 2167C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>CGS 2060C – Computer Applications</b></p> <p>This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>CGS 2501 – Applied Word Processing</b></p> <p>This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: CGS2060C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>CGS 2510C – Applied Spreadsheets</b></p> <p>This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: CGS 2167C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>CIS 2321 – Introduction to the Systems Development Life Cycle</b></p> <p>This course presents an overview of the System Development Life Cycle (SDLC). It begins with problem identification and proceeds through feasibility analysis, requirements analysis, design, implementation, operation and maintenance. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>CNT 1003C – Computer Networking Fundamentals</b></p> <p>This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students also learn and perform basic end-user functions and introductory administration operations of a network. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>COP 2000C – Programming Concepts</b></p> <p>This course provides the student with an introduction to the fundamentals of computer problems solving and programming. Students are introduced to structured and object-oriented programming concepts in a language-independent manner. Basic programming concepts, specific control structures, and object-oriented design are explored. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>COP 2170C – Computer Programming- Visual Basic I</b></p> <p>This course provides an introduction to the Visual Basic programming language. Students develop executable programs that utilize an interactive graphical-user interface in the Windows environment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2505C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>

<b>COP 2171C – Computer Programming – Visual Basic II</b>	<b>4 Quarter Credits</b>
This course is a continuation of COP 2170C. It provides advanced concepts of the Visual Basic programming language, including the Windows API/Messaging System, OLE automation, and Internet-enabled applications. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2170C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COP 2224C – Computer Programming – C++ I</b>	<b>4 Quarter Credits</b>
This course emphasizes programming with C++ functions, arrays, pointers and strings. Students develop substantial applications that process lists and tables of data in arrays—performing tasks such as searching and sorting data, and displaying graphical representations of data. The course presents a thorough discussion of pointers, including pointer-based string processing and passing data between functions using pointers. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2505C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COP 2228C – Computer Programming – C++ II</b>	<b>4 Quarter Credits</b>
This course is a continuation of COP 2224C, emphasizing C++'s features and capabilities for object-oriented programming (OOP). Students focus on programming with predefined classes and extending the language by creating new classes. Key topics include classes, objects, encapsulation, inheritance, polymorphism, and using standard library classes to perform file input/output and string processing. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2224C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COP 2250C – Programming Languages – Java I</b>	<b>4 Quarter Credits</b>
This course teaches basic computer software development using the Java programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to Java. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2505C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COPP 2280C – Computer Programming – C# I</b>	<b>4 Quarter Credits</b>
This course teaches basic computer software development using the C# programming language. It introduces the principles and techniques of object-oriented programming and explains the concepts as they relate to C#. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2505C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COPP 2281C – Computer Programming – C# II</b>	<b>4 Quarter Credits</b>
This course is a continuation of COP 2280C, emphasizing C#'s features and capabilities for object oriented programming (OOP). Students focus on programming with common library classes and extending the language by creating new classes. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2280.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COP 2505C – Fundamental Programming Techniques</b>	<b>4 Quarter Credits</b>
This course provides an introduction to programming using a primary programming language. Through hands-on practice, students will develop simple working programs. The course emphasizes fundamental programming concepts, algorithmic thinking, problem-solving techniques, pseudocode, diagramming algorithms, and introduces students to the object-oriented programming methodology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2000C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>COP 2805C – Programming Languages – Java II</b>	<b>4 Quarter Credits</b>
This course is a continuation of COP2250C. It covers advanced Java programming topics and methodologies with an emphasis on the graphical user environment. It also demonstrates how to provide more extensible and portable solutions to Web server-side applications. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: COP 2250C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>CTS 1110C – Computer Operating Systems</b>	<b>4 Quarter Credits</b>
This course focuses on the software operating systems that run today's personal computers. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of operating systems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: CGS 2167C.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>ENC 1101 – Composition I</b>	<b>4 Quarter Credits</b>
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>ENC 1102 – Composition II</b>	<b>4 Quarter Credits</b>
This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: ENC 1101.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	

<b>EVS 1001 – Environmental Science</b>	<b>4 Quarter Credits</b>
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>FIN 1103 – Introduction to Finance</b>	<b>4 Quarter Credits</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>LIS 2004 – Introduction to Internet Research</b>	<b>2 Quarter Credits</b>
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to Internet. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 20.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>MAN 1030 – Introduction to Business</b>	<b>4 Quarter Credits</b>
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. . Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 2021 – Principles of Management</b>	<b>4 Quarter Credits</b>
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 2031 – Let’s Talk Business</b>	<b>2 Quarter Credits</b>
This course is designed to provide opportunities through reading, discussion, and exercises for students to improve their proficiency as communicators in business environments. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 20.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 2300 – Introduction to Human Resources</b>	<b>4 Quarter Credits</b>
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 3100 – Human Relations in Management</b>	<b>4 Quarter Credits</b>
A study of individual interpersonal, group, and intergroup problems in business organizations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAN2021.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 3344 – Principles of Supervision</b>	<b>4 Quarter Credits</b>
A study of various aspects of the supervisor’s job, including work planning, organizing, leadership, decision-making, and effective communication. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAN 2021.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 3554 – Workplace Contingency and Continuity Planning</b>	<b>4 Quarter Credits</b>
This course presents an introduction to workplace community and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 4302 – Management of Human Resources</b>	<b>4 Quarter Credits</b>
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary consideration. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAN 2300 or MAN 3100.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 4501 – Applied Management Senior Capstone Experience</b>	<b>4 Quarter Credits</b>
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAN 2021.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	



<b>MAN 4701 – Business Ethics</b>	<b>4 Quarter Credits</b>
This course applies the ethical dimension to business decisions in today's complex, political, social, economic, and technological environment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAN 4734 – Contemporary Management</b>	<b>4 Quarter Credits</b>
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAN 2021.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAR 1011 – Introduction to Marketing</b>	<b>4 Quarter Credits</b>
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAR 3310 – Public Relations</b>	<b>4 Quarter Credits</b>
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAR 1011.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MAT 1033 – College Algebra</b>	<b>4 Quarter Credits</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>MTB 1103 – Business Math</b>	<b>4 Quarter Credits</b>
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transactions, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest and payroll functions. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>OST 1149L – Keyboarding</b>	<b>2 Quarter Credits</b>
Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 00.0 Lab Hours: 40.0 Other Hours: 00.0.	
<b>OST 2335 – Business Communications</b>	<b>4 Quarter Credits</b>
Practical written communication skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: ENC 1102.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>PLA 1003 – Introduction to Paralegal</b>	<b>4 Quarter Credits</b>
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>PLA 1105 – Legal Research and Writing I</b>	<b>4 Quarter Credits</b>
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	
<b>PLA 2106 – Legal Research and Writing II</b>	<b>4 Quarter Credits</b>
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1105.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	

<p><b>PLA 2203 – Civil Procedure</b></p> <p>This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2273 – Torts</b></p> <p>This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2363 – Criminal Procedure and the Constitution</b></p> <p>There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2423 – Contract Law</b></p> <p>The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2433 – Business Organizations</b></p> <p>This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2460 – Bankruptcy</b></p> <p>Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2483 – Introduction to Administrative Law</b></p> <p>This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2600 – Wills, Trusts and Probate</b></p> <p>This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>
<p><b>PLA 2610 – Real Estate Law</b></p> <p>This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.</p>	<p><b>4 Quarter Credits</b></p>

<b>PLA 2631 – Environmental Law</b>	<b>4 Quarter Credits</b>
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environment law and the procedural and practical skills required of an environmental paralegal. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>PLA 2763 – Law Office Management</b>	<b>4 Quarter Credits</b>
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>PLA 2800 – Family Law</b>	<b>4 Quarter Credits</b>
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>PLA 2930 – Contemporary Issues and Law</b>	<b>4 Quarter Credits</b>
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: PLA 1003.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>PSY 2012 – General Psychology</b>	<b>4 Quarter Credits</b>
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>SBM 2000 – Small Business Management</b>	<b>4 Quarter Credits</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>SLS 1105 – Strategies for Success</b>	<b>4 Quarter Credits</b>
This course is designed to equip students for a successful transition into their education and life. The course includes an introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>SLS 1321 – Career Skills and Portfolio Development</b>	<b>2 Quarter Credits</b>
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 20.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>SLS 1505 – Basic Critical Thinking</b>	<b>2 Quarter Credits</b>
This course introduces the students to the concepts of critical thinking. Topics covered include self-critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 20.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>SPC 2017 – Oral Communications</b>	<b>4 Quarter Credits</b>
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 40.0 Lab Hours: 00.0 Other Hours: 00.0.	
<b>SYG 2000 – Principles of Sociology</b>	<b>4 Quarter Credits</b>
A study of cultural heritage, of the cultural influences of human nature and personality, and of social interaction. <i>Prerequisite: None.</i> Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>TAX 2000 – Tax Accounting</b>	<b>4 Quarter Credits</b>
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: None.</i> Lecture Hours: 30.0 Lab Hours: 20.0 Other Hours: 00.0.	

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The following schools in the United States are owned by Corinthian Colleges, Inc.:	
<p><b>Everest College</b>                      Alhambra, CA (main campus)                      Anaheim, CA (main campus)                      Aurora, CO (additional location of Everest College, Thornton, CO)                      Atlanta West, GA (branch of Everest College, Reseda, CA)                      Bedford Park, IL (branch of Everest College, Alhambra, CA)                      Bremerton, WA (main campus)                      Burr Ridge, IL (branch of Everest College, Skokie, IL)                      Chesapeake, VA (additional location of Everest College, Newport News, VA)                      City of Industry, CA (branch of WyoTech, Long Beach, CA)                      Colorado Springs, CO (main campus)                      Dallas, TX (additional location of Everest College, Portland, OR)                      Everett, WA (additional location of Everest College, Bremerton, WA)                      Fort Worth, TX (additional location of Everest College, Salt Lake City, UT)                      Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO)                      Gardena, CA (main campus)                      Henderson, NV (main campus)                      Kansas City, MO (additional location of Everest University, Pompano Beach)                      McLean, VA (additional location of Everest College, Colorado Springs, CO)                      Melrose Park, IL (branch of Everest College, Skokie, IL)                      Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)                      Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL)                      Newport News, VA (main campus)                      North Aurora, IL (branch of Everest Institute, Brighton, MA)                      Ontario, CA (main campus)                      Ontario (Metro), CA (additional location of Everest College, Springfield, MO)                      Portland, OR (main campus)                      Renton, WA (main campus)                      Reseda, CA (main campus)                      Salt Lake City, UT (main campus)                      San Bernardino, CA (main campus)                      Santa Ana, CA (additional location of Everest College, Colorado Springs, CO)                      Seattle, WA (main campus)                      Skokie, IL (main campus)                      Springfield, MO (main campus)                      St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA)                      Tacoma, WA (additional location of Everest College, Bremerton, WA)                      Thornton, CO (main campus)                      Torrance, CA (main campus)                      Vancouver, WA (additional location of Everest College, Portland, OR)                      Vancouver, WA (additional location of Everest College, Seattle, WA)                      West Los Angeles, CA (main campus)  <b>Everest College Phoenix</b>                      Phoenix, AZ (main campus)                      Mesa, AZ (branch of Everest College Phoenix, AZ)                      Cross Lanes, WV (main campus)                      Dearborn, MI (branch of Everest Institute, Southfield, MI)                      Detroit, MI (branch of Everest Institute, Southfield, MI)</p>	<p><b>Everest Institute</b>                      Austin, TX (branch of Everest Institute, Southfield, MI)                      Bensalem, PA (additional location of Everest College, Seattle, WA)                      Brighton, MA (main campus)                      Chelsea, MA (branch of Everest College, Alhambra, CA)                      Eagan, MN (branch of Everest Institute, Cross Lanes, WV)                      Gahanna, OH (branch of Everest College, Ontario, CA)                      Grand Rapids, MI (main campus)                      Houston (Bissonnet), TX (branch of Everest College, Renton, WA)                      Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)                      Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)                      Jonesboro, GA (branch of Everest College, Ontario, CA)                      Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)                      Marietta, GA (branch of Everest College, Reseda, CA)                      Miami (Kendall), FL (main campus)                      Miami, FL (main campus)                      Norcross, GA (branch of Everest College, Gardena, CA)                      Pittsburgh, PA (main campus)                      Portland (Tigard), OR (additional location of Everest College, Seattle, WA)                      Rochester, NY (main campus)                      San Antonio, TX (main campus)                      Southfield, MI (main campus)                      South Plainfield, NJ (branch of Everest Institute, Southfield, MI)                      Silver Spring, MD (additional location of Everest College, Portland, OR)  <b>Everest University</b>                      Tampa (Brandon), FL (additional location of Everest University Tampa, FL)                      Jacksonville, FL (additional location of Everest University, Largo, FL)                      Lakeland, FL (additional location of Everest University, Largo, FL)                      Largo, FL (main campus)                      Melbourne, FL (additional location of Everest University, North Orlando, FL)                      North Orlando, FL (main campus)                      Orange Park, FL (additional location of Everest University, Tampa, FL)                      Pompano Beach, FL (main campus)                      South Orlando, FL (additional location of Everest University, North Orlando, FL)                      Tampa, FL (main campus)  <b>WyoTech</b>                      Blairsville, PA (branch of WyoTech, Laramie, WY)                      Daytona Beach, FL (main campus)                      Fremont, CA (main campus)                      Laramie, WY (main campus)                      Long Beach, CA (main campus)  <b>Heald College</b>                      Concord, CA (main campus)                      Fresno, CA (main campus)                      Honolulu, HI (branch of Heald College, San Francisco)                      Modesto, CA (branch of Heald College, Hayward)                      Portland, OR (branch of Heald College, San Francisco)                      Rancho Cordova, CA (main campus)                      Roseville, CA (main campus)                      Salinas, CA (main campus)                      Stockton, CA (main campus)</p>

<b>The following schools in Canada are owned by Corinthian Colleges, Inc.:</b>	
<b>Everest College of Business, Technology, and Healthcare</b> All Canadian locations listed below are branches of Everest College Canada, Inc. Barrie, Ontario Brampton, Ontario Hamilton City Centre, Ontario Hamilton Mountain, Ontario Kitchener, Ontario Mississauga, Ontario	New Market, Ontario North York, Ontario Ottawa-East, Ontario Ottawa-West, Ontario Scarborough, Ontario Sudbury, Ontario Toronto College Park (South), Ontario Windsor, Ontario

## STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

<b>CORINTHIAN COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman and Chief Executive Officer
Terry Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul St. Pierre	Robert Bosic	Executive Vice President, Operations
Linda Arey Skladany	Beth Wilson	Executive Vice President
Hank Adler	William Buchanan	Executive Vice President, Marketing and Admissions
Alice Kane	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Robert Lee	Robert C. Owen	Executive Vice President and Chief Financial Officer
Tim Sullivan	Anna Marie Dunlap	Senior Vice President, Investor Relations & Public Relations
John Dionisio	Jim Wade	Senior Vice President, Human Resources
Sharon P. Robinson	Richard Simpson	Senior Vice President and Chief Academic Officer
Marc H. Morial	Rodger Van Duinen	Senior Vice President, Marketing
	Kim Dean	Senior Vice President, Student Financial Services
	Carmella Cassetta	President of Corinthian Online Services
	Melissa Flores	Division President, Everest Florida
	Mark Ferguson	Division President, Everest Central
	Nikee Carnagey	Division President, Everest West
	Darren Gold	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, WyoTech
<b>RHODES COLLEGES, INC.</b>		
<b>DIRECTORS</b>	<b>OFFICERS</b>	<b>TITLE</b>
Jack D. Massimino	Jack D. Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth S. Ord	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Beth A. Wilson	Beth A. Wilson	Executive Vice President
	Stan A. Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

## ADMINISTRATION

<b>ADMINISTRATION</b>	
Marc Crosby	College President
Rachel McCown	Director of Education
Wendy Woosley	Director of Admissions
Jaydean Miller	Director of Career Services
Erica Young	Director of Student Finance

## CATALOG SUPPLEMENT

See the catalog supplement for current information related to the faculty listing.

## TUITION AND FEES

Program	Program Length	Credit Units	Tuition	Textbooks and Equipment (estimated)
<b>Quarter-Based Programs, Tuition per Credit Hour per Term</b>				
Accounting – AAS	24 Months	96	See Flat-Term Rates	\$400/term
Business Accounting - Diploma	12 Months	48	See Flat-Term Rates	\$400/term
Applied Management – BAM	48 Months	192	See Flat-Term Rates	\$400/term
Business Administration – AAS	24 Months	96	See Flat-Term Rates	\$400/term
Computer Information Science – AAS	24 Months	96	See Flat-Term Rates	\$400/term
Paralegal – AAS	24 Months	96	See Flat-Term Rates	\$400/term
<b>Diploma Programs</b>				
Dental Assistant	33 Weeks	48	\$14,042	\$1,003
Medical Administrative Assistant	33 Weeks	48	\$13,259	\$1,786
Medical Assistant V2.0	41 Weeks	60	\$14,918	\$1,950
Effective for diploma program starting March 1, 2014 and after				
Proficiency Challenge Exam (per credit hour): \$20.00				
Experiential Credit Folder Evaluation Fee (per course): \$25.00				

**NOTE:** The tuition for continuing linear students will be based on the cost per credit hour table (above). The tuition for new linear students will be based upon the Quarter Based flat-term table (below). Thereafter, the tuition for new and continuing linear students enrolling in the January 2014 term and subsequent terms will be based upon the Quarter Based Pricing flat-term table.

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$300.00	\$6,000.00
	19	\$315.79	\$6,000.00
	18	\$333.33	\$6,000.00
	17	\$352.94	\$6,000.00
	16	\$375.00	\$6,000.00
12 - 15	15	\$300.00	\$4,500.00
	14	\$321.43	\$4,500.00
	13	\$346.15	\$4,500.00
	12	\$375.00	\$4,500.00
8 - 11	11	\$390.91	\$4,300.00
	10	\$430.00	\$4,300.00
	9	\$477.78	\$4,300.00
	8	\$537.50	\$4,300.00
Less than 8	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
<b>Effective December 4, 2014</b>			
<b>NOTE:</b> For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,000. Thereafter, students are subject to the tiered quarterly tuition rate.			



## QUARTER-BASED CALENDARS

FY 2014 Academic Calendar				
Summer Term Starts		July	15	2013
Summer Term Drop/Add Deadline		July	28	2013
Mini-Term Starts		August	26	2013
Mini-Term Drop/Add Deadline		September	1	2013
Labor Day Holiday		September	2	2013
Micro-Term Starts		September	16	2013
Summer Term Ends		October	6	2013
Fall Break	From:	October	7	2013
	To:	October	13	2013
Fall Term Start		October	14	2013
Fall Term Drop/Add Deadline		October	27	2013
Mini-Term Starts		November	25	2013
Thanksgiving Day Holiday	From:	November	28	2013
	To:	November	29	2013
Mini-Term Drop/Add Deadline		December	3	2013
Micro-Term Starts		December	16	2013
Winter Holiday	From:	December	23	2013
	To:	January	1	2014
Classes Resume		January	2	2014
Fall Term Ends		January	12	2014
Winter Term Starts		January	13	2014
M.L. King Jr. Birthday Holiday		January	20	2014
Winter Term Drop/Add Deadline		January	27	2014
Presidents' Day		February	17	2014
Mini-Term Starts		February	24	2014
Mini Term Drop/Add Deadline		March	2	2014
Micro-Term Starts		March	17	2014
Winter Term Ends		April	6	2014
Spring Vacation	From:	April	7	2014
	To:	April	13	2014
Spring Term Starts		April	14	2014
Spring Term Drop/Add Deadline		April	28	2014
Memorial Day Holiday		May	26	2014
Mini-Term Starts		May	27	2014
Mini Term Drop/Add Deadline		June	2	2014
Micro-Term Starts		June	16	2014
Independence Day Holiday		July	4	2014
Spring Term Ends		July	6	2014
Summer Vacation	From:	July	7	2014
	To:	July	13	2014

FY 2015 Academic Calendar				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Micro-Term Starts		September	15	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Micro-Term Starts		December	15	2014
Winter Holiday	From:	December	23	2014
	To:	January	2	2015
Classes Resume		January	3	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Micro-Term Starts		March	16	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Micro-Term Starts		June	15	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

FY 2016 Academic Calendar				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
Fall Term Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term Drop/Add Deadline		December	2	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term Drop/Add Deadline		February	29	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term Drop/Add Deadline		May	31	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

FY 2017 Academic Calendar				
Summer Term Starts		July	11	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term Drop/Add Deadline		November	28	2016
Winter Holiday	From:	December	24	2016
	To:	January	1	2017
Classes Resume		January	2	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term Drop/Add Deadline		February	28	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	30	2017
Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017

## MODULAR CALENDARS

<b>Dental Assistant, Medical Administrative Assistant, &amp; Medical Assistant Mod All Shifts 2014 - 2015</b>	
<b>Start Dates</b>	<b>End Dates</b>
2/26/2014	3/25/2014
3/27/2014	4/23/2014
4/24/2014	5/21/2014
5/22/2014	6/19/2014
6/20/2014	7/18/2014
7/21/2014	8/15/2014
8/18/2014	9/15/2014
9/16/2014	10/13/2014
10/15/2014	11/11/2014
11/13/2014	12/12/2014
12/15/2014	1/23/2015
1/26/2015	2/23/2015
2/24/2015	3/23/2015
3/25/2015	4/21/2015
4/23/2015	5/20/2015
5/21/2015	6/18/2015

<b>Holiday/ Student Breaks 2014 - 2015</b>		
<b>Holiday/ Student Break</b>	<b>Start Date</b>	<b>End Date</b>
Memorial Day	5/26/2014	5/26/2014
Independence Day	7/4/2014	7/4/2014
Labor Day	9/1/2014	9/1/2014
Thanksgiving Holiday	11/27/2014	11/28/2014
Christmas Break	12/20/2014	1/1/2015
Martin Luther King Day	1/19/2015	1/19/2015
Presidents Day	2/16/2015	2/16/2015
Memorial Day	5/25/2015	5/25/2015

## OPERATING HOURS

<b>Office:</b>	
8:00 am – 8:00 pm	Monday – Thursday
8:00 am – 5:00 pm	Friday
9:00 am – 1:00 pm	Saturday
<b>School:</b>	
8:00 am – 12:00 pm	Monday – Friday Early Morning Modular
10:00 am – 2:00 pm	Monday – Friday Day Modular
2:00 pm – 6:00 pm	Monday – Friday Afternoon Modular
6:00 pm – 10:00 pm	Monday – Friday Evening Modular